



Neighborhood Association Sustainability Grants Program Guidelines and Application 2024

What is the Neighborhood Grants Program?

The Watershed Alliance of SW Washington offers a city-funded Neighborhood Grants program to support environmental and community focused projects implemented by Vancouver's neighborhood associations. Annually, \$22,500 in micro-grants are offered to help inspire and support sustainable community efforts to improve shared areas of the City.

Grants of up to \$2,000 are available. Applications are accepted on an on-going basis, until all funds are awarded for the year. Projects must provide clear benefit to the community and focus on enhancing the environment.

Eligibility Criteria

City of Vancouver neighborhood associations are eligible to apply. Individuals or organizations with ideas for a qualifying project can partner with a neighborhood association to apply.

Qualifying projects must:

1. Support the Watershed Alliance mission to *bring together and engage the community to protect and enhance the natural environment of Vancouver's watersheds.*
2. Demonstrate a benefit to the environment and to the community. The neighborhood association must involve the community in creating and completing the project.
3. Have support from a recognized City of Vancouver neighborhood association who will take on the fiscal management and sign the grant agreement.
4. Provide evidence of project approval from the owner(s) of the property where the project is located.
5. Be able to supply copies of receipts for services/materials.
6. Some projects may require additional information. See Project Specific Instructions section below.

Ineligible proposals:

1. Projects on only one single family residential property. (Projects on 3 or more properties may be considered).
2. Projects funding the purchase of tools or equipment, with the exception of rental tools or purchasing litter clean up kits and teaching supplies for school projects.

Examples of potential projects:

Educational street murals, Invasive Tree Removal, Native Plant or Pollinator Gardens, Friends of Trees Neighborhood Planting Events, Nature Play areas, youth engagement around the environment, environmental justice etc.

[Visit our website for a list of recently funded projects.](#)

Application Process

Watershed Alliance has limited grant funds, \$22,500, to award each year. Grants are awarded year-round until all funds for that year are distributed. If a grant is submitted and no funds remain for that year, the grant can be resubmitted the following year. All program expenses and activities must take place during the grant period that you define in your proposal.

Grant applications accepted:	Year-round until all funds are distributed
Applications reviewed, feedback given:	Within 2 weeks of receiving the application
Award decisions announced:	Within 2 weeks of receiving the approved application
Grant agreement signed by NA:	As soon as possible after award announcement
Funds distributed:	Within 2 months of signed agreement
Funded programs complete:	Within 12 months of award notification
Final report to Watershed Alliance	Within 60 days of project completion

Applying for a Grant

To apply, please submit:

- Completed grant application form (included below)
- Evidence of support from the Neighborhood Association in the form of at least one of the below
 - Approval in the meeting minutes or emails from at least 2 neighborhood board members
 - Email/Facebook/Next Door correspondence to the neighborhood
- Letter of project approval from property owner and any required permits or City MOU (if applicable)
- A map and/or photos of the project location (if applicable)
- Some projects may require additional information. See Project Specific Instructions section below.

You may mail or email your application materials. Paperless applications are encouraged! Please use the following subject line: **(neighborhood name) Neighborhood Grant: (project title)**

Mail applications to:

Watershed Alliance, Grants
PO Box 177
Vancouver, WA 98666

Email applications to:

Neighborhood Grants Program Coordinator,
anna@thewatershedalliance.org

Contact information: Executive Director, anna@thewatershedalliance.org, Cell: 360-852-9189

Project Specific Instructions

For public park projects:

Approval from the City of Vancouver is required and will often involve a Memorandum of Understanding (MOU) in the City parks and may require a permit on City right-of-way. To obtain a MOU or permit, submit this information to the City:

- Neighborhood Association name and your contact information
- Evidence of support from the neighborhood association (i.e. meeting minutes)
- Description of project
- Location of project with a map
- Description of the ongoing maintenance support the completed project will require. How will this support be provided in a way that does not require additional City/grant resources?

For project in parks, contact and provide this information to City of Vancouver Volunteer Program Coordinator
Hailey Heath Email: Hailey_Heath@cityofvancouver.us Phone: 360-487-8316

For planting projects:

Attach a list of the plants to be installed which includes Species, Number, Vendor and Price. Preference is given to projects using NW Native plants, as listed in the [Portland Plant List](#), or Metro's "[Native plants for Willamette Valley Yards](#)"

Sample:	Species	Number	Price	Vendor
	Douglas Fir	3	\$10/each	(Nursery or Plant Sale Name)
	Snowberry	5	\$3/each	(Nursery or Plant Sale Name)

Disclaimer: if changes are made to the planting plan submitted with this application, they must first be submitted for approval by the Watershed Alliance. Changes not approved in advance may require a grant refund.

Steps for Developing a Project

1. Brainstorm project ideas. After carefully reviewing the grant application materials, think about the needs and goals of your association, your neighborhood, or the community.
2. Present the idea to the Neighborhood Association board of the neighborhood where the project will be located. They must approve of moving forward and fiscally managing the grant.
3. Check in with the Program Coordinator to discuss the project. This will help to ensure the application meets the criteria of the grant program, as well as identify additional review and coordination that may be needed.
4. Obtain evidence of support for this idea from your Neighborhood Association.
5. Define the project scope.
 - a. Think through the project goals and necessary follow-through.
 - b. Make a timeline and list of activities needed to accomplish your project.
 - c. Consider if there are members of your neighborhood group who can assist with relevant professional experience. The Program Coordinator may also be able to offer advice, direct you to resources, or put you in touch with other community members who can advise you.
6. Determine resources needed.
 - a. Develop a list of all the resources and funding needed at each step of the process.
 - b. Develop a budget to include all these items.
7. Complete and submit the application. Applications are accepted until all funds are distributed for that year.