



Community Enhancement Grant

July 1, 2025 through June 30, 2026

Program Guidelines

ROUND II

\$78,000 AVAILABLE IN TOTAL FUNDING

The Community Enhancement Grant Program (“CEGP”) supports projects in Oregon City that improve the community’s overall quality of life by investing in people and places. The CEGP receives funding from Metro, which operates the Metro South Transfer Station on Washington Street in Oregon City (“the City”).

Through an Intergovernmental Agreement, Metro, compensates the City by distributing a \$1.00 per ton surcharge for all solid waste collected at the station to be used for enhancement projects throughout the City. The Enhancement Grant Program Committee may allocate up to \$400,000 to eligible grant projects for the 2025-2026 period.

Projects that receive support through this program must meet at least one of the 10 goals program listed below.

1. Result in significant improvement in the cleanliness of the City.
2. Increase reuse and recycling efforts or provide a reduction in solid waste.
3. Increase the attractiveness or market value of residential, commercial or industrial areas.
4. Result in the rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Enhance new or existing wildlife, riparian zones, wetlands, forest lands or marine areas, and/or improve public awareness of these areas and opportunities to enjoy them.
6. Preserve or increase recreational areas and programs within the limits of the City.
7. Improve safety within the City.
8. Increase employment or economic opportunities for City residents.
9. Provide work or training opportunities to benefit youth, seniors, low-income people or other underserved populations.
10. Enhance art and culture within the City.

Eligibility

Projects submitted for funding must directly benefit Oregon City residents living within the legal boundaries of the city limits. Projects submitted for funding must be used to create real changes in Oregon City and its neighborhoods. Projects must meet the following eligibility requirements:

- A. The project applicant must be:
 - 1) A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - 2) A public school or institution of higher learning; or
 - 3) A local government advisory committee, department or special district.
- B. The project may not fund property improvement projects that do not directly support the goals of the Community Enhancement program.
- C. The project must not promote or inhibit religion.
- D. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- E. The project must not be used to replace any other available source of federal, state, local or regional funds.
- F. If the project is located on private land, the project application must establish a clear public benefit and must document the property owner's permission.

Impact on Oregon City Residents

Applicants must demonstrate that at least sixty percent of the people benefiting from the proposed Enhancement Grant project are Oregon City residents who live within the legal boundaries of Oregon City.

Issues that Will Impact Eligibility

“Self-Dealing” is a specific kind of conflict of interest that will not be permitted. For example, if the grant applicant is an owner of pre-existing assets and the same assets will be purchased using Community Enhancement Grant Funds and will be used in the project, then the use and purchase of those assets for the project would not be permitted.

“In-kind support” is defined as a new project-related resource that is donated to the applicant to use. The in-kind support is required to complete a project, it is not financially purchased by the grant applicant. Examples of in-kind support include volunteer time, new materials and supplies. Please note that items must be donated specifically for the project. The use of pre-existing materials or supplies or tools does not constitute in-kind contributions.

New for 2025: In the past, organizations could apply for funding for two out of three years. This restriction has been removed on a trial basis for 2025. Applicants may apply for continued funding if they have previously received an Enhancement Grant award.

However, the Enhancement Grant Program Committee (EGPC) requests that area nonprofits continue to build their internal capacity. Organizations who have received funding two years in a row and are returning for a third year are required to document other fundraising activities.

Reoccurring projects are subject to a reduction in funding upon review by the EGPC.

Award Amount

Applicants may apply for a grant of up to a maximum amount of \$50,000. Grant awards are dependent on available funding and may be funded in part or in full.

Match Requirement

In addition to the requested Enhancement Grant funds, applicants must demonstrate that they have secured other resources to complete the proposed project. The additional resources may be actual cash and/or in-kind support. The cash match must be secured prior to applying. Cash matches from other Oregon City Municipal Governmental sources to support the project are ineligible.

