



Funding for Neighborhood Associations

formerly a part of the Neighborhood Enhancement Program

Staff Contact: Iris McCaleb

neighborhoods@lakeoswego.city (503) 697-6591

Overview

This program provides resources for recognized Lake Oswego Neighborhood Associations to communicate information, organize members, and foster neighborhood cohesion.

2024-25 Allocation: \$30,000

Eligibility

Every recognized Lake Oswego Neighborhood Association is eligible for the resources outlined in this guide.

A full list of active Neighborhood Associations and boundary maps can be found online at:

lakeoswego.city/planning/neighborhood-associations-list

Pre-Approved Reimbursable Expenses

Each Neighborhood Association is pre-authorized for reimbursement of the expenses listed on the [pre-approved list](#), up to the annual limit. The City allocates a total of **\$25,000** per year for the reimbursement of pre-approved Neighborhood Association expenses. Neighborhood Chair approval is required for all reimbursement requests. If you are unsure whether an expense is pre-authorized for reimbursement, please contact Iris McCaleb (neighborhoods@lakeoswego.city).

FY2024-25 Annual Limit (per Neighborhood Association): **\$1,000**

Resources Available Upon Request

To access these resources for your Neighborhood, submit the [Neighborhood Resource Request Form](#).

One-Time Website Development Funds. The City reserves a total of **\$2,000** per year to support the development of Neighborhood websites. Neighborhood Associations who are prepared to contract with a developer to create or upgrade their website may request up to **\$500** through the [Neighborhood Resource Request Form](#). Requests are evaluated as they are received, neighborhoods without active websites are prioritized. If funds for the year are exhausted, outstanding requests will automatically be considered in the next funding cycle. Reimbursements are issued following the submission of a [Neighborhood Reimbursement Form](#).

Outreach Materials. The City reserves a total of **\$1,500** per year to support the purchase of neighborhood outreach materials. Welcome guides, flyers, pamphlets, and posters are all

eligible expenses; postage and the purchase of additional mailers or neighborhood postcards are *not* eligible expenses. As a reminder, the City already provides each Neighborhood Association with two mailings per year, which can be accessed by emailing neighborhoods@lakeoswego.city. Designs must be approved in advance by the Neighborhood Chair. Neighborhood Associations may request financial support for the purchase of outreach materials by submitting the [Neighborhood Resource Request Form](#). Requests are evaluated as they are received, neighborhoods who have not previously received funding for outreach materials are prioritized. Reimbursements are issued following the submission of a [Neighborhood Reimbursement Form](#). Itemized receipts and Neighborhood Chair approval are required for reimbursement.

One-Time Purchase of AV Equipment. The City allocates a total of **\$1,500** per year for the purchase of AV equipment to enable live streaming of neighborhood meetings. Eligible purchases may include cameras, microphones, tripods, Owls and other *portable / non-permanent* technology solutions. Technology must be for use in a group setting, items for use in a single member's home (i.e. laptop, tablet, webcam, etc.) are not eligible for funding. Neighborhood Associations that have identified technology solutions may request financial support by submitting the [Neighborhood Resource Request Form](#). Requests are evaluated as they are received, neighborhoods who have not previously received funding for AV Equipment are prioritized. Reimbursements are issued following the submission of a [Neighborhood Reimbursement Request Form](#). Itemized receipts, identification of the person who will be responsible for equipment storage, and Neighborhood Chair approval are all required for reimbursement.

Reimbursement Process

Please submit reimbursement requests in full (submit all receipts for an event in one batch) using the [Neighborhood Reimbursement Request Form](#).

To be eligible for reimbursement, expenses must be incurred between July 1, 2024 and June 30, 2025. All reimbursement requests for this funding cycle must be submitted by **July 5, 2025**.

Please allow two weeks from the time that all required documentation has been received for the City to process your request for reimbursement.

Direct all questions to Iris McCaleb, neighborhoods@lakeoswego.city, (503) 697-6591.