



City of Canby

2024 Community Enhancement Grant

222 NE 2nd Avenue, Canby OR 97013

www.CanbyOregon.gov | 503.266.4021

OVERVIEW:

The City of Canby has opened the Community Enhancement Grant Program for 2024. The program was created to assist in funding non-profits, not-for-profit organizations, City boards and committees, neighborhood associations and homeowners' associations. The grant can be spent on projects, programs, and events which improve and enrich Canby. **The City of Canby has created a separate Business Enhancement Grant for local Canby businesses.**



Any individual, entity, or non-profit organization seeking funding from the Community Enhancement Grant program must be located within Canby city limits and the funding must be put toward a project that supports the Canby community.

Any and all changes to projects, programs, or events funded by the Community Enhancement Grant must be approved by City of Canby Economic Development staff. If the scope of the grant-funded work is changed without approval from the Economic Development department, the applicant may not be eligible to apply for the Community Enhancement Grant in the future.

FUNDING:

The City of Canby has budgeted \$50,000 for the Community Enhancement Grant in the 2023-2024 fiscal year. Eligible applicants will be able to apply for up to \$3,500 for projects, programs, or events that meet the eligibility and evaluation criteria (see below).

PROCESS:

1. Review criteria on page 2 for Community Enhancement Grant program to determine if your request qualifies;
2. Complete the application form;
3. Submit the application form and supplementary materials electronically.
If electronic submission is not possible, please bring your file to Canby City Hall (222 NE 2nd Avenue, 2nd floor) and city staff will be happy to scan the documents for you.

REVIEW COMMITTEE:

All completed applications will be reviewed by the City of Canby's Review Committee. The committee will look to ensure applications meet the eligibility and evaluation criteria.

ELIGIBILITY CRITERIA:

- Applicant must be an authorized representative of a community organization, project, charitable non-profit or not-for-profit, neighborhood association, or homeowners' association located within Canby city limits.
- An applicant will only be eligible to apply for a grant if any previously awarded grant projects complied with all grant procedures including submitting final grant report.
- Canby's Community Enhancement Grants may not be used for costs associated with salaries or operations.

APPLICATION CRITERIA:

- A complete, descriptive, and thorough application is important – this includes:
 - Filling out the application.
 - Signing and electronically submitting applications by the deadline date.
 - Providing a W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
 - Supplemental information including a narrative and demonstration of the financial need for event, program, or project which best supports the request should be included. *Not to exceed 5 pages.*

EVENT, PROGRAM, AND PROJECT ELIGIBILITY CRITERIA:

The following criteria is to be used as a guide for applicants for the types of activities funded by the Community Enhancement Grant program. The Review Committee will consider the uniqueness and overall quality of each request.

Events, programs, and projects will be considered eligible provided it:

- Enhances and supports Canby's unique history, culture, education, diversity, arts, needed services, or community involvement with and/or for the benefit of Canby;
- Encourages and fosters advances in civic engagement or community leadership;
- Promotes community involvement with diversity, equity, inclusion, and belonging at the forefront to ensure all of Canby's unique and diverse residents benefit from the projects funded by the Canby Community Enhancement Grants.

EVALUATION CRITERIA:

1. Priority given to applications which demonstrate this specific grant request will directly benefit Canby residents.
2. Priority given to grant requests demonstrating the need for funding where additional funding sources will also be utilized.
3. Priority will be given to first-time and non-repeat applicants.
4. Priority will be given to projects that source locally when available.
5. Priority will be given to projects which prioritize diversity, equity, inclusion, and belonging for all of Canby's unique residents.
6. Lowest priority will be given to advertising and/or promotion.
7. Lowest priority for fundraising types of events. All fundraising events must directly benefit Canby residents.

GRANT REPORTING:

Projects, programs, and events funded through the Community Enhancement Grant program are required to submit a final report which will include a narrative, questionnaire, financial report, and photos.

APPLICATION TIMELINE

Completed applications are due to the City of Canby by **Friday, May 31st, 2024 at 4:00p**. Awards will be announced by the City of Canby by **Friday, June 7th, 2024**.

The City of Canby has to right to award or not award grants at its sole discretion. Any submission for a grant is not a guarantee of an award. The City of Canby reserves the right to cancel the grant program at any time.

FOR MORE INFORMATION, CONTACT:
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