

# City Council Agenda Item Summary

Council Meeting Date: November 4, 2025

---

**Item:** An Ordinance Establishing the Morgantown Mosaic Neighborhood Engagement Initiative  
**Department:** City Council  
**Requested By:** Mark Downs, Councilor  
**Strategic Goal:** Vibrant and Prosperous

---

**Recommended Motion:** Move to approve the Ordinance establishing the Morgantown Mosaic Neighborhood Engagement Initiative.

---

**Item Summary:**

Attached is an ordinance that establishes a neighborhood engagement initiative designed to foster neighborhood pride, inclusive civic engagement, and place-based identity across the city's diverse neighborhoods. The program seeks to support community-led initiatives that strengthen the physical and social fabric of neighborhoods through grant funding, leadership development, neighborhood branding, and collaborative infrastructure. The ordinance establishes a program known as the "Morgantown Mosaic Neighborhood Engagement Initiative"

This program, subject to funding allocation each year through the budget process and will allow neighborhoods and individuals to apply for competitive grants through the City to assist in funding eligible programs such as public art, beautification, signage, public events, neighborhood branding, and minor physical improvements.

It will also provide support for neighborhoods as they continue to promote their neighborhood identities, such as the current allocations afforded for neighborhood signs.

This item was initially presented at the September 2025 Committee of the Whole Meeting. This program has been shared with the Neighborhood Coordinating Council, who will discuss this item at the October 20, 2025, meeting.

There are only two updates of note made to the Ordinance compared to the version presented at the September Committee of the Whole.

- The name of the program has been modified slightly.

## City Council Agenda Item Summary

- Under Reporting and Evaluation, a specific noted timeline on the report of allocation of funds under this program has been removed. The intent of removing this language is to allow for the program to be administered either where applications are due before the budget year, or a process where an annual allocation is set in the budget process and an application process to follow. The first year will be implemented as a budget allocation being identified up front with the program being rolled after the budget is established. With this change in wording, it will allow for the effectiveness of this process to be evaluated and updated through the program guide.

Attached is a draft program guide that will be finalized, amended, and published as the program continues to evolve. There have been revisions to the program guidelines to add clarity and strength based on collected feedback, but not in a way that substantially changes the program previously discussed.

---

**Fiscal Impact:** The fiscal impact will be determined by the level of funding allocated to the program in a fiscal year.

---

Ordinance No. 2025-\_\_\_\_\_

**AN ORDINANCE OF THE CITY OF MORGANTOWN  
ESTABLISHING THE MORGANTOWN MOSAIC NEIGHBORHOOD  
ENGAGEMENT INITIATIVE**

The City of Morgantown hereby ordains as follows:

**Section 1. Findings and Purpose.**

The City Council of the City of Morgantown recognizes the need to foster neighborhood pride, inclusive civic engagement, and place-based identity across the city’s diverse neighborhoods; and seeks to support community-led initiatives that strengthen the physical and social fabric of neighborhoods through grant funding, leadership development, neighborhood branding, and collaborative infrastructure. The City recognizes that active and connected neighborhoods are vital to the social, cultural, and economic well-being of Morgantown and they promote a stronger sense of belonging, identity, and collaboration among residents. This ordinance establishes a program known as the “Morgantown Mosaic Neighborhood Engagement Initiative”

**Section 2. Adoption of a New Article 115 of the City Code.**

Article 115 of the City Code, entitled “Morgantown Mosaic Neighborhood Engagement Initiative” is hereby adopted as follows (new matter underlined):

**Article 115. Morgantown Mosaic Neighborhood Engagement Initiative**

**Sec. 115.01. Purpose and Intent.**

The Morgantown Mosaic Neighborhood Engagement Initiative is established to foster inclusive neighborhood engagement, empower resident leadership, promote community identity, and enhance the physical and social environment of the City of Morgantown through a structured program administered by the City.

This Article is intended to support the development of strong, connected, and vibrant neighborhoods by providing funding, leadership development, coordination, and recognition programs that are accessible to all residents of the City, with a specific focus on equity and historically underserved areas.

**Sec. 115.02. Definitions.**

Eligible project means a project proposed by a resident or group of residents that aligns with the goals of this Article and includes, but is not limited to, public art, beautification, signage, public events, neighborhood branding, and minor physical improvements.

In-kind contribution means non-monetary donations including labor, materials, supplies, or services that support the implementation of an Eligible project.

