



City of Clatskanie
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Scout Lake Grant Request 2019

This year, the City is again accepting applications for grants to be awarded from the Scout Lake Fund. In order to be fair and consistent in the considering request for funding from the Scout Lake Fund, the following process, priorities, requirements and criteria have been adopted.

Process: Request for funding should be submitted in writing to the City of Clatskanie for consideration by the Recreation Advisory Committee. Request must be submitted by no later than October 15, 2019. The committee will consider all request and send their recommendations to the City Council in December.

Priorities: The committee's priorities for use of the Scout Lake Fund are:

- The fund is intended to be used in the city or on city owned property and/or for the people of Clatskanie
- Primary use is for physical projects oriented to recreation.
- Focus of funding to be youth-oriented projects for all age groups/organizations will be considered.
- Uses, which meet the recreational, needs of other groups/organizations will be considered if they rank high in addressing the criteria priorities.
- Projects that are long lasting will be considered over those that are of a one time or short-term benefit.

Criteria: Each funding request must address the following criteria:

- Request that are related to parks or playground should be consistent with the City's Master Park Plan.
- The funds are recreational purposes. Your request should give details how the project pertains to recreation.
- Funds cannot be used for ongoing operational expense of an organization.
- Funds cannot be used for consumables equipment or supplies.

Applying for Funds:

- Amount of funding requested.
- List any previous grants you have received from this fund.
- Include a description of the project, i.e. purpose, community impact, and number of individuals the project would benefit.
- Include a budget outlining the purpose project. The budget should include: other funding sources, labor, materials etc. (include donated labor and material).
- Who will benefit by this project and how often will it be used?
- Will the project funds be used in the city limits of Clatskanie? Explain.
- Will there be ongoing maintenance needed for the project and if so, how will it be provided?

If the funds are to be used to provide a recreation facility on private property (no owned by the city), a use agreement must be signed with the property owner prior to the release of funds. This agreement should address commitments by the city, the property owner, access, duration, maintenance and responsibilities of each party.

The city reserves the right to not to allocate all available funds for grant request in order to accumulate funds for large projects or in the vent that request do not meet the criteria or any other reason the seems deems necessary.

Name of Organization Requesting Fund: _____

Is this a non-profit organization? [] Yes [] No

Name of Officers and Phone Numbers: _____

Amount of funds requested: _____

Describe the project, the purpose of the project, methods that will be used to complete project, and the number of individuals that will benefit from the project: (attached extra page if needed)

Budget for Proposed Project:

Is there a local match for this project?

Has this organization received previous grants? [] Yes [] No (if yes, list the year grant(s) were received.

Name of responsible party: _____

Address: _____

Phone Number: _____

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Date Received: _____ Amount Requested: _____ Amount Granted: _____

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Updated Sept. 2019