

Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne
Human Resources Coordinator/City Recorder

Date: December 21, 2022

Subject: Review of Community Grant Application

Background

Once a year, the City Council accepts applications from local non-profits for projects/activities that benefit the citizens of St. Helens. Attached is the draft 2023 application form for your review.

As a reminder, at a recent meeting the Council discussed requiring that any non-profit awarded a grant would be required to volunteer at one of four community events. This was in an effort to get more help for these events. Those events are Citizens Day in the Park, 13 Nights on the River, Spirit of Halloweentown Events, and the Halloweentown Parade. After speaking with Tina, our Events Coordinator, I added the 4th of July Event. In my discussion with Tina, she expressed concern about having 13 Nights and the Spirit of Halloweentown Events on the application. I believe that she will attend your December 21 meeting and can shed light on why she feels that way.

Recommendation

Discuss the content of the application and listen to Tina's concerns. Then direct staff to amend application as needed.

The deadline to submit grant applications is January 31. I intend on bringing all the applications to the Council at your February 15 Work Session for your review/action.

Attachment: 2023 Draft Community Grant Application Form



APPLICATION FOR NON-PROFIT TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051
City Contact: Kathy Payne | kpayne@sthelensoregon.gov | 503-366-8217

DEADLINE: Tuesday, January 31, 2023, 5PM

Applicant/Organization Name: _____

Project Title: _____

Organization Information	
Organization Type: <i>Must be a local St. Helens non-profit.</i>	Federal Tax ID No:
<input type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit: Type _____	Brief description of organization:

Authorized Signer	Phone:
Print Name:	Fax:
Title:	Email:
Street Address:	Mailing Address:
Contact Person	Phone:
Print Name:	Fax:
Title:	Email:
Street Address:	Mailing Address:

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

Detailed Proposed Project Budget

Including money leveraged from other sources for this project

Budget Line-item	*City Funds	**Non-City Funds	Agency Contribution	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Totals	\$*	\$	\$	\$

**City Funds Total must not exceed \$1,000.*

**Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
Total	\$	

Detailed Project Description

Include the problem, the need for the request, and how many persons will be served by this project

Detailed Proposed Solution
Include project design, readiness to proceed, and financial need

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Service Commitment

All organizations receiving an award will be required to commit to volunteer service at one or more of the following community events

Select one or more events that your organization is willing to volunteer service at:

- ☐ Citizens Day in the Park – June 24, 2023 (one-day event)
- ☐ 13 Nights on the River Concert Series – June 1 – August 31, 2023 (Thursdays in the summer)
- ☐ 4th of July Community Event – Tuesday, July 4, 2023 (one-day event)
- ☐ Spirit of Halloweentown Parade – October TBD, 2023 (one-day event)
- ☐ Spirit of Halloweentown Event – September 23 – October 31, 2023 (multiple days available)

You will be contacted by the event's coordinator when they are doing their volunteer planning for their event. There is no specified time commitment. We just need people who are willing to help out with these community events.

Agency Contact Name:

Agency Contact Phone:

General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

Signature

(must be Board Chair, President or other authorized official)

Title

Date



If you have any questions, please contact City Recorder Kathy Payne at kpayne@sthelensoregon.gov or 503-366-8217.

You may submit your application materials via email to kpayne@sthelensoregon.gov or you may mail or drop them off at City Hall, Attn: Kathy Payne, 265 Strand Street, St. Helens, OR 97051. If you email, please expect confirmation from Kathy that your materials were received.

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