

**Gilliam County Special Projects Grant Guide**

**Foreword**

Gilliam County is proud to provide grant funding opportunities for projects that benefit the County and its citizens. Funding for Gilliam County Special Projects Grants is determined as a percentage of host fees collected on tonnage of solid and hazardous waste being processed within Gilliam County. As such, the funding available fluctuates from year to year.

The Gilliam County Economic Enhancement Fund Ordinance No. 2020-02 currently sets the percentage of Host Fees for Special Projects Grants as Follows:

- North End Special Projects Grant = 2% of host fees
- South End Special Projects Grants = 2% of host fees

The **Special Projects Grant Program** was established for the purpose of providing financial support for small capital project requests of \$20,000 or less and for community events in Gilliam County.

**Eligibility Criteria**

**Eligible Entities:**

To be eligible to apply for this grant funding the applicant must operate and/or provide services within Gilliam County and be one of the following:

- Non-Profit Organization
- Community Service Provider
- Government Agency
- Special Districts

**Ineligible Entities include:**

- For-Profit Businesses
- Faith Based Organizations

**Gilliam County Special Projects Grant Guide**

**Allowable grant fund uses include:**

- Community Events
- Capital Project requests of \$20,000 or less. Funds may be requested for direct project costs such as contracted labor and purchase of materials.
- Grant funds **may not** be requested for an organization’s normal operational expenses such as organization dues, bank fees, staff labor, or to build reserves.
- Insurance costs that are directly related to a project are allowed.

**General Guidelines:**

Applicants should view Gilliam County as a funding source of last resort. Applicants are expected to seek out and secure alternate funding from other sources prior to applying for this grant program.

Applications must show a minimum of 25% “match funding,” which is calculated as a percentage of the total project cost, from other sources. Match funding can be in the form of cash or in-kind contributions. Applications which demonstrate a higher percentage of match funding from other sources will be ranked higher in the review process.

There are currently two funding pools within the Special Projects Grant Program which are based on geographic location of the project; the “**North Gilliam County**” and “**South Gilliam County**” pools. Applicants are asked to specify which pool they wish their request to be included in. The Treasurer’s Office can be contacted to help determine which pool is appropriate for your project.

The County Court reserves the right to award funds at a reduced level from what is requested in the application.

All grant funds should be claimed in the fiscal year in which they were awarded.

## Gilliam County Special Projects Grant Guide

### Review Process

Applicants must submit a completed FY 2020-2021 Application Form, Budget Form, and Match Funding Form. Outdated or incomplete forms will not be accepted.

Applications will be submitted to the County Treasurer's Office. Once the application deadline has closed, staff will conduct the following:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Determine that applications are in the proper funding pool and make adjustments as necessary.
- Review the applications and seek clarification or additional information from applicants as necessary.
- Create a staff report with recommendations which will be provided to the County Court, along with the applications, for final review and funding decisions.

Grant awards are determined by a competitive grant review process. Funding decisions are at the sole discretion of the County Court and will be based on the established review criteria. The two funding pools, North and South, will be considered for funding individually and separately based on the merits of the applications in each pool. Funding will not be transferred between pools during the decision making process. Entire funds available in each funding pool may be awarded to a single applicant or multiple applicants. Applications that do not meet the minimum merit review criteria will not be funded, and the County Court may choose not to expend all available funds during the grant cycle.

### Merit Review Criteria

The following criteria will be considered in the review of grant applications:

1. ***Benefit to the County*** (*economic development, cultural and historical preservation, community and essential services provided, etc.*) **60% of Score**
2. ***Matching funds leveraged*** (*Preference will be given to applications which show greater financial contributions from other sources*) **25% of Score**
3. ***Timeliness/Necessity of Funding*** (*Why does this project need to happen this year? What would be lost if the project isn't funded? Would the project happen without County Support?*) **15% of Score**

**Gilliam County Special Projects Grant Guide**

**Funding Decision**

The Gilliam County Court will review the applications submitted in each funding pool during regularly scheduled and noticed meetings, usually in June. Staff reports and recommendations will be provided to the County Court along with the applications. The County Court's funding decision is final.

**Agreements**

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Grants may be provided on a reimbursement basis and require the applicant to provide proof of expenses incurred (invoices) prior to release of grant funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings. Additional stipulations may be included by the County Court based on the individual circumstances of each application.

**Reporting**

Successful applicants will be required to report to the County Court as outlined in their Grant Agreement. This may include progress reporting, as well as a project completion report with a full accounting of grant funds expended. Failure to meet the reporting requirements of the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

**Unclaimed funds**

Funds not initially distributed, awarded to an applicant but not claimed, or that are returned as unneeded by an applicant during a fiscal year, will be carried forward and added back into the next year's available grant funds in the same pool which it was originally assigned to or distributed from.

**Due Dates**

Applications can be obtained from the County Treasurer's Office or downloaded from the County's website.

The application submission deadline is the second Friday of May at 5:00 pm.

- Late submissions will not be considered for funding.
- Incomplete submissions will not be considered for funding.
- Additional materials will not be accepted after the application deadline (unless specifically requested by County Staff or the County Court).