



**Planning and Business Development Committee Meeting**

**June 21, 2023**

**5:30 PM**

**City Council Chambers**

**325 Metcalf St**

**Sedro-Woolley, WA 98284**

- **CALL TO ORDER**
- **ROLL CALL**
- **AGENDA ITEMS**  
Community Development Grant Program
- **ADJOURNMENT**

# Community Development Grant Program

## SCOPE OF WORK FOR SEDRO-WOOLLEY COMMUNITY DEVELOPMENT GRANT PROGRAM

### General Intent

The purpose of this grant program would be to get more ~~citizens-people~~ involved in taking care of our community, through the activities of the businesses and nonprofit sectors. When people work together to help beautify Sedro-Woolley, they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, make additional community investments, and invite friends and family to participate.

### Program Description

The Sedro-Woolley City Council has made \$140,000 in funding available for reimbursement grants of up to \$5,000 for nonprofits and governments, and \$10,000 for businesses. Grant funds must be expended within the corporate City limits of Sedro-Woolley, Washington.

**Commented [CB1]:** This change appeared to have the support of a majority of the City Council.

Grant funds are provided for project materials, except in circumstances where specialty labor not locally available is needed to complete the project. If completed by a nonprofit or government, the project must involve a public-facing area. If completed by the business, funds may be used for internal or external improvements.

**Commented [CB2]:** The Council appeared split on this change so it is inserted here for the Council to discuss further.

### Grant Eligibility Requirements

Eligible applicants:

- ~~Individuals~~
- Non-National Franchise Businesses
- Non-profit organizations
- Government agencies

Example projects include:

- New Murals and Mural Refurbishment (see Sedro-Woolley Municipal Code section 17.51)
- Clean-up costs (ex. stains on sidewalks)
- More bike and pedestrian friendly elements (ex. bike racks, benches)
- Landscaping
- Exterior paint
- Awning replacement/maintenance
- Upgrades to signs or new neighborhood signs
- Broken sidewalks that could be repaired
- Loggerrodeo and other art installations

- Street trees (from restricted list to limit later issues)
- Lighting
- Pop-up parks (with owner permission + additional requirements)
- Neighborhood or business cleanup of publicly visible areas
- Historical markers
- Advertising for city tourism (No more than twice per year)
- Street carnival, live music, movies in the park, and other family-friendly events.
- Services or equipment to support a business becoming more active in online commerce
- \_\_\_\_\_

Formatted: No bullets or numbering

**Grant Evaluation and Selection Considerations**

~~Five people, including three members of the City Council’s Planning and Business Development Committee and two other community members, to be appointed by the Mayor and confirmed by the Council will serve on the SW CDGP Selection Committee. The City Council will serve as the grant evaluation and selection committee.~~ City staff from the Executive Department, Finance Department, and other departments, as needed, will provide staff support. Staff will review applications for completeness and submit materials to the ~~committee~~ Council, for the further evaluation. ~~The committee will meet to review the project.~~ Arts specific proposals will go before the City’s Arts Commission, ~~to provide a recommendation to the City Council when formed.~~ ~~Projects involving public art and other elements will be reviewed both by the SW CDGP Selection Committee and the Arts Commission.~~ ~~Staff will keep summary notes of the review of each application and keep applicants informed of their status.~~

To be funded, the project must have the potential to increase City tax revenues, either directly or indirectly.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

**Grant Process**

The application period will open on \_\_\_\_\_ April 20, 2023 and remain open until funding is exhausted. Once a grant is awarded by the ~~Selection Committee~~ City Council, the City’s Finance Department staff will work with the recipient(s) to execute a contract. Requested for grant reimbursement will also be processed through the Finance Department. Funds must be expended within one year of grant award or by October 31, 2026, whichever comes first.

## Sedro-Woolley Community Development Grant Program Draft Application

Date of Application: \_\_\_\_\_

Full Name (Organization or Individual): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Project Physical Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Grant Amount Requested (maximum of \$5,000 [per nonprofit and \\$10,000 per business](#)):

\_\_\_\_\_

[Optional](#) Matching Funds ~~(not required, but will increase grant scoring)~~: \_\_\_\_\_

Grant Eligibility Requirements:

- ~~Individuals, Businesses, and~~ non-profit organizations, ~~and government agencies~~ are eligible to apply for funds
- Applications must be approved prior to the project start date
- Maximum funding limit is \$5,000 per [nonprofit, or \\$10,000 per business applicant](#)
- National franchises are not eligible
- [If a nonprofit, improvements must be made to a public-facing area. If a business, improvements can be made externally or internally.](#)
- Applicants will be accepted and reviewed on a rolling basis until the funds are gone

Proposal - provide an explanation of the project including who/what/where/when/why, attach at least three photos of the area/areas needing improvement

\_\_\_\_\_

Budget – provide a line-item budget, including information and amounts of any outside funding sources

\_\_\_\_\_

[Impact – discuss how your project will directly or indirectly increase tax revenues in Sedro-Woolley](#)

\_\_\_\_\_

Background – provide any additional background information you feel is relevant

\_\_\_\_\_

Authorization

**Commented [CB1]:** There was some discussion about making this change at a prior meeting but no clear Council direction.

I, (print name) \_\_\_\_\_ the (print title, if applicable) \_\_\_\_\_ of (print organization name, if applicable) \_\_\_\_\_ have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into a contract with the City of Sedro-Woolley promising to:

- 1) Execute the project, as planned;
- 2) If a religious organization, not proselytize as any part of the project to be completed;
- 3) Provide all documentation necessary (included in the contract) to verify receive reimbursement for the project.

Name and Title of Authorizing Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Proposals can be mailed to: Charlie Bush, City Administrator  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA 98284

OR submitted via email to: [cbush@sedro-woolley.gov](mailto:cbush@sedro-woolley.gov)

*Please include a completed and signed application and proposal with "Sedro-Woolley Community Development Grant Program" on the subject line.*

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley, Washington

**RESOLUTION 1117-23 - ESTABLISHING THE SEDRO-WOOLLEY COMMUNITY  
DEVELOPMENT GRANT PROGRAM**

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON  
CREATING THE SEDRO-WOOLLEY COMMUNITY DEVELOPMENT  
GRANT PROGRAM (SW-CDGP).**

**WHEREAS**, the City of Sedro-Woolley seeks to get more ~~community members~~ people involved in taking care of and enhancing the community; and

**WHEREAS**, when people work together to help beautify Sedro-Woolley they will develop a stronger sense of community, bond with neighbors and local businesses, become more likely to help with future projects, and invite friends and family to participate.; and

**WHEREAS**, the City considers community beautification and caretaking a part of economic development; and

**WHEREAS**, the City Council has allocated \$300,000 in federal American Rescue Plan Act (ARPA) for economic development purposes; and

**WHEREAS**, the Council desires to allocate \$140,000 of this \$300,000 for economic development towards the Sedro-Woolley Community Development Grant Program (SW-CDGP), which will serve these purposes; and

**WHEREAS**, the grant program will launch in April \_\_\_\_ 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AS FOLLOWS:**

**Section 1: Establishes the Sedro-Woolley Community Development Grant Program (SW-CDGP)**

The program will operate according to the contract and guidance established in Exhibit A and the application included in Exhibit B.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this \_\_\_\_ Day of \_\_\_\_ 2023.

CITY OF SEDRO-WOOLLEY

Formatted: Font: 12 pt

Formatted: Font: 12 pt

By \_\_\_\_\_  
Julia Johnson, Mayor

ATTEST:

By \_\_\_\_\_  
Kelly Kohnken, City Clerk

