

Community Matching Grant: FAQ

WHO IS ELIGIBLE?

If a community is interested in applying for a Community Matching Grant and completing a project in their area but do not have a formal HOA, they can partner with another incorporated organization in their area like a church, local business or service organization. If the community cannot find one to partner with, the City can provide assistance, although the City cannot guarantee that an organization will be available. In this instance, the below requirements apply to the community:

- A majority of the members of the group must reside, work or have a business located within the boundaries of the affected community
- The targeted community area must fall within the limits of the City of Auburn
- Be open to all residents in the targeted area, including young people between the ages of 12 to 18 and senior citizens. Membership fees, or comparable devices, cannot be used to restrict any resident within the designated area from voicing thoughts on matters concerning the Community Project
- Plan to hold at least one planning meeting to discuss the project with your community group and get their support (a Support Form will be required as part of the application). We also suggest one meeting during the implementation of the project and one meeting at the end of the project to make sure *everyone remains involved* with the project
- Designate at least one member of the community to represent it as its Project Coordinator

Any formal, incorporated HOA or management company is eligible to apply for the grant on its own as long as they meet the following requirements:

- The group of individuals taking on this project must be inclusive of all residents within the established community boundaries, both in decision-making and implementing the project
- The community must have a boundary within Auburn city limits
- The community must plan to hold at least one planning meeting to discuss the project with the residents and get their support (a Support Form will be required as part of the application). We also suggest one meeting during the implementation of the project and one meeting at the end of the project to make sure everyone remains involved with the project
- The community must designate at least one member or resident to act as its Project Coordinator to be the Point of Contact for the City during the process

If the applicant is a for-profit organization or business, they must demonstrate that they are working to benefit the community. Examples of demonstrating this include a certain portion of profits going to a charity, payment of livable wage to all employees, investment in the health of the community targeted by the project, 35% of occupants paying rent with HUD assistance or a voucher, etc.

Who is responsible for maintenance should the project require it?

Should the project require ongoing maintenance, the residents must demonstrate an ability to do this maintenance. An explanation of how maintenance will occur will be a part of the Community Matching Grant application.

WHO IS NOT ELIGIBLE?

In general, organizations or groups that do not represent a specific, targeted area should not apply. Organizations designed to elect candidates to public offices or lobby legislation are not eligible for funding.

Religious organizations are eligible provided the organization does not discriminate against any person on the basis of religion or give preference or limit services on the basis of religion. The religious organization cannot provide any religious instruction or engage in any proselytizing while on the project site or while engaged in the business of implementing the project. The project cannot contain religious symbols or decorations other than those permanently affixed to a pre-existing structure or normally and routinely worn as part of the participant's clothing or apparel.

HOW DOES THE MATCH WORK?

For every dollar requested from the City, the applicant must provide at least a dollar of match. If the applicant is an organization working in conjunction with a community, then the match can come from either the community or the organization or a combination. This division is agreed upon by the organization and the community themselves. The match may take the form of cash, donated professional services or materials, or volunteer labor. Match pledge forms are part of the Community Matching Grant application. The following are the requirements for eligible match:

- The total amount of the match must equal or exceed the dollar amount requested from the City's Community Matching Grant.
- The amount and type of match must be appropriate to the needs of the proposed project. The applicant must be prepared to justify that each element of the match, in the amount proposed, was necessary to complete the project.
- Volunteer time is valued by the City at a rate of \$30 per hour (established for Washington State by Independent Sector). Volunteer time cannot include time spent fundraising or time spent planning the project and preparing the grant proposal. Volunteer time must be recorded on attendance sheets provided by the City or comparable forms provided by the applicant.
 - If the project doesn't lend itself to volunteers, the group can volunteer for the City or a local non-profit.
 - If a non-profit is interested in being on our list, they can contact the Neighborhood Programs Coordinator to inquire. The non-profits must provide a service to Auburn residents and cannot have religious affiliations.
- Professional services will be recognized at their customary rates. Donors of professional services will need to document the value of their contribution on letterhead from the agency providing the professional service.
- Donated materials or supplies are valued at their retail price. Borrowed tools and equipment can also be considered as part of the match and valued at the standard rental

fee rate. The donor will need to provide documentation on the value of the donated tools and equipment along with the times and dates that it was used.

WHAT ARE INELIGIBLE PROJECTS AND COSTS?

The project must be non-profit in nature and must be developed and completed in compliance with city guidelines and requirements. The following are projects and costs that are generally ineligible for funding through Community Matching Grants:

- Projects that do not comply with City guidelines and requirements.
- Projects that are exclusive and benefit only a small number of residents.
- Projects that require long-term maintenance. If continual maintenance is required, the applicant must demonstrate, before the grant is awarded, how they plan to fund the necessary operation and maintenance of the project.
- Expenditures or financial commitments made before all parties sign an Agreement regarding the Community Matching Grant are not eligible for funding or match.
- Ongoing services or programming are not eligible for a Community Matching Grant. Ongoing services are defined as activities and/or products that community groups currently provide without a Community Matching Grant.
- The following budget items are not eligible for reimbursement by grant funding but may be used to satisfy the match requirements:
 - Tools and Equipment
 - Out-of-City Travel Expenses
 - Administrative Overhead

HOW ARE THE BILLS PAID?

Procurement of goods and services purchased with Community Matching Grant funds must be in accordance with the City's purchasing policies. Funds allocated to the project must be used solely and strictly for the activities or services stipulated in the grant application and/or project budget narrative.

Reimbursement:

Since the community must be, or working with, an existing, incorporated, organization large enough to finance the project upfront, the City will enter into contract with that incorporated entity. The incorporated organization will be reimbursed after the service or activity is finished and receipts are submitted. If the community provides direct financial support to the project, they are responsible for having their own agreement with the incorporated organization to be reimbursed. The City will provide the organization a purchase order that lists eligible costs and the maximum amount authorized for reimbursement. Request for reimbursement must include copies of relevant invoices submitted by contractors and vendors for payment and/or other documents that support the actual expenditure of funds. Each group has 1 year from the time of the contract being signed to complete the project/activity. However, expenses need to be submitted for reimbursement within the calendar year in which the money is spent, if the project stretches over 2 calendar years.