Morgantown Mosaic Initiative or Initiative means the program established by this Article to promote neighborhood engagement, including the program components established in Section 115.03.

Neighborhood Association means a voluntary group of residents, businesses, organizations, and other stakeholders who collaborate to support and improve their neighborhood, and who have established themselves into an organizational structure such as a nonprofit corporation, fraternal or charitable organization, voluntary association, or similar structure, which has been formally recognized by the City pursuant to this Article.

Neighborhood Coordinating Council means the group recognized by the City to represent the City's Neighborhood Associations, which serves the purpose of promoting community engagement in neighborhoods and coordinating the efforts of Neighborhood Associations to interact with the City government.

Qualified neighborhood means any identifiable geographic community within the corporate limits of the City of Morgantown, whether formally organized or informally recognized.

Underrepresented neighborhood means a neighborhood that is identified by the City as having disproportionately low civic engagement or investment relative to other areas of the City.

### **Sec. 115.03. Program Components.**

The City will administer a program consistent with the purpose and intent of this Article, which will contain the following components:

(a) Mosaic Neighborhood Grants Program. The City shall administer a competitive grants program for resident-led neighborhood projects. Grant awards must comply with the program policies established by the City of Morgantown. Award amounts will be identified in the program guide annually. The award of grants is subject to appropriation of funds by City Council in the then-current budget for the City. The City Manager, or their designee, shall develop, maintain, and publish guidelines that regulate the competitive grant program.

(b) Neighborhood Identity and Recognition Program. The City shall support the creation and promotion of neighborhood identities in the City, consistent with program policies, by methods such as signage, banners, digital profiles, and branding.

(c) Additional Program Components. Additional program components that align with the purpose and intent of this article may be further established by Resolution of City Council.

### **Sec. 115.04. Administration of Program.**

(a) The City Manager shall designate a department or office to administer the Morgantown Mosaic Initiative and shall assign a person to serve as its program coordinator to oversee its implementation.

(b) The Neighborhood Coordinating Council may be utilized as the Morgantown Mosaic Neighborhood Grants Program selection board, which will provide a suggested list of ranked projects to the City Manager during the grant evaluation process.

(c) The City Manager may adopt any and all rules, regulations, forms, guidance, or other materials necessary or helpful to administer or apply the terms of this Article. Any such documents shall be delivered to the City Clerk and maintained as public records of the City.

#### **Sec. 115.05. Funding and Appropriations.**

(a) The City Council may annually appropriate funds for the Morgantown Mosaic Initiative, contingent upon funding availability. Appropriation of funds for each fiscal year shall occur through the budgetary process required by law.

(b) The Initiative may be supplemented by state or federal grants, philanthropic contributions, or private partnerships, upon approval of the City.

#### **Sec. 115.06. Reporting and Evaluation.**

(a) The City Manager shall submit a report to City Council details of allocation of funds under this program.

(b) The City Manager will also provide a report on projects funded in the prior fiscal year and the results of these initiatives. The City Manager's annual report shall include recommendations for program effectiveness, opportunities, and needs.

### **Section 3. Repeal, Savings, Severability.**

Any section of this Code repealed or modified by a subsequent ordinance will continue in force until the effective date of the repealing ordinance.

The repeal or modification of any part of this Code does not affect any existing right acquired, or liability or obligation incurred, under the code sections amended or repealed unless the modifying ordinance expressly so provides. Any repealed or modified part of this Code will remain in force for the purpose of sustaining any proper legal proceedings and prosecutions related to the enforcement of such right or liability brought prior to the repeal or modification.

The repeal of any repealing ordinance, clause, or provision does not revive any former ordinance, clause, or provision unless expressly provided by ordinance.

If any provision of this Ordinance, or the application of this Ordinance to any person or circumstance, is held invalid by a court of competent jurisdiction or other entity or agency having jurisdiction to make such determination, the remainder of this Ordinance and the application to other persons or circumstances remain in effect.

**Section 4. Effective date; application.** This ordinance shall be effective upon adoption. This Ordinance does not affect rights, duties, or liabilities that matured, penalties that were incurred, and proceedings that were begun, before its effective date. The law remains in force for the purpose of sustaining any proper action or prosecution for the enforcement of the right, penalty, forfeiture or liability.

