

**CITY OF WILSONVILLE – 2018/2019  
COMMUNITY OPPORTUNITY GRANT APPLICATION COVER PAGE**

Project Title: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Registered Tax Exempt Number (*if applicable*): \_\_\_\_\_

Street Address \_\_\_\_\_  
Street City State Zip

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

Project Duration: Start Date \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

<b>TOTAL PROJECT BUDGET*</b>		\$ _____
<b>APPLICANT CASH MATCH (a)</b>	\$ _____	
<b>IN-KIND RESOURCES (b)</b>	\$ _____	
<b>TOTAL APPLICANT MATCH (a+b)</b>		\$ _____
<b>GRANT REQUEST</b>		\$ _____
<i>*Provide detail on budget page</i>		

**Budget Summary (this format must be used):**

**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	

**Budget Summary Cont. (this format must be used):**

**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 Narrative Questions:**

1. Provide a project description *(500 words or less)*
2. How does your project promote education, diversity, arts, civic engagement or community involvement in the City of Wilsonville? *(500 words or less)*
3. 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 measureable amounts whenever possible, consider the question: How will you know that you succeeded in your goals? *(250 words or less)*
4. 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.

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Signature of Authorizing Official

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Date

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Print Name of Authorizing Official

**PROJECT EVALUATION**  
**GRANT FUNDING FOLLOW-UP**

*This summary and your final financial statement must be returned to the Parks and Recreation Department within 60 days of your project completion.*

1. Please list the activities of the program/project:
  
2. Did you meet your project goals as stated in your application? Include the following:
  - i. Which goals were successful?
  - ii. Which goals were not?
  - iii. What were some of the benefits that this project provided?
  - iv. Approximately how many people benefitted from your project?
    1. How many of those people were Wilsonville residents?
  
3. Final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses, using the same Budget Summary form as in the original application.
  
4. Please attach copies of any publicity or printed materials that include the statement acknowledging the source of funds.

\*\*Please keep a copy of this evaluation.

You will be required to submit a copy should you apply for future grant funding.

## **Community Opportunity Grant Application Packet Checklist**

For your application packet to be considered complete, all items must be included in the following order:

1. **Grant Application Cover Page**
2. **Budget Summary**
3. **Project Narrative Questions**
4. **Signature and Certification Letter**
5. **Copy of tax-exempt status determination letter.** If not a non-profit organization, a letter describing the organizing body, its form and function and how it will be financially responsible for the grant funds.
6. **Completed copy of last year's Project Evaluation – Grant Funding Follow Up form** (applicable to your organization/project if you received grant funding the prior year)
7. **Appendices** - Attach no more than 2 pages of support materials.

**Please submit 1 paper copy and an electronic copy (pdf on usb memory stick) of the entire application to the Wilsonville Parks and Recreation Admin Offices, 29600 SW Park Place.**

If you have any questions, please contact:  
Brian Stevenson, Parks and Recreation Program Manager  
(503) 570-1523  
stevenson@ci.wilsonville.or.us