

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of City's Mini-Grant Programs (Neighborhood, Environmental, and Business)
DEPARTMENT:	City Manager, Community Services and Economic Development
PRESENTED BY:	Debbie Tarry, Assistant City Manager Nora Smith, Neighborhood Coordinator Rika Cecil, Environmental Programs Coordinator Dan Eernisse, Economic Development Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

During the 2013 budget discussions, the City Council requested that staff review the neighborhood mini-grant program to evaluate whether the program criteria could be expanded to allow for community programs or organizations to apply for mini-grants. As a result of discussing this issue with the Council of Neighborhoods (CON), CON and staff identified current criteria within the neighborhood program that they recommended be modified to make the mini-grant program more accessible to all neighborhoods in Shoreline.

The City Manager's 2013 Proposed Budget included a recommendation to implement a pilot business mini-grant program in 2013. The recommended funding level is \$10,000. Staff will be sharing the recommended program with Council tonight.

The City also funds an environmental mini-grant program which will also be discussed this evening.

Attachment A to this staff report provides a matrix to compare and contrast the three mini-grant programs.

RESOURCE/FINANCIAL IMPACT:

The 2013 budget includes funding for the following:

Neighborhood Mini-Grant Program -	\$20,000
Environmental Mini-Grant Program -	\$15,000
Pilot Business Mini-Grant Program -	<u>\$10,000</u>
Total	\$45,000

RECOMMENDATION

No action is required by the Council this evening, as this item is for discussion. Staff does recommend that Council consider the recommended changes to the Neighborhood Mini-Grant program discussed within this staff report. Primarily the recommended changes delegate approval of the neighborhood mini-grants to the City Manager, reduce the matching requirement of City grant to local match from 1:1 to 2:1, revise the types of projects that can be funded with the neighborhood mini-grant funds to match the recommendations from the Council of Neighborhoods, and establishes criteria for the evaluation of the grant applications. Staff is not recommending expansion of the Neighborhood Mini-Grant program to a Community Mini-Grant program. Staff further recommends that Council give direction to staff regarding the recommended Business Mini-Grant program.

Approved By: City Manager ***JU*** City Attorney ***IS***

INTRODUCTION

During the 2013 budget discussions, the City Council requested that staff review the neighborhood mini-grant program to evaluate whether the program criteria could be expanded to allow for “community” programs or organizations to apply for mini-grants. As a result of discussing this issue with the Council of Neighborhoods (CON), CON and staff identified current criteria within the program that they recommended be modified to make the mini-grant program more accessible to all neighborhoods in Shoreline.

The City Manager’s 2013 Proposed Budget included a recommendation to implement a pilot business mini-grant program in 2013. The recommended funding level is \$10,000. Staff will be sharing the recommended program with Council tonight.

The City also funds an environmental mini-grant program which will also be discussed this evening.

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BACKGROUND

Neighborhood Mini-Grant Program

The Neighborhood Mini-Grant program was established in 1996. Grants to individual neighborhood associations are governed by rules approved by the City Council on October 7, 1996 and amended on November 23, 1998. Per the rules adopted by the Council, neighborhood grants must be approved by City Council prior to their implementation. Since 2007 the City has allocated \$20,000 annually for this program.

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 projects 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.

Environmental Mini-Grant Program

In December 2006, Council allocated funds to establish an Environmental Mini-Grant Program that would assist in the implementation of Council Goal No. 6 (2006-2007 Council Goals) to create an environmentally sustainable community. The intent of Council Goal No. 6 was to provide management and stewardship of natural resources

and environmental assets, in order to preserve, restore and enhance their value for the present and future generations.

In 2007, the City Council allocated a total of \$35,000 for the Environmental Mini-Grant Program. Of this amount \$20,000 was allocated for surface water related environmental mini-grants and was funded by the surface water utility. The remaining \$15,000 was to fund more general environmental projects. To fund the program the City Council reduced the Neighborhood Mini-Grant program from \$30,000 to \$20,000 and allocated an additional \$5,000 to have a total of \$15,000.

