City of Mukilteo
2015 Co-sponsorship Grant Guidelines

~ Purpose ~

The purpose of the City of Mukilteo Co-sponsorship Grant Program, administered by the City of Mukilteo, Recreation and Cultural Services Division, is to support groups who promote activities that enhance economic development, and activities that enhance the general well being of the community and are open to the general public.

- For the purposes of this grant process co-sponsorship consists of asking for use of a city facility i.e. the Rosehill Community Center, Picnic Shelters and/or use of a city park or roadway for a special event.
- For purposes of this grant process “special event” is defined as: an event that benefits the Mukilteo community and is open to the general public.
- Each year the city will review the co-sponsorship grant proposals and determine the number of City co-sponsorship agreements that will be accommodated. The city has the final say on the day, date, and time and location of the co-sponsorship activity. The co-sponsorship limits for each location are:
  - The Point Elliott Room at the Rosehill Community Center is available for 4 co-sponsorship activities per year.
  - The Vancouver, Frost, Fowler and Christiansen Room are available for a total of 2 co-sponsored events per quarter for a total of 8 per year for all the rooms.
  - Lighthouse Park is available for 6 weekend and unlimited weekday co-sponsored events per year.
  - All other City Parks are available for 4 co-sponsored events per year.

The City of Mukilteo’s Recreation and Cultural Services Department administers this program and Recreation Director will provide assistance with grant proposals. Please call 425.263.8180 or email jberner@ci.mukilteo.wa.us for assistance.

~ City Event Co-sponsorship Benefits Include ~

- Rental fees will be waived for the city facility being used for the designated co-sponsorship activity.
- Special event application fees will be waived.
- The determination of any staffing fees to be waived or charged will be set by the Finance Committee during the evaluation process.
- Use of City equipment is subject to availability, such as:
  - Tables at the community center for use at the community center
  - Chairs at the community center for use at the community center
  - Portable LCD Projector
  - Barricades (only if available to be determined by the Public Works Dept.)
  - Portable Sound System – must undergo training before using
  - 4 Canopies
  - White folding chairs
  - 8 foot plastic tables
~ Basic Requirements ~

The basic eligibility requirement is that the applicant demonstrates clearly that the proposed project is in compliance with the City’s purpose of the co-sponsorship program. In addition to City program guidelines, applications must satisfy other criteria:

- The event must take place in a city facility, a city park or open space or a city roadway.
- All projects must be completed by December 31 of the year in which the co-sponsorship grant is awarded.
- If a sponsor submits applications for more than one project, each project must have its own independent, complete application package and the applicant must rank the projects from most important to least important.

~ Applicant Eligibility ~

The program is open to applications from public or private entities with the demonstrated capacity to accomplish the proposed projects. This includes volunteer groups, neighborhood associations, educational organizations, public agencies, chamber of commerce and private business. With limited exceptions, organizations/businesses must be based in Mukilteo. Those organizations outside, not based in the City must demonstrate, to the satisfaction of the City, the benefits and necessity of the service provided to the community of Mukilteo.

For an event to be considered as a city co-sponsored event the group must agree to the following:

- The groups’ coordinator must keep the city informed of their planning process and coordinate regular meetings with the assigned city staff to help coordinate the project or event.
- If the event is occurring in a city park, or impacts the roadways in some way a city special event application must be completed and is subject to the city special event review process.
- If the event plans to put signs out to advertise the event a special event sign permit form will need to be completed.
- Applicants awarded co-sponsorship must acknowledge support from the City of Mukilteo as a co-sponsor of the activity in appropriate publicity, such as, brochures, programs, and advertising of all forms.

~ Application Elements ~

As you develop your project and application package, please carefully consider the following:

- **Eligibility.** Each proponent will be required to concisely define the service to be provided through the proposed project and demonstrate how it will meet the purposes of the grant. Essential to this process will be establishing that the project, if awarded will be in compliance with City ordinances and other requirements governing the use of city facilities and parks.
- **Scope of work.** The applicant will be required to submit a scope of work that breaks the overall project down into a progression of logistical steps and explains how and why the community will benefit from your activity.
**Budget.** At the bottom of the budget page, please present any additional figures or details you feel will clarify the basic information provided in the budget form.

**Facility Use.** Project proponents must understand that the use of a city facility/park is subject to a date and time that the facility/park is available and works best with the schedule for that facility and staff.

