

SMALL AND SIMPLE  
**Healthy Neighborhoods**  
INITIATIVE  
2009 FUNDING GUIDELINES AND APPLICATION

## **FUNDING GUIDELINES AND ELIGIBILITY**

City of Bellingham Small and Simple/Healthy Neighborhoods Program will award project grants to recognized Bellingham neighborhood associations to organize and lead collaborative partnerships that provide public benefit and support these broad program objectives:

- building community engagement through healthy activities in neighborhoods
- connecting neighborhoods to school, business and non-profit partners
- planning for or making physical changes to neighborhood spaces

This is a competitive application process open to all recognized Bellingham neighborhood associations, for a limited amount of funding. Project funding is provided on a reimbursement basis, after expenses have been incurred and paid for by the grantee.

**One application per Bellingham neighborhood**, originating from the recognized neighborhood association, can be accepted and only one project per neighborhood can be funded. Applications must be signed by the current neighborhood association president or neighborhood association board designated representative. Applications must be accompanied by letters of support from all project partners, signed by individuals authorized by the project partner to commit resources to the specific project.

**Two or more Bellingham neighborhoods** may submit multi-neighborhood proposals, originating from a recognized neighborhood association named as the project applicant. Multi-neighborhood proposals are eligible to receive the maximum award per each represented neighborhood only if specific details are provided about each neighborhood's level of participation and contribution to the project. The applicant neighborhood will be responsible for reimbursing expenses to partner neighborhood associations, as well as for all project deliverables and activities. Multi-neighborhood proposals must be accompanied by letters of support from all participating neighborhood association presidents or an association board designated representative.

Neighborhoods applying as part of a multi-neighborhood proposal are not eligible for individual neighborhood project funding. Individual project applications received from neighborhoods applying as part of a multi-neighborhood proposal will not be reviewed.

Questions about eligibility should be directed to Linda Stewart, City of Bellingham Neighborhood Services Coordinator, 360-778-8100, or [lstewart@cob.org](mailto:lstewart@cob.org).

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**Proposals are due by 5:00 p.m., Friday, February 13, 2009**

**Notice of funding decision by March 1, 2009**

**All project activities, including project reporting, must be completed by December 15, 2009**

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## **APPLYING**

**Only hand delivered or mailed applications will be accepted. Incomplete, emailed or faxed applications will not be reviewed.** Applications can be legibly hand-written or typed. Use no more than the space provided on the application form and attach all required documentation and letters of support.

Mail or hand deliver applications to:

Mayor's Office  
City of Bellingham  
210 Lottie Street  
Bellingham, WA 98225

## **KEY REQUIREMENTS**

**To be eligible for funding, neighborhood association applicants must:**

- ◆ Demonstrate a collaborative approach for planning and implementing the project. While not a requirement, additional scoring will be awarded to projects that include at least two partners, including the neighborhood association (i.e., proposals from a neighborhood association with at least one additional active project partner will be provided additional points).
- ◆ Propose project activities that support the project outcomes listed under "Project Categories and Desired Outcomes".
- ◆ Propose activities that will occur on public land or that are accessible to the public at little or no direct cost.
- ◆ Be in compliance with all requirements for contracting with the City of Bellingham, including current registration as a non-profit organization with the State of Washington Secretary of State, up-to-date bylaws and articles of incorporation, and current year authorized signature form.
- ◆ Propose a project that has the potential to be self-sustaining or more permanent in nature.
- ◆ Be responsible for all project activities and results and able to enter into a legal contract with the City to receive grant funds.
- ◆ Identify a dollar-for-dollar minimum match (equal to or more than the City-funded portion of the project budget), made up of cash on hand, volunteer hours and/or donated services and materials.
- ◆ Commit to project deliverables and reporting requirements, to establish tangible and measurable indicators of project success that will be seen as a result of funding.

## **APPLICATION AND AWARD DETAILS**

**Funding Awards:** \$1,000 minimum to \$2,500 maximum per neighborhood/per project.

**Eligible Applicants:** Recognized City of Bellingham Neighborhood Associations, currently registered with the State of Washington Secretary of State as a non-profit organization and possessing a valid Federal Tax ID Number. Individuals are not eligible.

