



October 8, 2026

Interested Applicants:

The Wilsonville – Metro Community Enhancement Grant Program is an exciting opportunity for community members to participate in making Wilsonville a place where families and businesses thrive.

The reimbursement program is open to non-profit organizations, service organizations, schools and/or City of Wilsonville departments and advisory committees. We encourage you to let us know your ideas and plans for enhancing the community.

A pre-application meeting is required before submitting an application. Potential applicants will have the opportunity to discuss the grant requirements, process, idea(s) and determine what information is needed to proceed. Meeting times are flexible and available between November 16 – December 31, 2026. Please contact Zoe Mombert, mombert@wilsonvilleoregon.gov to schedule a pre-application meeting.

To apply fill out the online application between November 16, 2026 - January 11, 2027, at 5:00 p.m. and we look forward to reviewing your proposal. If you need assistance with the application or need a printed copy of the application, please contact staff.

Sincerely,

Zoe Mombert
Assistant to the City Manager
503-570-1503
mombert@wilsonvilleoregon.gov

Wilsonville – Metro Community Enhancement Grant Project Application Instructions

2027 Community Enhancement Grant Schedule

2026

- Nov. 16 Applications for project proposals available at www.wilsonvilleoregon.gov/CEP
- Nov. 12 Required pre-application meetings begin.
(Required pre-application meeting should be scheduled with project staff between November 16 – December 31, 2026).

2027

- Jan. 11 Application must be completed and submitted online by 5:00 pm.
- February Staff application review.
- Mar. TBD Community Enhancement Committee meeting to review projects. Each qualifying application representative will provide a presentation to the committee and answer questions.
- Spring Community Enhancement Committee meeting to discuss projects and make a recommendation to City Council.
- Spring Allocation of funds recommended to and approved by City Council.
- July 1 Awarded projects can begin once they have signed agreements.
- Aug. 31 The “*Offer of Funding*” will be withdrawn if agreements are not signed and returned to the City of Wilsonville by this date.

2028

- June 30 Projects must be completed or have an approved extension.

General Instructions

- All projects must be within the City limits to be eligible for funding.
- Applicants must be from non-profit organizations 501(c)(3), service organizations, schools or City of Wilsonville departments or advisory committees to be eligible for a grant.
- Applicants may not have any previous Community Enhancement program grants that are active at the time of the Community Enhancement Committee application review meeting. However, exceptions may be made based on a project performance update and anticipated project completion schedule. (Project proposals seeking an exception should be prepared to provide the committee with this information at the Community Enhancement Committee meeting.) All projects should be complete within the agreed upon project completion date of June 30, 2028.
- Projects must not promote or inhibit religion or discriminate based on race, ethnicity, age, gender or sexual orientation.
- Each project must meet one of nine goals listed on the application.
 1. Improve the appearance or environmental quality of the community.
 2. Reduce the amount or toxicity of waste.
 3. Increase reuse and recycling opportunities.
 4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
 5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
 6. Result in improvement to, or an increase in, recreational areas and programs.
 7. Result in improvement to safety and community emergency preparedness.
 8. Benefit youth, seniors, low-income persons and/or underserved populations.
 9. Foster and enhance community enrichment through educational programming, arts and cultural projects.
- Each project is evaluated by staff before being forwarded to the Community Enhancement Committee. The Community Enhancement Committee will review the projects to determine funding.

- Responses are limited to the spaces provided on the application. Letters of support, supporting materials, and images can be submitted to staff before the application deadline. (Subject line: Community Enhancement Grant Application Additional Information). If a question does not apply to your proposed project, indicate such in the appropriate space.
- Applicants will also have an opportunity to answer committee members' questions and provide additional information during the presentation of the proposed project. Every question should have a response.

Application packets are available on the website at www.wilsonvilleoregon.gov/CEP. (Printed applications are available upon request.) Any questions regarding the application should be directed to Zoe Mombert, Assistant to the City Manager, at mombert@wilsonvilleoregon.gov or 503-570-1503.

Eligible Applicant Information

Name of non-profit group, service organizations, organization, city department or city committee should be listed in Sponsor Information. Contact person, phone, email address, and address should be provided for notification purposes and in case further information is required. The contact person should be the person who prepared the project proposal or is able to answer questions about the project. The person signing the proposal should be the person authorized to submit the application.