Grants up to \$5,000 per application are awarded to individuals, community groups, and business owners on a first-come, first-served basis for projects on private or public property which provide a public benefit to the community. Projects on private property must demonstrate a measurable and mutual benefit to the environment and the community. Matching funds or volunteer hours are required for 20% of eligible project expenses. Individual and group applicants are eligible for only one award per year. Proposals are reviewed and approved by the Operations Evaluation Team (a staff team) established by the Public Works Director. Projects are to be completed during the calendar year that funds are awarded.

The Environmental Mini-Grant Program's goals include the following:

- Increase personal awareness and individual responsibility for the stewardship of natural resources and the environment
- Create partnerships among community groups, businesses and the City that promote a sustainable community environment in Shoreline
- Implement local projects that contribute to regional initiatives that enhance and protect the environment

Business Mini-Grant Program

This is a new program that was proposed in the 2013 budget. The first year of funding is \$10,000 and the program is intended to be a pilot program in 2013. Tonight staff will present Council with a recommendation, as discussed later in the staff report, for the pilot program.

DISCUSSION

Neighborhood Mini-Grant Program

Since 2007 the City's budget has included \$20,000 annually for the Neighborhood Mini-Grant program. The following table summarizes the allocation of awards since that time:

2012	\$ 11,885 (5 grants)	2009	\$ 19,650 (5 grants)
2011	\$17, 238 (6 grants)	2008	\$ 20,000 (5 grants)
2010	\$ 7,500 (2 grants)	2007	\$ 12,265 (3 grants)

Even though the entire \$20,000 has not been spent every year, the availability of this resource is an important outreach tool for neighborhood associations, while still being a proportionally small amount of the City's overall budget.

The types of projects that Neighborhood Mini-Grant program have funded include:

A. Physical Improvements

- Playground equipment (usually joint projects with Shoreline School District or the Parks Department).
- Public Art and Identity Signs (neighborhood banners, “welcome to the neighborhood” signs, kiosks, public murals, sculpture)
- Restoration and plantings (Ronald Bog restoration, Fremont Trail planting, Right-of-Way tree planting)

B. Community Events

- Halloween Carnival, Summerset Arts Festival, Outdoor Movie Night

Neighborhood Mini-Grants are reviewed by Community Services Division staff who help coordinate review and input from other departments, as needed, specific to an individual project (e.g. permitting, right-of-way issues, projects proposed in parks, etc.). Once the project is reviewed and approved by relevant city departments, all Neighborhood Mini-Grants go to City Council for approval.

Recommended Changes

Staff has been reviewing the Neighborhood Mini-Grant program with the Council of Neighborhoods (CON) and recommends that the following changes be made to the current program.

1. Review and Approval

- a. **Establish administration of the program through the City Manager.** The current adopted rules require that individual mini-grants and criteria must be approved by the City Council. This results in additional staff time to produce staff reports, lengthened grant approval time for applicants and increased Council process to approve relatively small expenditures for a program that was authorized during the annual budget process. This is also contrary to the requirements for the Environmental Mini-Grants which are administratively approved. The City Council has already delegated purchasing authority to the City Manager for service contracts in the amount of \$50,000 or less, and given that each individual mini-grant cannot exceed \$5,000, staff would recommend that the City Council delegate individual grant authorization to the City Manager. Staff would also recommend that Council delegate the administrative authority to make adjustments to the grant criteria to the City Manager. This would simplify both the approval of grants and changes or improvements to Mini-Grant guidelines.
- b. **Create a staff review team with one community representative** – This would facilitate review by staff who need to approve or give input to grants.

Both of these recommended changes align with the process followed by the Environmental Mini-Grant program.

2. Project Categories

- a. Staff recommends that the description of eligible neighborhood projects be modified as follows (**bold** indicates new language, ~~strike through~~ indicates old language to be removed, regular font is language to keep)
- 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~~ in the neighborhood community.
 - **Projects or events that build or expand neighborhood and community connections or civic engagement.**
 - ~~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.~~

3. Program Guidelines

- a. Revise the match requirement from one dollar of neighborhood match for each City dollar to “for every two dollars of City funds the neighborhood will provide a one dollar match.” (2:1 instead of 1:1).
- b. Revise value of general volunteer labor to **adjust periodically to regional standard** (1998 paperwork sets rate at \$10 per hour, staff has adjusted to \$15 per hour, most local cities value at \$20 per hour). Maintain donated professional services at market rates for that service.