**Match Requirements:** A dollar-for-dollar minimum match package is required (the match must be equal to or more than the City-funded portion). The match package can be made up of cash on hand, volunteer hours, and donated services and/or materials. **See "Match Package Details" below for additional information.**

**Reimbursement:** Funds are distributed as reimbursements. This means that the applicant must be prepared to make the required expenditures and submit invoices for reimbursement from the City. Requests for reimbursements must be made on forms provided by the City.

**Required Approvals:** Projects on City-owned property must have written approval from the appropriate City department prior to application. Projects on Bellingham School District property must have written approval from the District or school principal prior to application. The applicant is responsible to ensure that the project receives any permits that may be required for the project.

**City Acknowledgement Requirement:** Any promotional materials must mention that the project is made possible with Small and Simple Project funds from the City of Bellingham commensurate with the City's level of financial support and include the City of Bellingham logo.

**Insurance Requirements:** Projects may require the applicant to name the City of Bellingham as an additional insured on its general liability policy and provide documentation of insurance coverage.

**Americans with Disabilities Act (ADA) Requirements:** All Small and Simple projects must demonstrate a good faith effort to comply with the ADA of 1991. This Act extends civil rights protection to persons with disabilities.

**Award Criteria:** This is a competitive process. Awards will be made to the most qualified applicants based on criteria that include, but are not limited to: potential public benefit, quality of work plan and budget, strength of match package and completeness of application. The total number of awards is dependent on the amount of requests and availability of funding.

**Process:** Award decisions will be made within 30 days of the application due date. All applicants will be informed in writing of the decision. If your project is selected you will be informed if additional project information is required and your organization will be required to enter into a formal contract with the City of Bellingham. The City is not responsible for any project expenses before the contract is fully executed. Funding may be rescinded if a contract is not fully executed by the date proposed in the work plan. A brief report will be required as an element of the project deliverables.

### **MATCH PACKAGE DETAILS**

Proof of your match package must be submitted with your application.

#### **The match package must meet the following requirements:**

- Donated volunteer labor must be valued at \$15 per hour. Volunteer labor should be documented with either written volunteer pledges or a written guaranty from an authorized representative of the applicant organization that volunteers will be recruited to provide the number of work hours stated on the application.
- Donated professional services may be valued at the "reasonable and customary rate" if higher than the \$15 per hour rate. Donations of professional services should be documented with a written, itemized statement from the service provider stating the value of the donated service.
- Donated materials should be valued at the retail rate. Donations of materials should be documented with a written, itemized statement from the donating business or agency stating the retail value of the donated materials.
- Any cash match should be documented with photocopies of the organization's bank statements or with a written guaranty from an authorized representative of the applicant organization that the required cash match will be provided.
- \$150 (10 hours at \$15 per hour) is included in your match package for application preparation. You cannot count additional time spent preparing your application or time spent fundraising for your application.
- You cannot count assistance from City staff or funds from ANY other City source in the match.

## **PROJECT CATEGORIES AND DESIRED OUTCOMES**

### **Project Category 1: "HEALTHY SOCIAL ENVIRONMENTS"**

**Desired Outcome: Community connections are built between neighborhoods and community groups through healthy activities.**

- Activities that focus on coordinating a structured club or set of activities, serving a specific group within the neighborhood. Think about activities that create social support through a peer or partner approach, assist participants in tracking progress and include incentives to participate (workshops, special events in the neighborhood, guided walks/bike rides).

### **Project Category 2: "HEALTHY PHYSICAL ENVIRONMENTS"**

**Desired Outcome: Neighborhoods collaborate to improve the places that support community connections and health.**

- Activities that focus on enhancing existing spaces or creating new spaces for neighborhood residents to gather, meet and be active.
- Activities that focus on promoting access to locations in the neighborhood that provide opportunities for physical activity. Think about activities that raise awareness about and use of trails, walking/biking routes, parks, or other community spaces in the neighborhood.

### **Project Category 3: "HEALTHY SCHOOL PARTNERSHIPS"**

**Desired Outcome: School-neighborhood collaborations support physical activity programs to address issues of childhood obesity.**

- Activities that focus on improving pathways used for walking or bicycling to schools.
- Activities that focus on providing area children with safe routes to school. Think about activities that utilize area residents and parents to sustain the effort over time, i.e., safe routes to school.

### **Project Category 4: "COMBINED HEALTH SOCIAL/PHYSICAL ENVIRONMENTS"**

**Desired Outcome: Combination of Category 1 and 2 outcomes.**

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***Project Design Tip: Check out the Project Design Toolkit for ideas and resources!***

