

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

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

**PROBLEM / ISSUE STATEMENT:**

- Richmond Beach Community Association has completed the application process for \$5,000 for a Mini-Grant project to purchase materials and items for its community Halloween carnival in October at Syre Elementary School. The neighborhood community council will coordinate the carnival, utilizing volunteers from local scout troops, community families and residents of the Richmond Beach community. The proposed project has been reviewed and meets the standard requirements set forth for use of the designated funds.

**ALTERNATIVES ANALYZED:**

- The detailed budget and information for the grant application is included in Attachments. Staff has 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 2004 budget to fund Neighborhood Mini-Grants. This is the second 2004 Mini-Grant submitted for approval. The project budget is included in Attachment A.

**RECOMMENDATION**

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

Approved By: City Manager  City Attorney 

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## **INTRODUCTION**

Richmond Beach Community Association has completed the application process for \$5,000 to coordinate its community Halloween carnival in October. The community council has committed 656 hours in volunteer time as a match towards the project. Funds will be used to purchase materials for the event such as games, prizes, decorations, printing and distribution of informational flyers, and rental of inflatables.

## **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 Association is seeking approval for a \$5,000 Mini-Grant to coordinate the neighborhood Halloween carnival in October. 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 Association, local scout troops, family and community residents.

The Richmond Beach Community Association has successfully completed other Mini-Grant projects including neighborhood signage in 2000 and improvements to Richmond Beach Reserve Park in 2001 and the 2002 and 2003 community carnival.

## **RECOMMENDATION**

Staff recommends Council approval of \$5,000 in Mini-Grant funds for the Richmond Beach Community Association.

**ATTACHMENT:** Attachment A – Richmond Beach Community Association Project Budget

## Attachment A

### Richmond Beach Community Association 2004 Mini-Grant Project Budget Community Halloween Carnival

<u>Project / Item</u>	<u>Cost</u>
Rental of inflatables	\$1,400
Carnival supplies and games	\$2,350
Expenses related to setting up/taking down Haunted House	<u>\$1,250</u>
<u>Project Total</u>	\$5,000

### Project Match

The Richmond Beach Community Association proposed to provide match for its Mini-Grant through "sweat equity". They will provide the following 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 \$8,118, of which \$5,000 is Mini-Grant funds. The balance of \$3,118 will be paid by the Richmond Beach Community Association. The remainder of the project match will be covered through volunteers hours described above.

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