4. Mini-Grant Criteria

Staff recommends that criteria be developed for reviewing and rating applications. Currently there are no set rating criteria. A project that ranks highest according to the newly established criteria will be funded in the event that requests exceed funding available. The CON has reviewed and is also recommending the following criteria. The proposed criteria for projects is:

- a. Provide a public benefit and be open to all community members.
- b. Build stronger neighborhoods and expand community connections and engagement.
- c. Increase awareness of the neighborhood association in the neighborhood community.
- d. If the project will require permits, permit requirements and cost have been discussed with the City’s Planning and Community Development staff.
- e. If the project is a tangible improvement, proposal includes a plan for extended maintenance by the community.
- f. Project applicant has a history of successful project implementation or can demonstrate capacity to implement project.
- g. Project addresses new or important area of identified community interest or need.

- h. Project promotes inclusiveness among a wide variety of populations within a neighborhood (e.g. ethnic, intergenerational, renters or other underrepresented populations).

Community Expansion

Community Grant Program: In July representatives from SWEL (Shoreline, Woodway, Edmonds, Lynnwood) Timebank made a presentation to Council and requested that Council consider providing future funding (\$3,000) to help cover the costs of an administrative assistant needed to manage the program. Following the discussion, Council indicated that they may be open to expanding the criteria of the neighborhood mini-grant program that would allow community groups to apply, while holding the overall neighborhood mini-grant funding to the current \$20,000.

The September 17 Council meeting included a preliminary budget briefing. This briefing included a discussion of potential expansion of the Neighborhood Mini-Grant program. At that meeting staff and Council discussed drafted potential criteria that could be considered for a “community” mini-grant program (which would include neighborhoods). A link to the staff report and the potential criteria that could be used for a “community” program follows

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2012/staffreport091712-8c.pdf>

Historically there have been years in which the Neighborhood Mini-Grant program funds have not been fully utilized. CON Board believes that more funds will be used in the future if Council agrees with the recommended changes discussed earlier the staff report for eligible projects, matching requirements, and criteria, as this will reduce the administrative and financial requirements for neighborhoods. CON and its Board members have contacted several Council members and spoke at the September 19 Council meeting in opposition to expanding the Neighborhood Mini-Grant program to a “Community Mini-Grant” program.

During the September 17 Council Meeting, Council requested that staff research how the Eastside Timebank program is funded. Staff’s understanding is that Eastside Timebank received some initial start-up funding through the Eastside Human Service Consortium (a consortium of east-side cities), but that the Consortium would not provide on-going funding as the Timebank did not demonstrate on-going benefit to low income individuals. The Eastside Timebank has requested on-going funding from the cities of Bellevue (which has indicated that the Timebank does not qualify for the same reasons provided by the Eastside Human Service Consortium), Kirkland and Redmond. The request to the City of Kirkland was for \$10,000, but Kirkland staff has indicated that their Council is considering the request, but anticipates that the amount awarded will be significantly smaller than the original request. The funding does not meet the criteria to come through Kirkland’s human service program, so the allocation would need to come from the city’s general fund. Redmond did not have any sense of whether their Council will award funding.

Staff also has become aware that there is a Mercer Island Timebank which is funded by a private donor.

Environmental Mini-Grant Program

Since the program's inception in 2007, the City's budget has included \$35,000 annually (\$15,000 General Fund (GF) and \$20,000 Surface Water Utility (SWM)) for the Environmental Mini-Grant Program. The following table summarizes the number of grants and amounts awarded.

