

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Approval of Richmond Beach Community Council Mini-Grant for \$5,000  
**DEPARTMENT:** Communications & Intergovernmental Relations  
**PRESENTED BY:** Joyce Nichols, C/IR Director

**PROBLEM / ISSUE STATEMENT:** The Richmond Beach Community Council has completed the application process for \$5,000 for a Mini-Grant project to purchase materials for its community carnival the last weekend of October at Syre Elementary School. Funds will be used to purchase supplies to build the haunted house, purchase interactive games and prizes for the participants, design, print and distribute informational flyers. Coordination will include volunteer efforts from the neighborhood community council, local scout troops, families and residents. This community carnival has been held for over 15 years with attendance growing each year. The Richmond Beach Community Council has been involved with sponsoring events to bring the community together, to meet the needs of the youth, and to provide a safe, fun, entertaining environment. The proposed project has been reviewed by staff and meets the standard requirements set forth for use of the designated funds.

**ALTERNATIVES ANALYZED:** The detailed budget for the grant application is included in Attachment A. Staff analyzed the following alternatives:

1. Take no action
2. Authorize the funding requested for an expenditure of \$5,000. (Recommended)

**FINANCIAL IMPACT:**

Council authorized \$30,000 in the 2002 budget to fund Neighborhood Mini-Grants. To date, no 2002 Mini-Grants have been approved; however, several neighborhoods have project applications pending.

**RECOMMENDATION**

Staff recommends that Council approve \$5,000 in Mini-Grant funds for the Richmond Beach Community Council.

Approved By: City Manager  City Attorney N/A

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## **INTRODUCTION**

The Richmond Beach Community Council has completed the application process for \$5,000 to coordinate its community Halloween carnival the last week in October. The community council has committed 656 hours in volunteer time as a match towards the project. Funds will be used to purchase supplies to build the haunted house, purchase interactive games and prizes for the participants, design, print and distribute informational flyers.

## **BACKGROUND**

Resolution No. 54 established the Neighborhood Mini-Grant program, with the process and administration of the funds to be handled by Neighborhoods staff. The allocation of the total funds available is determined from year to year by appropriation of the City Council. All such grants to individual neighborhood associations are governed by rules approved by the City Council on October 7, 1996 and amended on November 23, 1998. Grants must be approved by City Council prior to their implementation.

The Mini-Grant program provides equal grants of up to \$5,000 to each of the active organized, qualifying neighborhood associations in the City of Shoreline. Neighborhood associations are required to match Mini-Grant funds. A match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity".

Mini-Grant project categories include the following:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

## **ALTERNATIVES ANALYSIS**

The Richmond Beach Community Council is seeking approval for a \$5,000 Mini-Grant to coordinate the neighborhood Halloween carnival the last weekend in October. The Richmond Beach Community Council has been involved with sponsoring events to bring the community together, to meet the needs of the youth, and to provide a safe, fun, and entertaining environment. The project meets the goals of the Mini-Grant program by providing benefits to the neighborhood through active volunteer involvement of the Richmond Beach Community Council, local scout troops, and community residents.

The Richmond Beach Community Council has successfully completed other Mini-Grant projects including neighborhood signage in 2000 and improvements to Richmond Beach Reserve Park in 2001.

## **RECOMMENDATION**

Staff recommends that Council approve \$5,000 in Mini-Grant funds for the Richmond Beach Community Council.

## **ATTACHMENT:**

Attachment A – Richmond Beach Community Council Project Budget

## Attachment A

### Richmond Beach Community Council 2002 Mini-Grant Project Budget Community Halloween Carnival

<u>Project/Item</u>	<u>Cost</u>
Rental of inflatables	\$ 1,200
Carnival supplies and games	\$ 2,110
Expenses related to setting up/taking down Haunted House	\$ <u>1,690</u>
<u>Project Total</u>	\$ 5,000

### Project Match

The Richmond Beach Community Council proposes to provide match for its Mini-Grant through “sweat equity”. The group will provide the following work on the project: coordinating and directing volunteers; shopping for supplies and working in the activity and game booths; design, preparation and distribution of advertisement flyers and signs; deliver information flyers to schools; building, setting up, decorating and disassembling haunted house; cleanup and hauling props and re-usable items to storage facility. The total cost of the project is approximately \$7,300 of which \$5,000 is Mini-Grant funds. The balance will be paid by Richmond Beach Community Council.

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