Project Information

- A. **Project Title, Amount Requested:** Sponsor should identify the date the project will begin and when the project will be completed.
- B. **Goals:** Checkmark all the goals the project meets and explain how they will be met. Please be clear and concise.
- C. **Project Description:** This should be a brief description for the proposed program or project, ***including its location and how the Wilsonville – Metro Community Enhancement Grant funds will be used.***
- D. **Estimate how many Wilsonville residents will benefit:** Be specific. Who will benefit if the project is funded. Complete the information indicating whether or not the project and/or sponsor have received Community Enhancement funds in past years.
- E. **Project Budget:** Provide total estimated costs and how these costs were estimated. Breakdown the estimated costs by source. Personnel services should include employee salaries; salary estimates for in-kind volunteer labor and/or contractual costs. Supplies and services would include any consumable materials and supplies used to complete the project or program. Examples include postage and paper products. Capital would include major expenditures greater than \$500. This would

include major tools, equipment or furnishings. Please define any costs listed under "Other." Compute percent of total budget provided by the sponsor.

- F. List the amounts and sources of the funding for the sponsor's share** of the project and whether the sponsor has secured funding from the other sources, if available or applicable. *Reimbursement of project costs incurred prior to July 1, 2026, are not allowed.*
- G. List any on-going operations and/or maintenance costs** associated with the project and indicate how these will be funded.
- H. Identify if the project is included in an adopted Master Plan or Strategic Plan.** (City of Wilsonville, school district, non-profit, etc.)

Project Management

- A. Provide an outline of the major project tasks and completion dates for the tasks.
- B. Describe the project manager and/or project team's prior experience managing similar project(s). Provide a description of the project, the dollar amount of the project and the date the project was completed. Include any prior Community Enhancement Projects.
- C. Explain whether this project is part of a coordinated effort involving other individuals or organizations within the community. Describe how the project activities have been coordinated with other individuals or organizations.
- D. If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application.

Wilsonville – Metro Community Enhancement Grant Project Evaluation

Evaluation Process:

Following the presentation of the proposals, each Wilsonville – Metro Community Enhancement Committee (WMCEC) member will evaluate the project. Based on funding requests and money available, the WMCEC will determine which projects will be recommended for funding. Funding may be full, partial, or none and must be approved by the City Council.

Goals:

Projects must meet **one or more** of the following goals to be eligible for funding. If not, the application will not be considered further.

- (a) Improve the appearance or environmental quality of the community.
- (b) Reduce the amount or toxicity of waste.
- (c) Increase reuse and recycling opportunities.
- (d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Service code.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- (f) Result in improvement to, or an increase in, recreational areas and programs.
- (g) Result in improvement to safety or community emergency preparedness.
- (h) Benefit youth, seniors, low-income persons and/or underserved populations.
- (i) Foster and enhance community enrichment through educational programming, arts and cultural projects.

Next Steps:

Staff will review all applications in the winter of 2027 and provide an evaluation of each project to the Wilsonville-Metro Community Enhancement Committee. The applications, evaluations and a presentation from the project sponsor will be presented to the committee at a meeting in the spring of 2027 (the date will be provided as soon as possible). After the committee reviews all the application materials and information

provided, they will make a recommendation to City Council. The City Council must approve the project funding allocation. All project applicants will be notified of the status of their project (funded or unfunded with the amount awarded).

All successful project sponsors will need to complete an agreement acknowledging that the project sponsor will do the following:

1. Complete all improvements and activities within one year as described in the Sponsor's application with any identified revisions, due to partial funding.
2. Provide all necessary administrative support to manage the project.
3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville-Metro Community Enhancement Grant funds.
4. Provide all receipts, documents, or contracts showing use of the allocated funds in Wilsonville – Metro Community Enhancement grant money to be reimbursed for project expenses.
5. Provide the City with a written report within two months of project completion.
6. Provide a presentation to City Council upon completion of the project.
7. Hold the City harmless and indemnify the City from any claims or causes of action of whatever nature that may arise out of sponsor's administration of the Community Enhancement proposal.

The project funds will be available July 1, 2027. Project expenses cannot be incurred before this time. Receipts and associated documentation will be required for reimbursement. All projects must be complete or receive an extension by June 30, 2028. Projects requiring a one-year extension must request an extension in writing from the Wilsonville - Metro Community Enhancement Grant staff. The written request must describe the need for the extension and how the project sponsor will complete the project prior to the new deadline. Project extensions will be granted in writing and mutually agreed upon by the City and the sponsor. All projects must be completed within two years per metro requirements.