Eligibility and Proof of Cash and/or In-Kind Match.

- **Grants.** Other types of grants that will be used for the project, except other Oregon City funding sources, can be included. An award letter or other verifying documentation from the grant provider stating that the grant(s) has already been approved will be required as part of the Community Enhancement Grant Application.
- **In-kind Support.** The applicant must secure a letter from the donor as part of its application describing the in-kind support and when it will be provided for the project. In-Kind support documentation of materials, supplies, and/or tools must substantiate that this type of support is not pre-existing and is new to the project. The in-kind donation must be submitted prior to the end of the project, or the enhancement grant funding will be adjusted downward to reflect the absence of support. If the agency personnel time is being donated, a report detailing the time spent on the project by personnel, name and title of persons involved and their hourly pay rate. (For further details, contact James Graham, Economic Development Manager.
- **Total Project Cost.** The required amount of in-kind and/or cash match depends on the total project cost. For example, if the total project cost is \$30,000, including in-kind match, a cash match, as well as the grant request, then the applicant needs to document a 40% match. The required match, whether in-kind or cash funding, will be based on the enhancement grant amount sought after.

See the table below to calculate the match requirement.

Example

Project Items	Grant Dollars Requested	Matching Funds (cash)	In-Kind Match Support	Total project Costs
Personnel Services	\$20,000		\$5,000	\$25,000
Project Administration (clerical, advertising, printing, postage, etc.)		\$3,000		\$3,000
Materials, Supplies			\$2,000	\$2,000
Totals	\$20,000	\$3,000	\$7,000	\$30,000

Total Project Cost (not the grant request)	Required Funding Match
\$0 to \$4,999	10% of total project cost
\$5,000 to \$9,999	20% of total project cost
\$10,000 to \$19,999	30% of total project cost
\$20,000 to \$39,999	40% of total project cost
\$40,000 or more	50% of total project cost

In the example above, the required match is 40% because the total project cost is \$30,000

Total Project Cost = \$30,000 x 40% required match = \$12,000.00

The proposed project is only offering \$10,000 in total match (not eligible)

Volunteer Rate for In-kind Matching Support: To estimate the value of donated volunteer labor time, use the suggested hourly rate of \$33.49. This rate was established in April 2024 by the Independent Sector, a national organization that fosters public policies to strengthen nonprofit organizations (www.independentsector.org).

LETTERS OF SUPPORT

All grant applicants must provide letters that demonstrate public support.

PUBLIC SUPPORT LETTERS

1. Applicable to all Eligible Applicant Organization

Any applicant seeking funding from the Community Enhancement Grant Program must obtain a letter of support from a geographically relevant neighborhood association (provided there is an active neighborhood association). This may also include the Citizen Involvement Committee (CIC), if there is not a active neighborhood association. See the link for meeting schedule and more information: <https://www.orcity.org/899/Neighborhood-Associations>

To determine what neighborhood the proposed project is in, use the online tool at <https://www.orcity.org/404/What-Neighborhood-Am-I-In>. To review a list of active neighborhood associations and upcoming meetings, visit the City webpage at <https://www.orcity.org/1878/Neighborhood-Association-Meeting-Calendar/>.

If you have any questions or are unable to contact a neighborhood association, contact Hannah Schmidt, Community Engagement Specialist, at hschmidt@orcity.org or (503) 974-1510.

OR

2. Applicable to all Eligible Applicant Organization

Any applicant seeking funding from the Community Enhancement Grant Program must obtain a letter of support from a local business association. The City recognizes the following business associations: Oregon City Business Alliance, Oregon City Chamber of Commerce, Downtown Oregon City Association.

PARTNERSHIPS (Situational Letters of Support)

1. Applicable to Any Eligible Applicant in Partnership With a Public Organization

Any eligible applicant whose project requires use of a public right-of-way or publicly owned building and without whose support, the applicant's project would not go forward would need a letter of support from the impacted public organization. As an example, if an applicant organization would like to host a public event and requires on-street public parking, the City of Oregon City Public Works Dept. must be aware of and supportive of the event by issuing a letter of support.

