

# SMALL AND SIMPLE Community Event

SPONSORSHIP 2009 FUNDING GUIDELINES AND APPLICATION

## **FUNDING GUIDELINES AND ELIGIBILITY**

City of Bellingham Small and Simple/Community Event Sponsorship Program will co-sponsor community events or activities that demonstrate city-wide benefit and encourage community engagement. This is a competitive funding process, for a limited amount of funding. One application per organization will be accepted and only one award per organization can be made. Organizations may apply for the maximum amount of co-sponsorship funding.

Questions about this opportunity 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 projects must be completed by December 15, 2009**

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## **APPLYING**

**Only hand delivered or mailed applications will be accepted.** Applications can be legibly hand-written or typed. Incomplete, emailed or faxed applications will not be reviewed.

Mail or hand deliver applications to:

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

## **APPLICATION DETAILS**

**Funding Awards:** \$1,000 minimum to \$2,000 maximum for each project.

**Eligible Applicants:** Community organizations, schools, and similar groups and agencies are eligible for these funds. Applicant organizations must have a valid Federal Tax ID Number. Individuals are not eligible.

**Eligible Projects:** Eligible projects include park or community improvements, community events or performances, production of promotional materials for community events or performances, community support programs, and similar community activities. Projects must take place within the City of Bellingham, be able to demonstrate a City-wide benefit and encourage community engagement. Projects must be completed by December 15, 2009.

**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:** 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 final written report will be required upon project completion.

## **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.