A written report describing the activities completed, project outcomes, and how the Wilsonville – Metro Community Enhancement Grant funds have been spent will be required within two (2) months of project completion. This report should identify how the objectives or scope of the project were met. The project sponsor will provide a brief presentation (project report) to City Council to share the results with the community.

Finally, any materials (physical, digital, printed, etc.) developed by or associated with the project will identify that the project was funded (fully or partially) by Wilsonville-Metro Community Enhancement Grant funds. This is intended to inform the community about the Wilsonville – Metro Community Enhancement Grant funds and how the funds have been used in the community.

Grant Agreement for Wilsonville – Metro Community Enhancement Grants

This Grant Agreement ("Agreement") is made and entered into on _____ ("Effective Date") by and between the **City of Wilsonville** ("City") and _____, a(n) _____ *[individual/corporation/LLC]* ("Grantee") for the _____ ("Project"). The grant to [name of ("Grantee")] from City of Wilsonville is for the explicit purposes described in Grantee's request and budget and subject to Grantee's acceptance of the terms described herein.

In consideration of the mutual covenants and promises of the parties, the parties agree as follows:

- A. The City agrees to grant the Grantee «Funding Approved» Wilsonville – Metro Community Enhancement money, to be paid in installments according to the following schedule:

Grantee may submit reimbursement invoices and documentation quarterly or submit one invoice with documentation upon completion of the project.

Grantee will be reimbursed within thirty (30) days of receipt of an itemized invoice and documentation, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with the Grantee as promptly as is reasonably possible.

- B. The Grantee agrees to:

1. Complete all improvements and activities within the specified time as described in Grantee's application.
2. Provide all necessary administrative support to manage the project.
3. Provide a label on any physical, digital, or printed material stating that the project was funded (fully or partially) by Wilsonville – Metro Community Enhancement funds.
4. Provide a presentation to City Council upon completion of the project. Projects receiving \$2,500 or less may choose not to present. City Council generally meets on the first and third Monday of each month at 7:00 pm.
5. Hold the City harmless, defend, and indemnify City from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim to the extent directly or indirectly caused by Grantee's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Agreement, or from Grantee's failure to perform its responsibilities as set forth in this Agreement.

- C. Grantee will provide the Wilsonville – Metro Community Enhancement review board with a final report within two months of Project completion. The report will contain:
1. All receipts, documents, or contracts in an itemized report showing use of the \$«Funding Approved» in Wilsonville – Metro Community Enhancement program money.
 2. A description of work conducted by Grantee during the period in pursuit of the general objectives set forth in the grant proposal.
 3. An evaluation of the impact and results of work undertaken and an assessment of progress that has been made in meeting stated goals. Grantee is encouraged to report not only the positive results of its activities, but also any problems that have arisen along with a description of measures that were or should have been used to resolve them.
 4. A description and explanation of any changes in the nature, methodology, and/or objectives of the project as presented in the initial funding proposal.
- D. The funds provided may be spent only in accordance with the provisions of Grantees' funding request and budget, as approved. The program and budget are subject to modification only with the City's prior written approval, which may be provided in the City's sole and absolute discretion. Questions that may arise about the Wilsonville – Metro Community Enhancement program's responsibilities, goals, expected results, and workplan are resolved by reference to these documents. Wilsonville – Metro Community Enhancement Grant Manager reserves the right to exercise oversight; in whatever manner it deems suitable with respect to Grantees' use of these funds.
- E. If the Grantee fails to comply with any of the provisions in this Agreement within the designated time, the Grantee shall remit back to the City the full \$«Funding Approved» of Wilsonville – Metro Community Enhancement money. The deadline of June 30, 2028, for completing the approved Wilsonville – Metro Community Enhancement project may be extended upon mutual agreement by the City and the Grantee. Such an extension shall be approved in writing.
- F. If the Grantee fails to execute and return the agreement to the City by August 31, 2027, the funds will be forfeited.
- G. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws.
- H. Jurisdiction. Jurisdiction and venue for any dispute will be in Clackamas County Circuit Court.

- I. Entire Agreement. This Agreement, all documents attached to this Agreement, and laws and regulations incorporated by reference herein represent the entire agreement between the parties.
- J. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement but all of which together shall constitute one and the same instrument.

For Grantee:

For Wilsonville – Metro Community
Enhancement Grant

(Signature of Authorized Representative)

(Signature of City Manager)

(Name and Title)

(Name and Title)

(Date)

(Date)