

# Neighbors West-Northwest

## Communication Funds 2016 - 2017

### Overview



At the beginning of the fiscal year, Neighbors West-Northwest allocates \$9,000 to our 12 member neighborhood associations for communication purposes. This funding provides a great opportunity to get the word out about your neighborhood and get more people involved!

***Neighborhood associations have flexibility in requesting the amount of funding needed for the project that best fits their area.***

Neighborhood associations interested in utilizing communication funds this year, for small (<\$750) or large (>\$750) projects, ***should indicate their interest by June 1, 2016, on the enclosed form.*** If no request is received by this date, funds will not be available later in the year. The NWNW Board and staff review proposals in June and support neighborhoods in refining their plan as needed – ***final approvals will be sent by July 1, 2016.*** Your ***receipts and invoices are due by May 1, 2017,*** so please take this into consideration when planning your project timeline.

Neighbors West-Northwest is available to help you develop your project proposals. Please contact Anastasia Zurcher, NWNW Neighborhood Support Specialist at [anastasia@nwnw.org](mailto:anastasia@nwnw.org) or (503) 823-4288.

### **Some examples of past projects include:**

- Mailing to all members/residents
  - Printing
  - Mailing list
  - Postage
  - Processing
- Yard signs to give meeting notice
- Inserts for the local newspaper
- Flyer/brochure for distribution at events or meetings
- Newsletters (online or print)
- Advertising online or in newspaper
- Magnets, keychains, pens, etc. for distribution at events
- Website design or upgrade (template, theme, apps, etc.)
- A-frame signs
- Sign caps for street signs
- Flags/banners
- Logo design
- Business cards

**Neighbors West-Northwest  
Communication Funds 2016 - 2017  
Distribution Timeline**



**June 1, 2016**

All Neighborhood Associations indicate fund request utilizing attached form.

\$9,000 Total for disbursement

**Large Projects (Over \$750)**

**Small Projects (\$750 or less)**

**June 8, 2016**

NWNW Board Reviews  
large project proposals.

Funds available:  
\$9000 less the small projects (right)

**June 2016**

Small requests reviewed by staff and  
awarded as long as they meet basic  
program criteria.

**July 1, 2016**

Communications Funds Available

**May 1, 2017**

Communications Projects Complete: All receipts  
& invoices due to [anastasia@nwnw.org](mailto:anastasia@nwnw.org)

**May 10, 2017**

Unspent communication funds: NWNW Board reviews  
coalition-wide communication projects suggested by  
NA's in Summer 2016. Select project(s) or decide to  
place unspent funds into the NWNW bulk postage  
account for future neighborhood mailings.

**Parking Lot**

Communication  
expenditures  
benefiting  
multiple  
neighborhoods