

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Neighborhood Mini-Grant Funding for Richmond Beach Neighborhood Association
DEPARTMENT: City Manager's Office/Community Services Division
PRESENTED BY: Rob Beem, Community Services Division Manager
Nora Smith, Neighborhood Coordinator
ACTION: ☐ Ordinance ☐ Resolution ☒ Motion ☐ Discussion

PROBLEM/ISSUE STATEMENT:

As established in Resolution 54, the annual City budget includes funding for Neighborhood Mini-Grants and City Council approval is required. One Neighborhood Mini-Grant is currently proposed for City Council approval.

The Richmond Beach Community Association is requesting \$4,000 to rent equipment and pay facility and supply costs for its community Halloween Carnival the last weekend in October at Syre Elementary School.

RESOURCE/FINANCIAL IMPACT:

City Council authorized \$20,000 in the 2011 budget to fund Neighborhood Mini-Grants. This is the third 2011 Neighborhood Mini-Grant submitted for approval. The remaining Neighborhood Mini-Grant budget is \$13,508. The requested funding for this project is \$4,000. The project budget is included in Attachment A.

RECOMMENDATION

Staff recommends that Council approve \$4,000 in Neighborhood Mini-Grant funds to Richmond Beach Community Association for a community carnival at Syre Elementary in October 2011.

Approved By: City Manager gm City Attorney

INTRODUCTION

The Richmond Beach Community Association is requesting \$4,000 to implement its annual community Halloween Carnival. The community association has committed approximately 900 hours in volunteer time as a match towards the project. This community event raises awareness of the community association and provides a family-oriented event for the neighborhood. Funds will be used to purchase materials for the event such as rental of inflatables, facility expenses, and materials storage.

BACKGROUND

Neighborhood Mini-Grant 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 Neighborhood Mini-Grant program provides grants of up to \$5,000 to each of the actively organized, qualifying neighborhood associations in the City of Shoreline on a first come, first served basis. Neighborhood Associations are required to provide a dollar for dollar match to Neighborhood Mini-Grant funds. A match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity."

Neighborhood 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.

Richmond Beach Community Association Carnival Background: The Richmond Beach Community Association is seeking approval for a \$4,000 Mini-Grant to support the annual 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 by local groups, e.g. scout troops, families and community residents.

Richmond Beach Community Association has a robust activity program, providing a large number of community events every year including a Youth Jam, Strawberry Festival, garden tour, Turkey Day Fun Run, and Christmas Tree Lighting and Caroling. Through the Association's activities they connect residents both inside and outside their neighborhood, and provide leadership for other neighborhoods by expanding their successful activities such as the Youth Jam to involve other neighborhoods. Monetary

support for the Richmond Beach Carnival provides a family-friendly activity and frees up association money to provide numerous additional community events.

Richmond Beach Community Association has successfully completed other Mini-Grant projects including neighborhood signage in 2000, improvements to Richmond Beach Reserve Park in 2001 and the Community Carnival in 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009 and 2010.

COUNCIL GOAL(S) ADDRESSED

Each year hundreds of participants attend the Richmond Beach Carnival which meets Council Goal 5 "Expand opportunities for effective citizen communication and community engagement."

RESOURCE/FINANCIAL IMPACT

City Council authorized \$20,000 in the 2011 budget to fund Neighborhood Mini-Grants. This is the third 2011 Neighborhood Mini-Grant submitted for approval. The request is for \$4,000 out of the remaining Neighborhood Mini-Grant budget of \$13,508.

RECOMMENDATION

Staff recommends that Council approve \$4,000 in Neighborhood Mini-Grant funds to Richmond Beach Community Association for a community carnival at Syre Elementary in October 2011.

ATTACHMENTS

Attachment A – Carnival Budget

**Richmond Beach Community Association
Halloween Carnival
2011 Mini-Grant Project Budget**

<u>Project / Item</u>	<u>Vendor</u>	<u>Cost*</u>
Inflatable equipment	Fun Rentals	\$1,800
Custodian, Facility fee, cook (out of total charges of approximately \$900)	Shoreline School District	\$ 500
Storage of equipment and materials	Armadillo Storage	\$1,700
Total Mini-Grant Request		\$4,000

* Estimated costs based on previous years' expenses include tax and may be adjusted based on final pricing.

Project Match

The Richmond Beach Community Association proposes to provide match for its Mini-Grant through both "sweat equity" and paying for additional costs of the carnival. The Association will provide the following estimated 970 hours of volunteer work on the project: coordinating and directing volunteers; volunteers 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 970 hours of volunteer work, valued at \$15/hour, equals \$14,550 in volunteer match. The Community Association will also match the grant by covering an additional \$3,875 in costs.

The total cost of the project is approximately \$7,875 of which \$4,000 would be Mini-Grant funds.

Other Project Costs, Provided as Neighborhood Match

<u>Match Item</u>	<u>Estimated Value</u>
Materials	
Volunteer appreciation - pizza	\$ 300
Prizes	\$ 1,300
Food & candy	\$ 500
Raffle prizes	\$ 350
Additional facility costs (Shoreline School District)	\$ 400
Security – off-duty Police	\$ 185
Decorations, publicity, supplies, tickets	\$ 600
Haunted House	\$ 300
Additional facility costs (Shoreline School District)	\$ 300
Postage	\$ 40
ESTIMATED TOTAL VALUE OF CASH MATCH:	\$ 3,875
ESTIMATED VALUE OF VOLUNTEER MATCH	\$14,550