OR

2. Applicable to Any Eligible Applicant Organization in Partnership with a Private Entity

Example, if a non-profit applicant organization wanted to partner with a private business to sponsor a plastic and glass bottle collection drive on a business' private property, the business would have to be aware and supportive of the event by issuing a letter of support.

City Fees and Permits

Prior to applying for an Enhancement Grant, applicants are responsible for verifying if a City permit is required for a project. If the proposed project will make any changes or improvement to a property or building, contact the Community Development Division at 503-722-3789 and/or visit their website at <https://www.orcity.org/1336/Community-Development> to determine if a Planning or Building Permit is required. City permit fees may have a major impact on the project budget.

It is up to the applicant to determine what fees or permits are required prior to grant submission. The Enhancement Grant may be used to pay applicable permit fees and related expenses. All required permits must be in effect prior to the commencement of the applicant's project.

Neither Metro nor the City of Oregon City are responsible for costs incurred in preparing a project proposal. Projects will be reimbursed for expenses incurred only during the contract period.

Information Session

Staff will hold a public open house to answer questions about the Community Enhancement Grant Program on **Thursday, July 10 at 6:30 p.m. at City Hall**. All potential applicants **are welcome and encouraged to attend**. To receive information about the Open House, contact Ann Griffin, agriffin@orcity.org.

Application Period and Deadline

The Community Enhancement Grant application will be available online and at City Hall beginning **Monday, June 30th at noon**. Applications for the 2025-2026 grant cycle must be received before 5:00 pm on **Friday, August 8, 2025**.

Online applications are encouraged. An electronic copy of the application can be downloaded from the City of Oregon City website (www.orcity.org). Please limit your typed responses to the space provided on the application.

If you need to submit a hard copy of your project proposal, please notify Ann Griffin at agriffin@orcity.org. A hard copy may be hand-delivered or mailed to Community Enhancement Grant Program, City of Oregon City, 625 Center Street, Oregon City, OR 97045.

Application Review and Selection

Staff will review all applications. Incomplete applications and proposed projects that do not meet the guidelines and/or goals of the Enhancement Grant program will not be considered. The Enhancement Grant Program Committee will meet on a date to be announced to review applications and make final grant award decisions.

IMPORTANT: Applicants must attend the Community Enhancement Grant Program Committee meeting to provide a brief presentation of their organization and project. Given the typical number of applicants, presentations will be limited to 3 to 4 minutes. It is important to be prepared to answer questions or provide additional information.

Prior to application submittal deadline, contact James Graham at 503-496-1552 or jgraham@orccity.org for questions about application qualifications.

Evaluation and Selection

The Community Enhancement Grant Program committee will score eligible applications based upon the goals of the program. Selection of projects to be funded will be based on the EGPC's ranking of each application. The grant winners will be selected on the same day that the Community Enhancement Grant Program Committee meets.

Contracting Information

Successful applicants will be required to enter into an Enhancement Grant Agreement with the City of Oregon City. Applicants should note that liability insurance might be required. A person authorized to represent the applicant organization will be asked to sign the contract.

All approved projects must expend their awarded funds and substantiate all of their program matches by June 30, 2026. At least three check-in meetings with grant awardees will be held to address any challenges with project implementation.

Exit Report

To receive final payment of the awarded grant, and be considered for future EGP grants, the project coordinator must submit a an "Exit Report" prior completing the grant project and before the end of the grant award contract. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments, relative to the goals of the grant program.
- Documentation that substantiates the amount and source of all cash and/or in-kind matches of support identified in the project's budget.
- Measures of performance (i.e. number of people served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Before and after photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.) Please mention the Oregon City Enhancement Grant Program as a project/program sponsor on all promotional materials.