**Section 5. Recording of ordinance.** The City Clerk is directed to obtain all signatures required by the form of Ordinance adopted and maintain an executed original ordinance with the official records of the City of Morgantown, to be maintained, preserved, and accessed in accordance with the laws of the State of West Virginia and the City of Morgantown, and to take the following additional actions: **None.**

FIRST READING: \_\_\_\_\_

\_\_\_\_\_  
Mayor

SECOND READING: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

FILED: \_\_\_\_\_

# **MORGANTOWN MOSAIC NEIGHBORHOOD ENGAGEMENT INITIATIVE**

Program Guidelines Adopted 2025



The City of  
**MORGANTOWN**  
The Journey Starts Here

As established under Ordinance 2025-XX, the Morgantown Mosaic Neighborhood Engagement Initiative “*Morgantown Mosaic*” is a program that seeks to support community-led initiatives that strengthen the physical and social fabric of neighborhoods through providing a microgrant program. This initiative provides limited project specific funding to foster inclusive neighborhood engagement, empower resident leadership, promote community identity, and enhance the physical and social environment of the City of Morgantown.

## **PROJECTS AND FUNDING**

Morgantown Mosaic supports applications for specific projects that align with the goals of the program and include but are not limited to public art, beautification initiatives, signage, funding to support public events for eligible expenses, neighborhood branding, and minor physical improvements. Applications may be submitted by an association, resident, or group of residents as described below. Generally, only one application per neighborhood will be prioritized per category per funding cycle. Additional applications from the same neighborhood may be considered pending available funds.

- Applicants may request up to \$500 for small projects with a total overall budget of at least \$1000. A 1:1 match is required with up to 50% of the matching funds allowable as In-Kind, as defined by Ordinance. Funds for these projects will be on a reimbursement basis.

OR

- Applicants may request up to \$2,000 for larger scale projects with a total overall budget of \$4,000 and up. A 1:1 cash match is required. Funds for these projects may be paid in advance of the project but are subject to further reporting. Funds spent on non-eligible costs or not spent within the allocated timeline must be returned to the City.

***Award of grants is subject to appropriation of available funds for this program. Expenditures of funds in a way that is not approved under this program will jeopardize future awards for a neighborhood.***

## **WHAT WE WILL FUND**

Neighborhood Improvements – community branding, signage, landscaping, public art, repair or rehab of public space, graffiti removal, community gardens.

## **WHAT WE WILL NOT FUND**

While public events may be considered as an eligible project, funding will not generally be approved for the sole purpose of providing food/catering and entertainment. No funds will be awarded for projects that have already been completed prior to an approved award letter.

## **APPLICANT ELIGIBILITY**

Applicants to Morgantown Mosaic must be a resident of a qualified neighborhood, as defined by ordinance, or Neighborhood Association. It is encouraged that applications to Morgantown Mosaic come directly from a Neighborhood Association.

The currently recognized Morgantown Neighborhood Associations include:

- Evansdale Neighborhood Association
- First Ward Neighborhood Association
- Greenmont Neighborhood Association
- Jerome Park Neighborhood Association
- Norwood Neighborhood Association
- South Hills Neighborhood Association
- South Park Association of Neighbors
- Suncrest Neighborhood Association
- Wiles Hill-Highland Park Neighborhood Association
- Woodburn Association of Neighbors

Individual(s) from a recognized Neighborhood Association may apply with a letter of support from the neighborhood association endorsing and approving the project/activity for consideration for funding.

Applications from unrecognized neighborhoods that are within the city limits of Morgantown may also be submitted. These applications should clearly indicate the neighborhood boundaries, project leaders, and all required information.

Projects that take place on private property must include a letter of support and appropriate agreement from the property owner. Proposed projects on City property or in City right-of-way may require additional review and approvals.

## **GRANT ELIGIBILITY REQUIREMENTS**

To qualify for the Morgantown Mosaic Program, each applicant must:

- Propose an eligible project within the boundaries of the City of Morgantown. Typically, the selection board should rank projects in a way that considers dispersing the awards across several neighborhoods rather than multiple projects in one neighborhood.
- Propose a project that highlights the uniqueness of your neighborhood.
- Propose a project that is open to the public and beautifies and/or increases connection, engagement, or safety of your neighborhood.
- Recruit volunteers. It is recommended that a majority should be residents of the neighborhood, but not a requirement.
- Be willing to collect and document project data and results.
- Have at least three identified project leaders and who can attend the Virtual Orientation
- Include a sustainability plan, if applicable, on how the project will be maintained and sustained after the initial completion of the project.

