

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS
Study Session Worksheet

Presentation Date: 6/17/14

Approx Start Time: ~~4:30 pm~~ ^{11:00 am}

Approx Length: 30 min

Presentation Title: 2014 Small Grants Preparation and Direction

Department: County Administration

Presenters: Caroline Hill

Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff requests direction from the Board of Commissioners for the 2014 Small Grants' procedures.

EXECUTIVE SUMMARY:

The Small Grants program is gearing up for the 6th year. The Board has allotted \$200,000 for the 2014/15 FY, pending formal approval. In the past, the goal of the program has been to support agencies that are making an effort to develop and implement innovative projects that would help families, seniors, and others meet their basic needs such as food assistance and abuse prevention. Preference has been given to those who meet the following criteria:

- Prevent occurrence of larger, more dire problems later;
- Save money later through early intervention;
- Serve people throughout the community.

Staff is requesting direction from the Board of Commissioners for the 2014 Small Grants procedures:

1. Does the Board wish to limit the request amount? Historically we have welcomed requests for any amount. However, the average grant awarded has been between \$10,000 and \$15,000. Larger requests have been received but were only partially funded.
2. Does the Board wish to limit the frequency in which organizations are able to apply or the frequency in which they are awarded a grant? In the past we have had repeat requests from various organizations and grants have been awarded to them if they have made a strong case in their application. An effort is always made to ensure the monies go to as many varied agencies as possible.

3. Does the Board wish to broaden the scope of focus? The Board regularly receives requests from various non-profits dealing in arts, forests and animal services, and other areas that do not meet the "vulnerable residents" focus of the grant program. These organizations are often turned away unless they can prove they meet the program's criteria.

FINANCIAL IMPLICATIONS (current year and ongoing):

\$200,000 from general fund budgeted for in the 2014/15 FY budget.

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

The 2014 Small Grants Program will open to the public on July 1, 2014 and will remain open until August 15, 2014. During this time, a press release to media and interested parties will go out inviting organizations to apply. An email announcement will be sent to all past applicants and the Board will announce the program during several Business Meetings.

OPTIONS:

1. Approve recommendations as presented by staff.
2. Do not approve recommendations as presented by staff.
3. Approve amended recommendation following Board direction.

RECOMMENDATION:

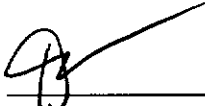
Staff respectfully requests Board approval on the following recommendations for the 2014 Small Grants program:

1. Staff recommends limiting the Small Grants request amount to \$25,000. As the average award ranges between \$10,000 and \$15,000, this will not be a detriment to applicants. This will send a message that these are Small Grants and will inform others looking for large requests.
2. Staff recommends limiting the frequency an agency can receive a Small Grant to two years in a row as long as they are for different projects. This will promote better dispersion of funds throughout the county, while continuing to encourage organizations to apply for sustainable/one time projects.
3. Staff recommends setting aside \$50,000 of the \$200,000 for requests not focused on assisting vulnerable residents. This will aid in funding some projects that are not considered critical but are still important to promote a vibrant community.

ATTACHMENTS:

1. 2014 Small Grants Application

SUBMITTED BY:

Division Director/Head Approval  _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Caroline Hill @ 503-655-8261

Fiscal Impact Form

RESOURCES:

Is this item in your current work plan and budget?

- YES
 NO

START-UP EXPENSES AND STAFFING (if applicable):

N/A

ONGOING OPERATING EXPENSES/SAVINGS AND STAFFING (if applicable):

N/A

ANTICIPATED RESULTS:

N/A

COSTS & BENEFITS:

Costs:							
	Item	Hours	Start-up Capital	Other Start-up	Annual Operations	Annual Capital	TOTAL
	2013 Small Grants Budget		200,000				200,000
	Total Start-up Costs						200,000
	Ongoing Annual Costs						
Benefits/Savings:							
	Item	Hours	Start-up Capital	Other Start-up	Annual Operations	Annual Capital	TOTAL
	Total Start-up Benefit/Savings						
	Ongoing Annual Benefit/Savings						



**Clackamas County Small Grants
Application Form
2014-2015
(Please use this format)**

For Office Use Only	
Amount Requested:	_____
Contract Amount:	_____

Grant Amount Requested: \$	Date Application Submitted:
Project Title:	
Has your Organization received a Small Grant previously? If yes, please specify date, amount and project.	
Will your agency be seeking future Small Grant opportunities?	
This funding will support: <input type="checkbox"/> Direct services only <input type="checkbox"/> Capital needs (specify) <input type="checkbox"/> Administrative costs <input type="checkbox"/> Other (specify)	
Implementing Organization:	Applicant's Federal Identification #:
Applicant's Project Administrator: Name: Title: Address: Telephone: Fax: E-mail:	Applicant's Fiscal Officer: Name: Title: Address: Telephone: Fax: E-mail:
Please provide a summary of the project you are applying for:	

Please describe the project components, provide expected timelines, needs addressed, demographics, number of people served, etc. What geographic areas of the County will this project serve?

What are the measurable outcomes of this project? How will you determine the success of the project?

Project Duration: _____ **Start Date:** _____ **End Date:** _____

Is the project dependent on other funding or grants? Is this a onetime project? If not, how will you sustain the project at the end of this grant?

How does the project align with or promote County goals?

How is your organization qualified to implement this project?

PROJECT BUDGET

BUDGET CATEGORY <i>Round all numbers to nearest whole dollar.</i>	COUNTY FUNDS	MATCHING FUNDS	TOTAL AMOUNT
Personnel Attach detail listing each position by title, percentage of time (i.e. FTE) devoted to the project, and annual salary / hourly rate.			
Fringe Benefits			
Travel Identify purpose of the travel, attach additional information if necessary.			
Equipment Equipment is tangible personal property and having a useful life of more than one year. Attach detailed information for any equipment to be purchased.			
Supplies			
Training Itemize anticipated training needs.			
Consultants/Contracts Provide a brief description of the services to be provided, the hourly/daily rate, estimated time on the project and method of procurement. Consultant fees cannot exceed \$450 per 8-hour day.			
Other Costs Provide detail for costs that do not fit in the above categories.			
<p align="right">Subtotal: Direct Costs</p>			
Grant Administration Provide detail for expenses associated with the applicant's administration of the grant funds.			
TOTAL PROJECT			

Project submitted by	
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Signatures	

Additional Information

The Board of County Commissioners has approved a total of \$200,000 for special projects in the 2014 – 2015 fiscal year. We expect to distribute these funds as single-year operating or project support to agencies that meet the basic needs of our county's most vulnerable residents. The Board may desire to contact applicants for additional information and/or to schedule an interview with applicants prior to funding authorization.

Timeline

August 15, 2014 – Applications due to BCC Office

We expect to make final funding decisions by the end of the 3rd quarter, 2014.

Return completed application to:

Office of the Clackamas County Board of Commissioners
Public Services Building, 4th floor
2051 Kaen Road
Oregon City, OR 97045

Phone: (503) 655-8581

Fax: (503) 742-5919

Applications may also be emailed to carolinehill@clackamas.us