



CITY OF CANNON BEACH

February 17, 2023

Community Grants Applicants:

Thank you for your interest in the 2023-24 City of Cannon Beach Community Grants Program. Nonprofit organizations providing programs/projects in arts, educational, community, recreational, environmental, or social services in Cannon Beach are invited to apply for funding through this annual program. Organizations may apply for project-specific funds or operational funding.

Enclosed are the application materials. The application packet is available electronically at www.ci.cannon-beach.or.us/. Completed applications will be accepted in person at City Hall (utilizing the drop box by the door on E. Gower St.), by mail, or via the City's file-share system on its website. Applications submitted by fax or email will not be accepted or considered. Grant requests must be received at Cannon Beach City Hall by **2 p.m. on April 18, 2023**.

Remember, the Community Grant application format must be carefully followed. Alternative formats will not be accepted. "On file with City" is not a valid response to application questions. **All grant application information and supporting documentation must be in 8 1/2" x 11" format. If you are submitting your grant application information and supporting documentation via the electronic file-share system, you MUST submit everything as one PDF. Incomplete or late applications WILL NOT be considered.**

For previous award recipients, emphasis will be placed on most recent evaluations when considering Community Grant requests. **Grant requests from organizations that have received a grant in the past will only be considered if an evaluation form has been submitted for the most recent grant received.**

Applications for FY 2023-2024 will be reviewed by the Parks & Community Services Committee at their May 18, 2023, meeting. All grant applicants are **required** to provide a 10-minute presentation about their project/program on Thursday, **May 25, 2023**. Please plan on these presentations to be conducted in person. They may be done via Zoom with advance notice in the case of extenuating circumstances. The Committee will make recommendations to the City Council for consideration at the August City Council meeting. **Award checks will be distributed in-person at the Community Grant Awards Ceremony around Labor Day**, giving the community an opportunity to learn more about your efforts from a representative of your organization.

Please feel free to call me at (503) 436-8048 or email me at schutt@ci.cannon-beach.or.us if you have any questions.

Sincerely,

Tessa Schutt
Administrative Assistant – Public Works
Parks & Community Services Committee Staff
Encl: FY 2023-2024 Community Grants Program Application for Funding