## **TIMELINE AND SCORING**

- Call for projects will open February XX, 2026.
- Project applications will be due March XX, 2026
- Staff will review applications to determine if the project meets the eligibility criteria and identify any follow-up information or areas of concern on a proposal.
- The Morgantown Mosaic selection board will provide a list of ranked projects to the City Manager by May 1, 2026.
- Approval of applications and notification of award be issued subject to the budget being finalized and adopted, dependent on funding available in that fiscal year.

## **SCORING**

Applications will be evaluated based on the following review criteria and ranked for funding based on available funds for the program. High ranking applications that are not funded due to budget limitations will be retained and automatically reconsidered during the ranking process for one additional year.

### **PROJECT PROPOSAL – 20 Points**

The project proposal evaluates how well the project is defined and feasible. Scoring elements will include clarity and completeness of project description, clear goals and measurable objectives, defined target audience or beneficiaries, feasible and realistic project timeline, and demonstration that the project is new or meaningfully different from past efforts. The same project will not generally be considered for funding for multiple years

### **COMMUNITY ENGAGEMENT – 20 Points**

Community Engagement evaluates how well the project involves and benefits the community. Scoring elements will include the level of community participation or volunteer involvement, diversity and inclusivity of participants or partners, outreach and communication plan to inform and involve neighbors, demonstrated community support, and long-term benefit to neighborhood cohesion or relationships.

### **BUDGET AND FINANCIAL READINESS – 20 Points**

This category evaluates whether the proposal demonstrates responsible budgeting and readiness to implement. Scoring elements will include clear and complete itemized budget form, reasonableness of costs related to project scope, identification of outside funding or in-kind contributions, evidence that the applicant can manage funds responsibly, and a budget that aligns with the stated goals and objectives.

### **IMPACT – 20 Points**

This category evaluates the expected outcomes and who benefits. Scoring elements include strength and clarity of desired outcomes, methods to measure success (metrics, surveys, documentation), project benefitting an underrepresented neighborhood, advancement of accessibility, inclusion, or neighborhood quality of life, and a demonstrated potential for visible or measurable community improvement.

### **SUSTAINABILITY AND MAINTENANCE – 20 Points**

This category evaluates whether the project has a lasting value or a clear plan for follow up and ongoing care. Scoring elements include a clear plan for maintenance and ongoing care, identified responsible parties for future upkeep, demonstration of community

ownership or long-term commitment, non-recurrence of expenses as a priority to programmatic or reoccurring projects or events, and a realistic assessment of project lifespan and maintenance needs.

## REPORTING

Each funded project will be required to provide a final report with financial and other details related to the funded project or activity.

The report will include, but is not limited to:

- Description of all completed project activities, dates, and outcomes
- Detailed financial information with documentation of funded activities and applicable matching funds.
- Number of participants and other impacted by the project
- Photos and other documentation of the project
- Samples of social or other media coverage
- Updated sustainability plans

Those interested in applying for the Morgantown Mosaic Program are also encouraged to review the City's Citizen Academy program for further ways to stay engaged!

For more information or assistance email [employeecoordinatorname@morgantownwv.gov](mailto:employeecoordinatorname@morgantownwv.gov).

**MORGANTOWN MOSAIC  
NEIGHBORHOOD  
ENGAGEMENT INITIATIVE  
APPLICATION**



The City of  
**MORGANTOWN**  
The Journey Starts Here

**Project Name:**

**Proposed Activity Date(s) and Completion Date:**

**Proposed Site Location (be specific):**

**Ward:**

**Is the proposed project on private property**      **Yes**      **No**

*If the project is located on private property, please include a letter from the property owner authorizing your group to complete your project if selected.*

**CONTACT INFORMATION**

**Primary Contact/Project Coordinator**

Email

Telephone

Address

**Additional Contact**

Email

Telephone

Address

**Additional Contact**

Email

Telephone

Address

**NEIGHBORHOOD ASSOCIATION**

- Is the application on behalf of the Neighborhood Association      Yes      No  
*If not, and is by an Individual(s), please attach a letter of support.*
- Is the entity applying an IRS Nonprofit?      Yes      No  
*Please provide an EIN*
- Does your organization/group have liability insurance?      Yes      No  
*Please provide a certificate of Insurance*

**PROJECT INFORMATION**

Please provide a concise general description of your project (please use separate page as necessary).

What are the community needs addressed by this project and what are the expected impacts?

