

## Purpose

The City of Veneta is proud to offer a Community Building Grant Program to nonprofits, citizen groups, and local businesses within Veneta's Urban Growth Boundary. The program aims to encourage and assist projects within City limits that contribute to the economic, artistic, and/or cultural vitality of the community, in an effort to foster placemaking initiatives that enhance public spaces and promote community engagement. By promoting a sense of community and enhancing livability, the Community Building Grant Program seeks to benefit residents of Veneta.

Applicants must demonstrate a project's anticipated benefit to the community, and preference will be given to projects that show long-term added value to the City of Veneta. Eligible persons may apply to receive a grant from the City for small projects, not to exceed \$1,000, or a matching grant for larger projects, not to exceed \$3,000.

## Application

Applicants may begin the process to submit a grant by contacting the City's Management Analyst for a preliminary interview. Contact staff in-person at Veneta City Hall, by phone at 541-935-2191, or by email at [jthode@ci.veneta.or.us](mailto:jthode@ci.veneta.or.us)

After a preliminary interview, applicants may fill out a grant application form. Grant applications may be submitted in person at Veneta City Hall or **(preferably)** by email at [jthode@ci.veneta.or.us](mailto:jthode@ci.veneta.or.us).

A completed application will be evaluated by the Business Assistance Committee (BAC) for recommended approval to Veneta City Staff. Veneta's City Council allocates funding each fiscal year for the purpose of Economic Development, and City Staff has full discretion and authority over the final approval of Community Building Grant awards.

Grants will only be awarded on a receipt reimbursement. Successful grant applicants must present a written or verbal report of their project to the Business Assistance Committee within 6 months after receiving funding.

Successful grant applicants will be eligible for reimbursement within the fiscal year in which granted an award. Reimbursement is not guaranteed for projects that extend past the fiscal year, which runs from June to July. If a project extends past the fiscal year, applicants must be reapproved for funding by the BAC.

## Eligibility

Eligible applicants and applicable organizations must meet the following requirements:

- a) live or be located within Veneta's Urban Growth Boundary or
- b) provide a service, event, or activity solely within Veneta's Urban Growth Boundary

If partial activities are expected to take place outside of City limits, an applicant must provide information regarding the percentage of the project that will take place in Veneta and explain how City funding will support those activities.

### Eligible Projects and Activities:

Projects that align with the Community Building Grant Program's goals will be considered. Some, but not all, activities eligible for funding include the following:

- Community Events
- Local Festivals or Celebrations
- Community Improvements or Enhancement
- Neighborhood Beautification
- Public Art Installations
- Workshops or Programs Supporting Educational, Cultural, or Artistic Development

## Matching Contributions

Applications that exceed \$1,000 must provide a 1:1 cash match contribution to be eligible for additional funding. In-kind, donation, volunteer or other types of matching costs are not eligible to meet this requirement.

## Eligible and Ineligible Project Costs

Successful applications are eligible for reimbursement only after submitting receipts to the City. Reimbursable expenses must be listed the project's application at the time of approval; any additional costs will not be covered. For large projects, matching contributions must be provided with receipts. The City will reimburse up to 50% of all large project expenses, regardless of a project's total funding.

<i>Eligible costs may include, but are not limited, to the following:</i>		<i>Ineligible costs Include:</i>	
a.	Supplies and Materials	a.	Administrative Expenses
b.	Rental/Venue Fees	b.	Personnel Costs unrelated to a funded project
c.	Hourly Rates	c.	Debt Repayment
d.	Decorations	d.	Alcohol or Tobacco Products
e.	Entertainment	e.	Activities related to outside fundraising
f.	Marketing and Promotional Materials		
g.	Transportation Costs directly associated with the project		
h.	Insurance Costs specific to the project		