

RESOLUTION NO. 479

**A RESOLUTION OF THE WOODINVILLE CITY COUNCIL, ADOPTING
COMMUNITY GRANT POLICIES.**

WHEREAS, the City Council finds it to be in the best interest of the citizens to establish a grant program that promotes the City's vision as stated in the Comprehensive Plan, economic development, and provides events and activities that are of general community interest or value; and

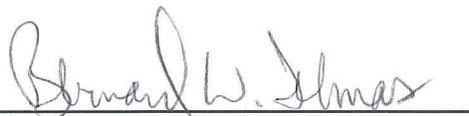
WHEREAS, the City Council finds it in the best interest of the citizens to establish policies to facilitate an efficient and effective grant program; and

WHEREAS, the City Council regularly reviews existing policies and establishes additional policies to promote fiscal responsibility and the efficient transaction of City business;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. The City hereby adopts the policies (Attachment A) as the Community Grant Policy of the City of Woodinville.

RESOLVED this 7th day of June 2016.



Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:



Jennifer Kuhn, City Clerk, CMC

Passed by the City Council: 6-7-2016
Resolution No. 479



CITY OF WOODINVILLE ANNUAL COMMUNITY GRANT POLICY

Effective Date: Adopted with Resolution No. 479 and effective on June 7, 2016.

Purpose:

The purpose of this policy is to provide a framework for the City's Community Grant Program and guide the administration of the program and decision-making process. The policy provides guidance on key aspects of the City's Community Grant processes including:

- Eligibility requirements;
- Funding priorities;
- Grant application and award process.

Definition of Community Activity:

Activities or events that serve Woodinville's community by promoting the City's vision as stated in the Comprehensive Plan or economic development, and are of general community interest or value, as well as any other activity that the City Council deems appropriate.

Funding:

During the biennial budgeting process, the City Council will determine the amount to appropriate for the Community grant. The biennial appropriation will be divided into two annual funding amounts equally.

Eligibility:

To receive consideration for funding the following criteria must be met:

1. The preferred recipient is a Woodinville-based non-profit or governmental organization.
2. The preferred event or program would occur within Woodinville boundaries or promote Woodinville activities or organizations.
3. The recipient, event, and program must be consistent with and further Woodinville's vision as stated in the Comprehensive Plan.
4. The recipient, event, and program must be of general community interest or value.
5. Admission to or participation in the event must be "free of charge" unless approved by City.
6. The recipient, event, and program must demonstrate that the event submitted for funding is not duplicative or in competition with other Woodinville events, activities, or organizations.
7. If the Applicant received Community grant funding in the prior year, the applicant must have complied with all requirements in that grant award to be considered for a consecutive year's grant.

The City may amend or waive any eligibility requirements, evaluation criteria, or application irregularities to award grants.

Funding Priority:

Funding priority will be giving to those applications that demonstrate:

- Community promotion/economic development
- Community events

Application Process:

Timeline – Solicitations for applicants may be published by January 15th, each year (if funding is appropriated). Applications will be due no later than six weeks after the application period begins. Funding determination will be made as City Council schedule permits.

Review – Staff will review all applications to determine eligibility and present all eligible applications to the City Council for consideration.

Award – Specific allocations for funding will be made by the City Council. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council which have not gone through the preliminary application review process.

Restrictions/Guidelines:

1. Proceeds generated from the funded activity may only be used for the conducted activity.
2. Recipients must provide full financial statements for the organization.
3. The recipient must obtain all legally required permits, licenses, approvals for the funded activity before City funds will be released.
4. The recipient must obtain and maintain all required insurance coverages for the funded activity in amounts and by insurers approved by the City.
5. Within 45 days after the conclusion of the funded event or the end of the recipient's fiscal year, the recipient shall submit to the City a written report of the results of the event or program funded, including information about the number of persons served and other results that benefit Woodinville.
6. Funding is on a reimbursement basis. The City will supply a reimbursement request template that must be submitted with budget to actual comparisons within 45 days of the conclusion of the event or program. Documentation is required to support the expenditures submitted for reimbursement.
7. The recipient shall acknowledge the City contribution in formal promotional materials and efforts related to the funded activity (i.e. City logo, etc.).