



# SCAPPOOSE *Oregon*

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*FOR IMMEDIATE RELEASE*

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## **Community Enhancement Program**

The Community Enhancement Program (CEP) has been serving Scappoose for more than 20 years. Through a competitive application process, City Council awards grants to qualifying organizations working within Scappoose's Urban Growth Boundary for specific programs or projects that can be implemented within a one-year time frame and that provide a public benefit to the Scappoose community.

Scappoose City Council recognizes the value that community organizations bring to the Scappoose community and attempts to grant all requests for financial assistance through an equitable, transparent, and structured process. The City of Scappoose appropriated \$42,016 for the 2025 CEP program, which makes grants of up to \$5,000 for qualifying projects. The application process opens March 3, 2025.

Applications are due by May 5, 2025 at 5:00 p.m. Applications are available online at [www.scappoose.gov/cityhall/page/community-enhancement-program](http://www.scappoose.gov/cityhall/page/community-enhancement-program), via email, or in-person at City Hall during regular business hours. Funding decisions will be made following City Council's review of applications.

Please contact N.J. Johnson at [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov) if you have any questions.



**SCAPPOOSE**  
*Oregon*

## Schedule

- March 3 – Applications open
- May 5 – Applications due
- May 19 – Applicants present to City Council
- June 2 – Council finalizes scores and approves allocations
- June 3 through August 1 – Staff works with grantees to execute grant agreements
- July 1 – Funds are available for disbursement, pending signed grant agreements

## General Policies

- Applications must be made by a non-profit group or organization. Organizations need not be based in Scappoose.
- All projects must take place within the City's Urban Growth Boundary (UGB) or solely benefit residents within the UGB to be eligible for funding.
- Projects must not promote or inhibit religion, or discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by Federal, State, or local law.
- The application may not be used to replace any other readily available source of Federal, State, or local funding.
- If the project is located on private lands or in a private space, the application must establish a clear and compelling public benefit and must document owner permission.
- Each project must be related to achieving at least one of the values described in the Scappoose Vision Statement and/or one or more City Council Priorities. The Vision Statement can be found on the City's website at [www.scappoose.gov/community/page/city-vision-statement](http://www.scappoose.gov/community/page/city-vision-statement) and the Priorities can be found at <https://www.scappoose.gov/citycouncil/page/council-goals-priorities%C2%A0>.
- A maximum of \$5,000 in funding is available for each application.
- Applications are limited to funding of one project. Organizations may submit more than one application.
- If you have received a CEP funded project and post-project reporting has not been completed, an Interim Project Report must be submitted with your application to qualify for funding.
- Projects must receive the support of at least four (4) Councilors to be eligible for funding. Funds allocated may fully or partially fulfill a request for funding.
- Applicants should provide all relevant details in their application, presenting thorough, clear, and concise responses. If a question does not apply to your project, please explain why.
- Applicants or other project representative(s) must be available to present to City Council during project presentations (see **Schedule** section).
- Grant agreements that are not executed by August 1, 2025, will have their grant award forfeited. Grant funds will not be disbursed without an executed agreement.
- Please complete all portions of this application in a legible manner.



### **Application Submittal**

Applications for the current grant cycle will be available on the City of Scappoose website at [www.scappoose.gov/cityhall/page/community-enhancement-program](http://www.scappoose.gov/cityhall/page/community-enhancement-program), starting March 3, 2025. Applications can also be requested via email and in-person at Scappoose City Hall during regular business hours. Any questions should be directed to N.J. Johnson, [njohnson@scappoose.gov](mailto:njohnson@scappoose.gov).

Complete applications can be either:

1. Mailed to:  
N.J. Johnson  
City of Scappoose  
33568 E. Columbia Ave.  
Scappoose, OR 97056
2. Emailed to:  
[njohnson@scappoose.gov](mailto:njohnson@scappoose.gov)

### **Review & Award Process**

Applications for the CEP are reviewed, and grants made, by the Scappoose City Council as follows:

1. Applications are reviewed for completeness by staff
2. Applications are sent to Councilors for review
3. City Council hears project presentations at the May 19, 2025 Council work session at 6:00 pm
4. Councilors finalize scoring and allocate funds at the June 2, 2025 Council meeting at 7:00 pm
5. All applicants will be notified by City Staff of the results of the review and award process on June 3, 2025. Grant funds will be available for dispersal starting July 1, 2025, pending signed grant agreements.

If you/your organization is selected and awarded funds under the Scappoose CEP Program, mandatory post-project reporting will be required. Failure to complete the required post-project reporting will result in you/your organizations disqualification from eligibility for the next round of CEP funding. If you are applying to the CEP program for funding and have an active CEP funded project but have not completed post-project reporting, an interim project report is required to be eligible for the current round of CEP funding.



# Community Enhancement Program Grant Application

**City of Scappoose**

33568 E Columbia Ave. Scappoose, OR 97056 | (503) 543-7146 | [www.scappoose.gov](http://www.scappoose.gov)

**\*Please read all policies and procedures before completing this form.\***

**APPLICANT INFORMATION**

Organization name: \_\_\_\_\_

Organization type:     ☐ Nonprofit 501(c)(3)   ☐ Other: \_\_\_\_\_

Description of services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Representative name: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Project name: \_\_\_\_\_

Project location (if applicable): \_\_\_\_\_

Description of proposed project seeking funding: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated project start date: \_\_\_\_\_ Anticipated project completion date: \_\_\_\_\_

Estimated total project cost: \_\_\_\_\_ Grant request amount: \_\_\_\_\_

## PROJECT BENEFITS & OUTCOMES

What problem does your project attempt to solve? How many people will be served by the project? \_\_\_\_\_

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How will the community at large benefit from your project? \_\_\_\_\_

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How does your project advance diversity, equity, inclusion, and accessibility? \_\_\_\_\_

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Would the project be able to be completed with the requested grant funding plus standard organizational funds if you were awarded or would additional funding be required? Please explain. \_\_\_\_\_

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<b>Total project cost</b>	<b>Grant request</b>	<b>Have you received a CEP grant before?</b>	<b>If so, what year and how much?</b>	<b>If you submitted multiple applications, rank the priority of this one.</b>

#### PROJECT BUDGET

<b>Line item/expenditure</b>	<b>Revenues for expenditures</b>			<b>Total</b>
	<b>CEP grant</b>	<b>Organization funds</b>	<b>Other funds</b>	
<b>Totals:</b>				

#### “OTHER” REVENUES

<b>Other funding source</b>	<b>Amount</b>	<b>Status (e.g. Committed, Applied, Currently researching, etc.)</b>

## GENERAL CERTIFICATION

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local, or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Authorized organization representative name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_