Years	# of Grants	Amount Funded		Total
2007	3	\$14,944 (GF)		\$14,944
2008	8	\$14,850 (GF)	\$8,992 (SWM)	\$23,842
2009	5	\$14,845 (GF)	\$7,200 (SWM)	\$22,045
2010	5	\$14,881 (GF)	\$4,950 (SWM)	\$19,831
2011	5	\$11,793 (GF)	\$5,000 (SWM)	\$16,793
2012	2	\$ 5,000 (GF)	\$5,000 (SWM)	\$10,000

More detail regarding the projects that have been funded can be found in Attachment B.

Project Criteria

Adopted criteria used in evaluating proposals includes the following:

- **Criteria 1. Create an environmentally sustainable community.**
To meet this criteria, proposals should address management and stewardship of natural resources and environmental assets to preserve, restore, and enhance their value for the present and future generations. Examples include:
 - a. Improve energy efficiency
 - b. Reduce solid waste
 - c. Maximize recycling and reuse of resources
 - d. Educate the public, professional associations, schools, business and/or industry about best management practices and personal stewardship of Shoreline's natural resources.

- **Criteria 2. Climate protection agreement/Kyoto protocol**
To meet this criteria, proposals must address methods of addressing climate change, global warming or the Kyoto protocol. Examples include:
 - a. Reduce dependence on fossil fuels
 - b. Accelerate development of clean, economical energy resources and fuel efficient technologies such as waste to energy, wind and solar energy, and conservation programs
 - c. Plant trees to increase shading and absorb CO₂
 - d. Educate the public, schools, professional associations, business and/or industry about reducing global warming pollution and simple, cost-effective changes that can be implemented

- **Criteria 3. Surface water quality**
To meet this criteria, proposals must provide a water quality benefit, such as the following:
 - a. Provide flood protection from stormwater impacts
 - b. Protect water quality
 - c. Preserve stream habitat for aquatic species

- d. Educate and develop a stewardship ethic in the public and/or local businesses (previously this included schools – see recommended change below)

➤ **Criteria 4: Land use policy**

To meet this criteria, proposals shall address environmentally-related elements of the City's Comprehensive Plan or other land use policies of the City. Examples include:

- a. Restore habitat
- b. Provide protection for local streams, wetlands, steep slopes, and fish and wildlife habitat areas
- c. Educate the public, businesses and schools

Recommended Changes

1. Since the number of applications that utilize Surface Water Utility funds have been low, the funds will be re-directed in 2013 to a new SWM Low Impact Development (LID) rebate program that allows SWM funds to offer a one-time offset for LID implementation. The rebate, potentially up to \$1,000 per eligible project, would be available to residents and commercial properties that implement LID on their properties. Staff is currently developing the rebate program to be implemented in 2013. This program was discussed during the adoption of the City's Surface Water Master Plan.
2. Schools in the Shoreline School District will no longer be eligible for funds from the Environmental Mini-Grant Program for surface water projects, as a result of the Surface Water Fee Credit Ordinance 642 adopted by the City Council earlier this year.

Business Mini-Grant Program Proposal

The 2013 Proposed Budget includes \$10,000 for a pilot Business Mini-Grant Program. Tonight will be the first time that the Council has discussed the proposed program in detail.

Description of Program and Purpose

A robust economy is necessary in order to achieve a financially sustainable future for the City of Shoreline. Therefore, economic development is a clearly stated goal of the Shoreline City Council. The pilot Business Mini-Grant program will provide a new, effective, and cost-effective way of supporting and retaining existing Shoreline businesses and thereby fostering long-term economic health.

The Economic Development Manager was tasked with proposing effective ways to implement a Business Mini-grant program for Council consideration. After consultation with the City Attorney and other members of staff, it was concluded that the grant would need to conform to three general criteria:

- a) The project would need to provide general public benefit rather than simply benefit one business.
- b) The project would need to be completed early enough in 2013 that its results could be evaluated for future years.

- c) The project should help carry out the Economic Development Strategic Plan, specifically helping with Place-making in neighborhoods and along the Aurora Corridor.

