



September 12, 2025

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 12, 2025 – December 31, 2025. Please contact Zoe Mombert, mombert@wilsonvilleoregon.gov to schedule a pre-application meeting.

Please fill out the online application between November 12, 2025 - January 9, 2026, 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@ci.wilsonville.or.us

Wilsonville – Metro Community Enhancement Grant Project Application Instructions

2026 Community Enhancement Grant Schedule

2025

- Nov. 12 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 6 – December 31, 2025).

2026

- Jan. 9 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- Aug. 31 The “*Offer of Funding*” will be withdrawn if agreements are not signed and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.

2027

- 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, 2027.
- 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.
 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 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.
- (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 2026 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 2026 (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 (unfunded or funded 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 the specified time 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, 2026. 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, 2027. 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.

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 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.

Wilsonville – Metro Community Enhancement Grant Project Agreement

This agreement is made and entered into by and between the City of Wilsonville ("City") and «Sponsor» ("Sponsor"). The City has designated «Project» as a "Wilsonville – Metro Community Enhancement Grant project". The project will be completed as proposed in your application. **If the Project did not receive total funds requested, necessary revisions to the proposed project are described in B1 below.**

- A. The City agrees to grant (reimburse) the Sponsor \$«Funding Approved» to assist in completing the Wilsonville – Metro Community Enhancement Grant project.
- B. The Sponsor agrees to:
1. Complete all improvements and activities within the specified time as described in Sponsor's application with the following revisions, if any, 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 \$«Funding_Approved» in Community Enhancement Grant program money to be reimbursed for approved project expenses.
 5. Provide the City with a written report within two months of project completion. The report should include activities completed and indicate how the money has been spent. Any unspent money provided to the sponsor shall be remitted back to the City.
 6. Provide a presentation to City Council upon completion of the project. City Council generally meets on the first and third Monday of each month at 7:00 pm.
 7. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of Sponsor's administration of the Community Enhancement proposal.
- C. If the Sponsor fails to comply with all the provisions in this agreement within the designated time, the Sponsor shall remit back to the City the full \$«Funding_Approved» of Wilsonville – Metro Community Enhancement Grant money. The deadline for completing the approved Wilsonville – Metro Community Enhancement Grant project (June 30, 2027) may be extended upon mutual agreement by the City and the Sponsor. Such an extension shall be approved in writing.
- D. If the sponsor fails to execute and return the agreement to the City by August 31, 2026, the funds will be forfeited.

Signed this _____ day of _____, 2026.

City of Wilsonville

Sponsor

By _____
City Manager

Authorized Person to Execute Contract