



## **Municipal Grant Program**

For the Fiscal Year beginning 7-1-24 (\$80,000 total)

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The Municipal Grant Program supports community non-profit programs and governmental entities that provide a community benefit. Each budget period the City awards grants to qualifying organizations for specific projects or services through an application process. The program/policy was created in 1992.

### **Municipal Grants Policy Summary of Guidelines**

Guidelines are for the evaluation and disbursement of municipal grant funds for nonprofit organizations and governmental entities applying for financing assistance under the categories of special projects, social services and cultural grants during the City's budget review process.

### **DEFINITIONS OF ELIGIBLE RECIPIENTS INCLUDE**

- **Special Projects:** Projects undertaken by local nonprofit organizations, or boards, commissions, and committees of the City of Lake Oswego that focus on supporting, enhancing, and stimulating the economic and/or environmental preservation and/or enhancement of the City.
- **Social Services:** Services provided by any area nonprofit organization specifically serving the social needs of City residents and assisting in enhancing the quality of life in the community.
- **Cultural Grants:** Financial assistance to nonprofit organizations specifically involved with enriching and improving the cultural life and experiences of residents of the City and/or the area.

### **Grants Scheduling**

Grant applications will be available at the Finance Department by a date determined by the City Manager. Completed grant applications are to be returned to the Finance Department no later than the date specified in each budget year. All applications must be received by the close of business on the specified date to be considered.

### **Applicants' Responsibilities**

All applicants for grants must provide completed information on the City's grant application form. If the applicant received a grant for the prior year, the applicant will provide a summary of how the prior year grant was spent. All applicants can expect to receive a 1099 tax form.

### **Follow Up Responsibility**

If an agency receives funding from the City, the City will require the agency to file with the Finance Director a report from an accountant on how the funds were expended by 30 June of the fiscal year.

### **Ineligible Activities**

Municipal grant funding is not available for activities by any organization for initiating or increasing endowments, for annual fund-raising campaigns or dinners, for individuals, for capital improvements including building campaigns and construction projects, or for political purposes. Retirement of existing debts or financial obligations or replacement of financial resources used to retire debts or obligations are ineligible. Applicants that make charitable contributions to other individuals, groups or organizations are normally not funded through the City's grant programs.

### **Budget Process**

The City may, as part of the budget, designate a specified amount of money which will be available for grant applicants.