Three programs were considered as possible alternatives:

1) Bike racks

Buy bicycle bollards that are installed outside of businesses that apply and meet certain criteria. It is estimated that approximately 15 – 20 non-decorative bicycle bollards (similar to Fairweather’s BR-2 found at http://www.fairweathersf.com/bike_racks) could be installed. It is estimated that half this number of customized bollards could be installed. This alternative encourages biking customers and rewards the business for helping provide a suitable space to serve the public. It has the added benefit of supporting health and environmental sustainability, both of which are City goals.

2) Restaurant reviews

Offer grants to Shoreline journalism classes at Shoreline Community College and/or at Shoreline high schools that facilitate the production of a series of at least 40 reviews of Shoreline restaurants. The reviews would be in turn be distributed as press releases and the restaurants would receive copies for posting and reproduction. This alternative helps to overcome the widespread belief reflected in the recent resident survey that Shoreline lacks restaurants. In fact, Shoreline contains dozens of “hidden treasure” restaurants that could easily be profiled.

3) Business and Artist Collaboration

Launch a program similar to IRRIGATE, a program launched successfully in St. Paul, MN, to provide place-making and support for businesses adversely affected by a construction project similar to our Aurora Corridor project. The program offers grants to artists that create art installations or events on the premises of collaborating businesses. (<http://irrigatearts.org>).

Staff concludes that while all three programs meet the first two criteria, the first two don’t accomplish place-making to the extent that the business and artist collaboration program may. Therefore, the Business and Artist Collaboration is the staff’s preferred alternative and recommendation. This program builds on and complements the success of the Piano Fresco project initiated by the City this year and has the support of Ros Bird, the Shoreline Public Art Coordinator who would provide artistic direction of the program if selected.

Process and Criteria for Making Awards

Assuming that Council supports staff’s recommendation to implement the pilot Business and Artist Collaboration Mini-Grant program, the following is a draft outline of the process that staff recommends be afforded to businesses. If, on the other hand, another alternative is selected, a simpler version of this process would be devised:

- 1) Artists will submit an “Idea Letter” explaining the artistic vision of the project for which they hope to find a site.
- 2) Business owners will submit an “Interest Letter” to the Office of Economic Development describing the space they hope to be activated with art.

- 3) Within two weeks of receipt of the letters by the City, applicants will be notified a) whether the project is deemed feasible, and b) if more information is required for review.
- 4) The Office of Economic Development would attempt to match applicants together as well as encourage applicants to seek out business owners or artists to carry out their vision.
- 5) Once a suitable business and artist match is found, then the pair will collaborate by submitting a complete Business Mini-Grant application.
- 6) The application will ask for a complete explanation of the project including scope of work, timeline for completion, demonstration of public benefit, and all necessary permits or authorizations required to complete the project.
- 7) Once a completed application is received, the Office of Economic Development will coordinate review by a Business Mini-grant Review Team and approval by the City Manager. The approval process may take up to one month.
- 8) Once a project is approved by the City Manager, the applicant will receive instructions on submitting funding requests and tracking matching contributions.
- 9) Applications may be submitted between January 1 and May 31, 2013. Applications received after this date will not be accepted unless an extension is granted. Funding is available to qualified proposals on a first come, first served basis.

Business Mini-Grants will be reviewed to ensure that they meet the program criteria discussed later in this report and that they comply with City Council and Economic Development Strategic Plan goals and rules. Staff recommends that the matching requirement be between 20% and 50% of the grant award.

Business Mini-Grants will principally be reviewed by a City staff team assembled by the Economic Development Office. The team will include review and input from other Departments—if needed—specific to an individual project (e.g. Public Art direction, permitting, right-of-way issues, etc.). Once the project is reviewed and approved by the review team, all qualified Business Mini-Grants will be forwarded to the City Manager for approval as funds allow.

How the program is promoted

Promotion of the Business Mini-grant will be multifaceted:

- Currents articles of the application process and coverage of successful projects.
- Press releases to news providers.
- City website articles, photos, and reminders.
- *QuickStart* Workshop for interested participants
- Coordination and advertisement through community partners
- Recruitment of known likely participants through face-to-face meetings, phone calls, emails, and direct mail.

Financial and Staff Impact

The pilot Business Mini-grant Program is proposing \$10,000 for use in 2013.

