



GUIDELINES FOR COMMUNITY REQUESTS FOR SUPPORT

Funding Authority and Purpose (City Code Sections 2.260, 2.265, 2.280, 2.285)

The Sustainability Commission may spend City of Eugene public money to promote its purposes and activities. Its authority to spend public money is subject to 1) Oregon law; 2) City Charter; 3) City budget constraints; and 4) City Manager/delegate approval.

The Eugene Sustainability Commission (ESC)'s activities and purposes are to advise and provide support on:

- Sustainability policies and practices that reflect community values, including but not limited to issues of housing, transportation, environmental justice, natural resource management, carbon emissions, and waste reduction.
- Sustainable business practices
- Green building design and infrastructure

City Grants

A grant is defined as an agreement under which the City of Eugene (grantor) provides moneys, property, or other assistance to a recipient (grantee) for the purpose of supporting or stimulating a program or activity of the recipient.

The purpose of a grant is to secure a benefit for persons or entities such as a class of clients receiving services, a targeted segment of the community, or the community at large. As the grantor of the funds the City has no, and will not have, any substantial involvement in the program or activity that the grant authorizes. The grantor's primary involvement is to monitor compliance with the grant conditions to ensure the funds are spent for the purpose intended.

Grant expenditure requirements

The commission's authority to spend public funds allows it to consider *only* requests that meet the following guidelines:

Compliance with commission and City Council goals and policies

The City cannot purchase a product or service whose provision would conflict with its goals, policies, and stated positions. Spending public tax money for a service puts the City on record as supporting that service. In instances of grant funds being used to sponsor an event, the commission may not sponsor the following events:

- The sponsoring groups and organizations of an event are incompatible with the goals and purposes of the commission and City Council;
- An event that is not open to the public;
- An event that is held primarily for fund-raising; or
- An event held in locations listed on the Lane County Labor Council's Unfair Labor Practices List.

Reporting requirements:

Recipients of support level grants provide a follow-up report to the ESC that includes information about the numbers of participants, ways the event succeeded, and how it could be improved in the future along with an accounting of how the funds were spent. This report must be submitted within 30-days of the event. Failure to provide this report may jeopardize future funding for the event or organization. Endorsements do not require this reporting. See also timeline for application.

Grant fund levels

Endorsement

The commission may endorse specific events whose values it supports but to which it does not contribute money. The commission's name may be used in advertising for these events. A short application for this level of support must be submitted to the commission prior to use of its name.

Support

The commission may award local groups up to \$1000 to support local sustainability events.

Timeline for Application

1. Applications should be received by staff **no less than 45-days in advance of the event**. In extraordinary circumstances the ESC may consider an application closer to an event.
2. Organization/individual submits completed Application for Funds to:
City of Eugene, City Manager's Office
Attn: Sustainability Program, Request for Support
101 West 10th Avenue, 2nd Floor
Eugene, OR 97401
ph: 541-682-5017 or email to sroberts@eugene-or.gov
3. City staff will forward the application to the chair of the ESC for inclusion on the agenda at the ESC meeting following the date the application was received. The ESC meets at 5:30 pm the **third Wednesday of every month**. A representative of the requesting group is encouraged to be present at the ESC meeting when the application is being considered. See <https://www.eugene-or.gov/38/Sustainability-Commission> or call 541-682-5017 to find information on the meeting location.
4. The full commission will consider the recommendation and vote to approve or deny request for support. The Commission reserves the right to fund at a level lower than that requested.
5. Within 3 business days following the commission meeting, staff will notify the applicant of the commission's decision regarding funding or endorsement.
6. If funding is approved the applicant must provide a follow-up report to the ESC that includes information about the numbers of participants, ways the event succeeded, and how it could be improved in the future along with an accounting of how the funds were spent. This report must be submitted within 30-days of the event. Failure to provide this report may jeopardize future funding for the event or organization.