Does this project support an underrepresented neighborhood or increase accessibility in any way? If so, please explain.

Provide a list of any partners (community organizations, churches, businesses, etc.) and volunteers that will be involved in the project.

How does the project engage neighborhood/community members?

How will you measure impact of the project?

What obstacles or challenges do you anticipate that may affect your project and what is the plan to address them?

Do you have any experience organizing similar projects?      Yes                  No  
Please describe

**SUSTAINABILITY PLAN**

Please describe how the project will be sustained and maintained beyond the initial installation and who will be responsible for it.

Please list steps that will be taken after completion of the project to maintain the project's effect on the community beyond the grant period.

**MORGANTOWN MOSAIC BUDGET**

Please attach a detailed budget. An example can be found below:

**Expenses**

List all project expenses. Round figures to the lowest dollar. Include total costs in column A and how grant funds will be allocated in column B.

<b>Expenses:</b>	<b>A. Item Cost</b>	<b>B. Amount Requested</b>
Outside Professional Services:		
	\$	\$
	\$	\$
Supplies and Materials		
	\$	\$
Travel costs		
	\$	\$
Production costs		
	\$	\$
Marketing		
	\$	\$
Other fees and services		
	\$	\$
<b>Total Project Expenses</b>	<b>\$</b>	<b>\$</b>

**Revenue (matching funds)**

In-kind and donated services must be identified.

<b>Revenue (may be projected)</b>	<b>Amount</b>
Private Support	
Corporate	\$
Foundation	\$
Private/Individual	\$
Government (exclude this grant request)	
Federal	\$
State/Regional	\$
Local	\$
Applicant Cash	\$
<b>Total Matching Funds -</b>	<b>\$</b>
<b>Grant Amount Requested</b>	<b>\$</b>
<b>Total Project Costs</b>	<b>\$</b>

**PROJECT REQUIREMENTS**

- Applicants agree to submit periodic progress reports, including photographs of the project site improvements and community engagement efforts, while the project is

being implemented. A report will generally be required at the 50% and 100% completion milestone, but some projects may require fewer or more updates depending on the complexity of the project.

- Applicants agree if awarded to attend the mandatory program orientation.
- The project will be completed within a six-month time period from the time of notice of award, unless otherwise agreed upon in advance.
- Applicants agree to submit before and after photographs and agree to participate in social media and other media activities related to the project
- Applicants agree to submit a final report upon project completion

### ACKNOWLEDGEMENT AND WAIVER

**I UNDERSTAND THAT BY SUBMITTING THIS APPLICATION, I CERTIFY THAT I AM THE LEGAL OWNER OR AUTHORIZED TO COMPLETE WORK AT THE PROPOSED LOCATION; AND THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ACCOMPANYING MATERIALS IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IF ACCEPTED, I AGREE TO COMPLY WITH ALL RULES AND CONDITIONS SET FORTH IN THE APPLICATION. I UNDERSTAND THAT THIS APPLICATION WILL BE EVALUATED BASED ON ELIGIBILITY CRITERIA, PROJECT IMPACT, AND AVAILABLE FUNDING. I ACKNOWLEDGE THAT THE TOTAL AMOUNT OF FUNDS AVAILABLE FOR THIS PROGRAM IS DEPENDENT ON FISCAL YEAR ALLOCATION.**

---

Project Coordinator Name

Date

---

Project Coordinator Signature

**MORGANTOWN MOSAIC  
NEIGHBORHOOD  
ENGAGEMENT INITIATIVE**  
SCORING SHEET



The City of  
**MORGANTOWN**  
The Journey Starts Here

Project Name: \_\_\_\_\_

**\*\*Please see any attached Staff Notes of Interest on the Proposed Project\*\***

**Scoring Criteria (Total: 100 Points)**

**Total Score: \_\_\_\_\_ / 100**

**1. Project Proposal (20 Points Total)**

Criteria	Score (0-4)	Reviewer Notes
Clear and complete project description		
Defined goals and measurable objectives		
Identified target audience / beneficiaries		
Realistic timeline for implementation		
Project is new or meaningfully different from past efforts		

**Subtotal ( $\div 5 \times 4$ ) → \_\_\_\_\_ / 20**

**2. Community Engagement (20 Points)**

Criteria	Score (0-4)	Reviewer Notes
Level of community participation or volunteer involvement		
Diversity and inclusivity of participants or partners		
Outreach and communication plan to involve neighbors		
Demonstrated community support		
Potential to strengthen neighborhood relationships		