In addition, Staff time will be used in promoting, evaluating, and overseeing the implementation of the program. To assist in the effort, the Office of Economic Development plans to recruit and oversee a college student intern specifically to coordinate the Business Mini-grant program.

If the public art and business collaboration alternative is accepted, the director of St. Paul's IRRIGATE program has agreed to consult with City staff.

Types of projects anticipated with the Business-Artist Collaboration Projects

- Public amenities (Bike racks, sidewalk table and chairs, etc.)
- Display of art in private business spaces that provide public access (Creating a gallery in a coffee shop to display paintings, sculptural fountains in a patio seating area, etc.)
- Creation of public-space art (Decorated garbage cans, murals on walls, hanging art over sidewalks, artistic planter created, etc.)
- Performances at businesses (Plays, dances, jugglers, musicians, etc.)

Proposed criteria

- Provide a public benefit and be available to all community members.
- Build stronger businesses by attracting new customers and providing a better customer experience.
- Promote collaboration between business owners, community members, and the city.
- If the project is a tangible improvement, proposal includes a plan for extended maintenance by the community and can be legally permitted.

STAKEHOLDER OUTREACH

The City promotes the Neighborhood and Environmental Mini-Grant programs annually in Currents encouraging applications, showing photos of past projects, and describing the program. Mini-Grants are also publicized annually in Neighborhood E-news. There are Neighborhood and Environmental mini-grant pages on the City's website with a description, forms and photos of past projects.

For the last three years staff has held a "how to" workshop for Neighborhood and Environmental Mini-Grants in early spring which has also been publicized in Currents. Neighborhood Mini-Grants are discussed regularly with Council of Neighborhoods.

RESOURCE/FINANCIAL IMPACT

The 2013 budget includes funding for the following:

Neighborhood Mini-Grant Program -	\$20,000
Environmental Mini-Grant Program -	\$15,000
Pilot Business Mini-Grant Program -	<u>\$10,000</u>
Total	\$45,000

RECOMMENDATION

No action is required by the Council this evening, as this item is for discussion. Staff does recommend that Council consider the recommended changes to the Neighborhood Mini-Grant program discussed within this staff report. Primarily the recommended changes delegate approval of the neighborhood mini-grants to the City Manager, reduce the matching requirement of City grant to local match from 1:1 to 2:1, revise the types of projects that can be funded with the neighborhood mini-grant funds to match the recommendations from the Council of Neighborhoods, and establishes criteria for the evaluation of the grant applications. Staff is not recommending expansion of the Neighborhood Mini-Grant program to a Community Mini-Grant program. Staff further recommends that Council give direction to staff regarding the recommended Business Mini-Grant program.

ATTACHMENTS

Attachment A: Mini-Grant Program Matrix
Attachment B: Environmental Mini-Grants Awarded

Mini-Grant Comparison Table

	Neighborhoods	Environmental	Business*
Goal	<ul style="list-style-type: none"> Tangible improvement Increase awareness of the goals and mission of the neighborhood association benefit a public organization and its neighborhood – requiring active neighborhood involvement 	<ul style="list-style-type: none"> Create an environmentally sustainable community Provide a measurable, tangible and mutual public benefit to the environment and the community Develop community stewardship of the environment through partnership with neighborhood associations, businesses and other organizations 	<ul style="list-style-type: none"> Increased traffic and new customers Place-making that can be experienced both in person and through media Positive engagement and collaboration between business, artist, and City Support for Shoreline artists and businesses
Types of grants	<ul style="list-style-type: none"> Physical Improvements Community Events 	<ul style="list-style-type: none"> Classroom and in-field environmental education Habitat restoration Promotion of renewable energy Green business development Environmental monitoring Stewardship training 	Matching grants
Total annual funds available	\$20,000	\$15,000	\$10,000
Maximum funds per grant	\$5,000 per neighborhood	\$5,000	\$2,000
Grant expiration	December 31	December 31	September 30, 2013
Grant process	<ul style="list-style-type: none"> Idea Letter Application Staff Report to Council for approval Contract 	<ul style="list-style-type: none"> Idea Proposal Application Staff Team evaluation for approval Contract 	<ul style="list-style-type: none"> Idea letter (artist) Interest letter (business) Collaborative application Staff recommendation to City Manager for approval Contract
Application deadline	June 30	June 30	May 31, 2013
Grant approval process	CSD staff review Council approval	PW staff team evaluates application PW Director signs contract If projects are in a City park, Parks Board needs to approve application	Business Mini-grant team recommends for City Manager approval

