

**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:**

The Richmond Beach Community Association has completed an application for \$5,000 for a Mini-Grant to purchase materials and pay facility costs for its community Halloween Carnival the last weekend in October at Syre Elementary School. The neighborhood association will coordinate the carnival, using volunteers from local scout troops, community families and residents of the Richmond Beach community. The purpose of the event is to provide a safe and fun event for the community and to build support for the Richmond Beach Community Association. The proposed project has been reviewed and meets the requirements set forth for use of Mini-Grant funds.

**FINANCIAL IMPACT:**

Council authorized \$30,000 in the 2006 budget to fund Neighborhood Mini-Grants. This is the third 2006 Mini-Grant submitted for approval. The project budget is included in Attachment A.

**RECOMMENDATION**

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

Approved By: City Manager  City Attorney \_\_\_\_\_

## **INTRODUCTION**

Richmond Beach Community Association has completed the application process for \$5,000 to coordinate its community Halloween Carnival. The community association has committed 713 hours in volunteer time as a match towards the project. Funds will be used to purchase materials for the event such as rental of inflatables, facility expenses, decorations and supplies, and materials storage.

## **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 October 7, 1996 and amended November 23, 1998. Grants must be approved by City Council prior to their implementation.

The Mini-Grant program provides grants of up to \$5,000 to each of the active, 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.

## **DISCUSSION**

The Richmond Beach Community Association is seeking approval for a \$5,000 Mini-Grant to put on the neighborhood Halloween Carnival the last weekend in October. The project meets the goals of the Mini-Grant program by providing benefits to the neighborhood of increasing awareness of the neighborhood association and promoting active volunteer involvement with the Richmond Beach Community Association, local scout troops, families 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 Community Carnival in 2002, 2003, 2004 and 2005.

## **RECOMMENDATION**

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

**ATTACHMENT:** Attachment A – Richmond Beach Community Association Mini-Grant Budget for Community Halloween Carnival

Richmond Beach Community Association  
2006 Mini-Grant Budget  
Community Halloween Carnival

<u>Project / Item</u>	<u>Cost*</u>
Rental of inflatables and machinery	\$1,650
Facility expenses	\$1,450
Decorations and supplies	\$ 350
Storage of equipment and materials	<u>\$1,550</u>
<i>Mini-Grant Total</i>	<i>\$5,000</i>

\* costs may include Washington state sales tax

### Project Match

The Richmond Beach Community Association proposes to provide match for its Mini-Grant through both "sweat equity" and paying for some of the supplies and costs of the carnival. The Association 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; delivering information flyers to schools; building, setting up, decorating and taking down the haunted house; cleanup and hauling props and re-usable items to storage facility.

The total cost of the project is approximately \$9,065, of which \$5,000 would be Mini-Grant funds. The \$4,065 balance will be paid by the Richmond Beach Community Association. The remainder of the project match will be covered through volunteers hours described above.