



West Allis Neighborhood Association Small Grant Program FOCUS Grant

The goal of this program is to provide neighborhood associations an opportunity to organize and build a healthy community, and to attract new diverse members, promote citizen engagement, improve marketability of residential areas and sustain citizen involvement.

FOCUS grants are intended to fund community building activities within neighborhoods that will create and/or operate special programs or activities that make West Allis unique, better and beautiful. These grants support existing neighborhood associations and City commissions in their missions.

City grants up to \$2,000 may be awarded to qualifying groups. A 25% neighborhood group contribution is required. Neighborhood groups may receive one FOCUS grant per year.

Existing Neighborhood Name: _____

Members*: _____ **(contact)** _____

*Attach additional sheet if necessary

___ **Attach Proof of Quorum at Annual Meeting**

Mission / Statement of Purpose: _____

Grant Request Amount: _____

- Activity Type:** ___ Fundraising Event
___ Social Event
___ Capital Improvement
___ Education/Information Program
___ Special Event

Proposed Use of Funds*: _____

* Projects must outline the activities and parties to be involved. Grants CANNOT be spent on activities that promote the use of alcohol or tobacco, or any illegal activity.

Completed applications should be submitted to the Community Development Senior Planner of Planning and Zoning Program at City Hall (7525 W. Greenfield Ave., West Allis, WI 53214). Any questions regarding the grant may be submitted primarily to dcarrington@westalliswi.gov and copied to Manager of Planning and Zoning sschaer@westalliswi.gov or via phone at (414) 302-8418.

The City and program staff reserves the right to restrict the allocation and/or expenditure of these program funds at any time.



West Allis Neighborhood Association Small Grant Program FOCUS Grant Process List

Step One

Complete the Focus Grant application with all application material attachments including:

- a. *Financial Institution - confirmation that the neighborhood association has established a fund via financial institution (example: bank or credit union).*
- b. *Project Budget - based on the total grant request, confirm the total amount of the neighborhood association's own funds that will be committed to the project(s) by shared contribution.*
- c. *W-9 - Confirmation of the neighborhood association's W-9 for check reimbursement request processing.*

Step Two

Community Development Senior Planner for neighborhood associations prepares the resolution for the Focus Grant approval.

Step Three

City Common Council reviews the grant request and any supporting documentation for final approval.

Step Four

Upon approval, the grant request is adopted and the grant agreement is prepared for execution by the Mayor, City Attorney, and neighborhood association representative.

Step Five

Completion of projects - all reimbursement requests received by the City, once approved, will be reimbursed by Electronic Funds Transfer (EFT) to the financial institution established on behalf of the neighborhood association.

Neighborhood Association Funding Request Match FY20XX Example Grant Total Awarded Up To \$2,000

Focus Grant City Contribution	Neighborhood Association Contribution (25%)	Total
\$2000.00	\$500.00	\$2500.00
\$1500.00	\$375.00	\$1,875.00
\$1000.00	\$250.00	\$1250.00
\$500.00	\$125.00	\$625.00

FOCUS GRANT AGREEMENT

This FOCUS Grant Agreement (the "Agreement"), is by and between the City of West Allis, a municipal corporation ("City") and _____ **Neighborhood Association**, ("Grantee").

WHEREAS, the City adopted a Neighborhood Association Small Grant Program that includes FOCUS Grants to provide neighborhood associations assistance to support a unique and transformation project that will enhance the neighborhood, promote and beautify the area; and,

WHEREAS, the residents who are members of the Grantee have submitted a FOCUS Grant Application outlining the proposed use of funds, as more particularly described in Exhibit "A," attached hereto and by this reference made a part hereof; and,

WHEREAS, the grant application was approved by the Common Council under **R-20XX-XXXX** on **month/day/year**.

NOW, THEREFORE, in consideration of the foregoing of the terms and conditions set forth in the Agreement, the parties agree as follows:

1. **Grant.** The City will provide a FOCUS Grant to the Grantee in the amount of up to Two Thousand Dollars (\$2,000.00) on a reimbursement basis by Electronic Funds Transfer (EFT), into the financial institution established on behalf of the Grantee, and that grant funds are used in accordance with the approved grant.
2. **Match.** The Grantee must demonstrate shared contribution of the neighborhood association's own funds to be utilized toward project costs, has been secured, and provide proof to the City, showing that the funds are committed to the project.
3. **Use.** Grantee will utilize funds in accordance with program rules and per the scope outlined in Exhibit A
4. **Hold Harmless and Indemnifications.** To the fullest extent permitted by law, the Grantee, shall release, indemnify, hold harmless, and defend the City from and against any and all claims, lawsuits, judgments, demands, liabilities, damages, losses, costs, and expenses including attorney fees arising out of, resulting from, or relating in any way to the performance (or non-performance) of Association's responsibilities, duties, and obligations under this Agreement.
5. **Records.** The Grantee shall maintain records of the expenditures for a period of seven years.
6. **Effective Date.** Grant funds will be made available upon signing of the Agreement by all parties.

7. **Notifications.** Communications regarding the Agreement will be sent to the following address:

Grantee: **Authorized Representative of Association**
Neighborhood Association Name
Mailing Address of Association (mirroring W-9)

City: **Planning and Zoning Office**
City of West Allis
7525 W. Greenfield Avenue
West Allis, WI 53214

In WITNESS WHEREOF, the Parties have caused this Agreement to be duly executive by their respective duly authorized representatives on the dates set for the below.

City of West Allis

By: _____
Dan Devine, Mayor

Date: _____

Grantee

By: _____

Printed Name: _____

Date: _____

Approved as to form this _____ day
of _____, 20_____.

Kail Decker, City Attorney