

Neighbors West-Northwest

Communication Funds 2017 - 2018

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, 2017, on the enclosed form.*** If no request is received by this date, funds may 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, 2017.*** Your ***receipts and invoices are due by May 1, 2018,*** 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 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 2017 - 2018 Distribution Timeline



June 1, 2017

Neighborhood Associations begin to indicate fund request utilizing attached form.

\$9,000 Total for disbursement

Large Projects (Over \$750)

Small Projects (\$750 or less)

June 14, 2017

NWNW Board Reviews first round of large project proposals.

Funds available: \$9,000 less the small projects (right)

Additional large projects will be brought to subsequent Board meetings as needed.

June 2017 - April 2018

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

July 1, 2017

Communications Funds Available

May 1, 2017

Communications Projects Complete: All receipts & invoices due to anastasia@nwnw.org

May 9, 2018

Unspent communication funds: NWNW Board reviews coalition-wide communication projects suggested by NA's and staff.

All funds spent by June 30, 2018

Parking Lot

Communication expenditures benefiting multiple neighborhoods