**Subtotal ( $\div 5 \times 4$ ) → \_\_\_\_\_ / 20**

**3. Budget and Financial Readiness (20 Points)**

Criteria	Score (0-4)	Reviewer Notes
Clear and complete itemized budget		
Reasonableness of costs relative to project scope		
Outside funding or in-kind contributions identified		
Applicant demonstrated ability to manage funds responsibly		
Budget aligns with project goals and activities		

**Subtotal ( $\div 5 \times 4$ ) → \_\_\_\_\_ / 20**

**4. Impact (10 Points)**

Criteria	Score (0–4)	Reviewer Notes
Clarity and strength of desired outcomes		
Method to measure success (metrics, feedback, documents)		
Benefits underrepresented or underserved populations		
Improves accessibility, inclusion, or neighborhood quality		
Demonstrated potential for visible measurable community improvement		

**Subtotal ( $\div 5 \times 4$ ) → \_\_\_\_ / 20**

### 5. Sustainability (20 Points)

Criteria	Score (0–4)	Reviewer Notes
Clarity plan for ongoing maintenance		
Identified responsible parties for future upkeep		
Demonstrates community ownership/long-term commitment		
One-time project (not recurring event)		
Realistic assessment of project lifespan and upkeep needs		

**Subtotal ( $\div 5 \times 4$ ) → \_\_\_\_ / 20**

**Additional Reviewer Notes:**

**MORGANTOWN MOSAIC  
NEIGHBORHOOD  
ENGAGEMENT INITIATIVE**  
PROJECT FINAL REPORT



The City of  
**MORGANTOWN**  
The Journey Starts Here

**Project Name:**

**Completion/Activity Date:**

**Project Location:**

**Ward:**

Please provide a concise general description of your final project. Please attach before and after pictures.

Provide a list of any partners (community organizations, churches, businesses, etc.) and the number of volunteers that were be involved in the project.

Please provide the resulting data based on how you indicated you would measure the impact of this project in your application? Provide an estimate of how many people have gained benefit from the project and detail how that was measured. If you have completed any type of community satisfaction survey/input, please provide those results.

What obstacles or challenges did you run into when completing your project that the City should consider when implementing the program going forward?

**SUSTAINABILITY PLAN - UPDATED**

Please describe an updated sustainability plan on how the project will be sustained and maintained and who will be responsible for it.

**Please provide copies of any printed materials, press coverage, social media posts, or other documentation related to the project.**

**MORGANTOWN MOSAIC EXPENSE RECONCILIATION**

Please attach a detailed account of actual expenses, including copies of receipt and documentation. An example can be found below:

**Expenses**

List all project expenses. Round figures to the lowest dollar. Include total costs in column A and the original budgeted allocated amount from the grant in Column B.

	A. Item Cost	B. Amount Budgeted
<b>Expenses:</b>		
Outside Professional Services:		
	\$	\$
	\$	\$
Supplies and Materials		
	\$	\$
Travel costs		
	\$	\$
Production costs		
	\$	\$

Marketing		
	\$	\$
Other fees and services		
	\$	\$
<b>Total Project Expenses</b>	<b>\$</b>	<b>\$</b>

**Revenue (matching funds)**

In-kind and donated services must be identified.

Revenue (may be projected)		Amount
Private Support		
Corporate		\$
Foundation		\$
Private/Individual		\$
Government (exclude this grant request)		
Federal		\$
State/Regional		\$
Local		\$
Applicant Cash		\$
	<b>Total Matching Funds -</b>	<b>\$</b>
	<b>Grant Amount Awarded</b>	<b>\$</b>
	<b>Total Project Costs</b>	<b>\$</b>

**ACKNOWLEDGEMENT AND WAIVER**

I UNDERSTAND THAT BY SUBMITTING THIS PROJECT CLOSE OUT, I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ACCOMPANYING MATERIALS IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I CERTIFIED THE PROHECT COMPLIED WITH ALL RULES AND CONDITIONS SET FORTH IN THE APPLICATION AND THE FUNDS WERE SOLELY USED ON THE STATED PURPOSE. I FURTHER AGREE TO ENSURE THE SUSTAINABILITY PLAN IS FOLLOWED.

\_\_\_\_\_  
Project Coordinator Name Date

\_\_\_\_\_  
Project Coordinator Signature