Mini-Grant Comparison Table

	Neighborhoods	Environmental	Business*
Percent match	1:1 (dollar for dollar) In-kind and volunteer time 25% max for creating grant	20% through a non-city grant award and/or volunteer hours	2:1 In-kind, cash & volunteer time (25% max for volunteering)
Grant evaluation process	CSD staff review of types of grants and feasibility	PW staff team evaluates application	Grants evaluated based on feasibility, timing, and evidence of complementary collaboration <i>*This matrix assumes the preferred alternative of artist/business collaboration</i>

ATTACHMENT B

Environmental Mini-Grants

2007

Environmental Services: \$14,944

Surface Water: \$0

Homewaters Project	Educate Shoreline middle school students about watersheds using GIS technology and storm drain stenciling
Shoreline Solar Project	Coordinate the 4th Annual Renewable Energy & Sustainable Living Fair on July 20-21 2007
Sustainable Shoreline Ed	Implement various tasks for their Community Wildlife Habitat Program

2008

Environmental Services: \$14,850

Surface Water: \$8,992

Echo Lake Elementary	6th grade scholarships to Env. Learning Camp & for Interurban Train stewardship
Center for Human Servs	Create an organic garden for low-income residents at Ballinger Homes
Shoreline Solar Project	Coordinate 2008 SolarFest Event
Sustainable Shoreline Ed	Habitat enhancement through ed activities, events, restoration & species monitoring
Shorecrest High School	Expand current recycling program
Shoreline Chamber of Commerce	Create an interactive Shoreline Green Business website that encourages sustainability
Homewaters Project	Train and support 4 th grade teachers in surface water education for students
Shoreline Children's Center	Design and construct greenhouse and community garden, including catchment tanks for education.

2009

Environmental Services \$14,845

Surface Water \$7,200

Ballinger Homes Family Support Center	Organic community garden education, maintenance and composting
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ATTACHMENT B

Echo Lake Elementary	Native plant education and garden restoration
Parkwood Elementary	Educate students on wetlands unit (5 lessons)
Einstein Middle School	Organic community garden education and maintenance.
Shoreline Solar Project	Coordinate 2009 SolarFest Event

2010

Environmental Services \$14,881
Surface Water \$4,950

Highland Terrace Elementary	4th grade wetlands unit and field trips
Parkwood Elementary	5 th and 6 th grade wetlands unit and field trips
Sustainable ShorelineEd	Community Habitat Project “Where Our Wild Things Are” habitat tour of 4 to 8 backyard habitats
Shoreline Solar Project	Coordinate 7 th Annual SolarFest Fair and Kick-off Event
Ballinger Neighborhood Association	Further develop BALNA’s Community Garden Project

2011

Environmental Services \$11,793
Surface Water \$5,000

Highland Terrace, Parkwood Classroom and field trip wetland education Meridian Park Elementary Schools	
Shoreline Solar Project	Coordinate 8 th annual SolarFest Event
“Where Our Wild Things Are” Backyard habitat tours	Provide community tours of 4 – 8 sites
Echo Lake Elementary	Scholarships for low income and diverse students to attend Camp Orkila; on-going student litter clean-up on Interurban Trail
Ballinger Homes	Hire on-site resident to provide support for recycling, composting, climate protection and organic gardening

ATTACHMENT B

2012

Environmental Services \$5,000
Surface Water \$5,000

Highland Terrace, Echo
Lake, Meridian Park, &
Parkwood Elementary
Schools

Classroom and field trip wetland education

Shoreline Solar Project

Coordinate 9th annual SolarFest Event