**Permit.** Each project selected for co-sponsorship will be required to complete an appropriate special event application or building rental application to gather all necessary details to execute the event/activity. The application is then subject to city department review before a permit is issued for the event. The review process will cover such areas as definition of eligible costs to the city, specification of facility/park use procedures, limits of City liability, and other usual and customary requirements.

**Monitoring and reporting.** As a contractual condition, each co-sponsorship project will be monitored for progress and consistency with original goals. City staff will be available for questions and assistance as needed throughout the process. The sponsor will be required to submit a final report at the end of the project.

**Contact person.** Each project will designate a primary individual as the contact for the project. During the life of a funded project, this individual will be the principal representative in dealings with the City.

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**Selection Process**

When the application solicitation period opens, the City staff will employ every reasonable opportunity to inform potentially eligible applicants of the granting process and its eligibility criteria. City staff will be available to provide assistance as applicants prepare their requests. When the solicitation period closes, City staff will review applications for completeness and eligibility. Interviews will be set up for qualifying applicants to present their project to the City’s Finance Committee. The City’s Finance Committee will evaluate applications and make recommendations to the City Council. The City Council will make the final decision on project approval. Staff will consult sponsors of approved projects to develop contacts and scopes of work. The project approval process requires two key steps: Council’s approval of the projects, and; execution of the permit pending the city department review process.

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**Community Support Projects Evaluation Criteria**

**Threshold Criteria:**

Staff will screen applications to determine that they meet the following threshold criteria. Those that do not will be determined ineligible.

- **Eligibility.** Is the project presented eligible? If not, can it be easily adjusted to qualify?
- **Duration.** Can the project be completed by December 31?
- **Organized Support in Place.** Does the group have a support group in place to help coordinate the event?
- **Economic development.** Does the project meet the basic requirements for economic development? (Economic Development is a project/program that promotes, publicizes, supports and/or expands economic development in Mukilteo, such as promoting job growth, promoting business attraction, retention, and relocation to Mukilteo.)
- **Application package.** Is the application package complete? Has the applicant answered all of the questions and supplied all of the necessary supporting documentation?
**Competitive Criteria:**
Applications that meet the threshold criteria will then be evaluated and scored based on the following criteria. Projects will be awarded in their rank order. A maximum of 100 points can be awarded.

- **Site Appropriateness. (20 Points)** Does the project fit within the parameters of the site it is being proposed to be held? Items that will be considered are: does it meet fire and safety guidelines, does it follow the rules and regulations of the site and is parking being addressed?
- **Community Appeal/Support. (20 Points)** Does the project have broad based community support and/or the potential for a broad based community appeal?
- **Organized Support. (20 Points)** What type of organized support group is in place to help coordinate this event?
- **Cooperative nature. (15 Points)** What kind and degree of inter-organizational partnership does the project exhibit?
- **Marketing. (10 Points)** How will the proposed project be marketed and how will that marketing be coordinated with the city’s marketing?
- **Clarity. (5 Points)** Does the proposal clearly and concisely present a definite, well described product for which the City’s assistance is being sought?
- **Scale of project. (5 Points)** Is the project of such a scale that the applicant can be reasonably expected to complete it by the end of the project year?
- **Self-evaluation. (5 Points)** Does the applicant, in the scope of work, provide for an adequate method of evaluating the effects of the proposed project upon completion?

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**~ Examples Of Projects That Could Be Funded ~**

- An activity that is open to the public and offers enhanced opportunities in areas such as culture and arts, recreation, youth and/or adult activities, or community safety.
- A project that promotes job growth, or promotes business attraction, retention, and relocation to Mukilteo.
- A program that promotes the community in areas such as culture and arts, recreation, education, youth development, safety, etc.

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**~ Co-sponsorship Process ~**

1. Application process
2. Review of activities by the City Departments
3. Review and rating of activities by the Finance Committee and the Parks and Arts Commission for events/activities occurring at Lighthouse Park.
4. City Council approval of the activities
5. City staff prepare permits for the approved activity
6. A Co-sponsorship Permit will be sent to each applicant along with the Project Summary Report and the Final Project Report.
7. The permit must be signed and submitted along with all required insurance certificates. Organizations will indemnify, hold harmless and list the City of Mukilteo as an additional insured with an endorsement for commercial and general liability insurance, $1,000,000
per occurrence, $2,000,000 general aggregate. The City cannot process an agreement that does not meet basic insurance requirements.

8. One co-sponsorship permit, signed by all parties, will be returned to you.

9. Within 60 days of completion of your project, you will need to complete and return the Project Summary Report and the Final Budget Report Summary forms.