

**CITY OF WILSONVILLE – 2024/2025
COMMUNITY OPPORTUNITY GRANT
GUIDELINES**

Grant Information for Applicants

Purpose: This grant is intended to assist in funding projects and services that promote education, diversity, arts, or community involvement which provide opportunities for entertainment and strengthened community within the City of Wilsonville.

Funding: The funding for this entire program is \$25,000, which will be disbursed to multiple organizations. \$12,500 will be available at each of two grant cycles in a fiscal year.

Process:

The application for the City of Wilsonville Opportunity Grant Program will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in your application.

- **Opportunity to present:** Applicants are strongly encouraged to attend the meeting of the Parks and Recreation Advisory Board scheduled to review grant applications. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service or program; not to recap or review your written material.
- Please read grant guidelines before completing an application to be sure that your request satisfies the conditions of the grant.

Applicant Criteria

- 1) Applicant must be an authorized official of a Wilsonville community organization, project, or charitable or non-profit organization. Organizations must have been in operation for at least twelve months prior to application, unless the Review Committee finds the organization to have a commensurate level of experience with project leadership and funds management.
- 2) Funds must be used for a specific project or a specific element of a project which is clearly identified in the application and takes place within the City of Wilsonville.
- 3) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 4) An organization will only be eligible for a grant if any previously awarded grant projects complied with grant procedures, including filing a final financial statement and project evaluation.

Types of Projects to be Considered

These are not exclusive categories, but are to be used by applicants and by the Review Committee as guidelines for the types of activities grant funds are intended for. The Review Committee will consider the uniqueness and the overall quality of each project.

- Projects, events, or services to further educational or artistic opportunities in the City of Wilsonville.
- Projects, events, or services to encourage and foster diversity in the Wilsonville community.
- Projects, events, or services that provide entertainment, personal growth, and strengthened community.
- Services or projects to encourage and foster advances in civic engagement or community leadership among Wilsonville's diverse community members.
- Services, projects, or events to involve Wilsonville's youth or elderly population in community activities.
- The board has traditionally not covered expenses related to staff, or paid volunteers. General operating expenses are not eligible for grant funds (exception- space rental to facilitate project).

Evaluation Criteria

A review committee of the Parks and Recreation Advisory Board will review applications and determine awards according to the criteria and the intent of the grant program as expressed in the project types listed above. All decisions of the Parks and Recreation Advisory Board will be final.

Please address each of the following items as you prepare your application:

- 1) The project must demonstrate a clear need for financial assistance. The review committee will consider factors such as the project's other available financial resources and the organization's total budget.
- 2) The project must demonstrate potential for promoting education, diversity, arts, civic engagement, entertainment or community involvement within the City of Wilsonville.
- 3) The applicant must demonstrate the timeframe of the project.
- 4) The project must demonstrate it was not funded in part or whole under the City's Community Tourism Grant.

Financial Information

- The maximum amount to be granted each fiscal year is limited to \$25,000. The number of applicants competing for the funds will limit the availability of full funding.
- The intent of this program is to provide funding to assist with community projects. In order to distribute funds fairly and encourage new opportunities the review committee will give some priority to first-time applicants.
- Any organization that does not complete its grant project or service must return any remaining grant funds to the City of Wilsonville.
- Please note that the Review Committee may award projects partial funding. If granted partial funds, an organization remains obligated to undertake its project or service as presented in its grant application, or decline the funding.
- Upon receipt of grant funds, an organization agrees to be bound to the commitments of its application. If the City determines that grant monies are used for any item not specified within the grant application the organization must return funds in question to the City of Wilsonville.
- The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- The final report must include:
 - The activities of the program/project:
 - Final financial income and expense statements related to the project
 - If you met your project goals as stated in your application? Include the following:
 - Which goals were successful?
 - Which goals were not?
 - What were some of the benefits that this project provided?
 - Approximately how many people benefitted from your project?
 - How many of those people were Wilsonville residents?
 - A copy of any publicity or printed materials that include the statement acknowledging the source of funds.

Report must be filed within 60 days of completion of the project or event.

If you have any questions, please contact:

Brian Stevenson, Program Manager

503-570-1523

stevenson@ci.wilsonville.or.us



Search

PARKS AND RECREATION

Community Opportunity Grant Application

Community Opportunity Grant Application

The Community Opportunity Grant is intended to assist funding of projects and services that promote education, diversity, arts, or community involvement in the City of Wilsonville.

Applicant Information

Project Title *

Applicant Name *

Registered Tax Exempt Number (if applicable)

Applicant Street Address *

City *

State *

Zip ***Contact (Name) *****Title *****Applicant Telephone *****Applicant Email *****Project Duration: Start Date *****Estimated Completion Date *****Project Budget****Total Project Budget ***\$ **Applicant Cash Match (a) ***\$ **In-Kind Resources (b) ***\$ **Total Applicant Match (a+b) ***\$ **Grant Request ***

\$

Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#)

(under Supporting Documents-scroll to bottom of the page), complete the worksheets, and submit below.

Project Budget *

No file chosen

This budget provides the detail of the project that the grant funds will be applied to.

This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Organization Budget *

No file chosen

Organization Budget: This budget shows how this project fits into your organization.

The project should be shown as a line in this budget. (Attach excel spreadsheet)

Files must be less than **2 MB**.

Allowed file types: **pdf xls xlsx**.

Project Narrative Questions

Provide a project description *

(500 words or less)

How does your project promote education, diversity, arts, civic engagement and/or provide entertainment and strengthen the community? *

(500 words or less)

What are your organization's goals for this project? And, what population are you aiming to serve? (youth, seniors, families, underprivileged, persons with disabilities, etc..) Using measurable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? *

(250 words or less)

How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.) *

(250 words or less)

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

Signature *

Type Name Here

Date Signed *

Tue 6/17/25

I Accept *☐ Yes**Final Report From Previously Awarded Grant (if applicable)** No file chosen

Final Report: Attaching the final report from your organization's most recent Opportunity Grant is a requirement in order to be eligible for funding.

Files must be less than **2 MB**.

Allowed file types: **pdf doc docx**.

Organization Budget

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	Amount
Total Organization Expense	

Project Budget

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
Total Project Income	

Expenses - Must be specifically itemized	Amount
Total Project Expense	