

Richmond Neighborhood Association's Guidelines for Donation Requests and Letters of Support

1. As stated in the Richmond Neighborhood Association's Bylaws, the goal of the RNA "is to provide a forum to develop neighborhood cohesiveness and improve livability by coordinating neighborhood projects, disseminating information and promoting active involvement in neighborhood activities." In keeping with this goal, the RNA hosts and sponsors a wide range of neighborhood projects and activities throughout the year. Therefore, the RNA will consider requests for donations and letters of support for projects or events which enhance the environment, sustainability, safety or overall livability of our neighborhood or a significant number of Richmond residents or businesses, and which occur within the Richmond neighborhood or benefits its residents or businesses.
2. The item must be placed on the agenda and materials submitted no later than 7 days before the meeting in which the request is to be presented to the Board.
3. Except for events or projects the RNA has regularly supported (e.g., street fairs, block parties, Spring Cleanup, tree planting, Movies in Park), all requests must be accompanied by written materials which describe (1) the group or entity making the request, (2) the project or event for which the donation or letter is sought, (3) how the project or event fits within the general goal and parameters of the RNA described above, (4) exactly how and for what purposes the funds will be used (a sample budget is attached), and (5) any grant guidelines and applications relating to the event or project, especially if a letter of support is being requested as a condition of or related to the grant application. Funds cannot be used for salaries or labor costs for planning or managing the event or project.
4. The RNA prefers that donations be used for, and letters of support relate to, events or projects that take place within the Richmond neighborhood or otherwise directly benefit or relate to a significant number of people residing or working in Richmond. Funds or letters requested for projects or events outside of Richmond will be given greater scrutiny. No funds or letters of support will be provided to, or for, for-profit activities or projects.

6. Letters of support for draft plans or designs, other than for land use cases, will be conditional on the final plans or designs being submitted to the RNA for review and vote. For land use cases, the RNA will not consider letters of support or opposition until it has received from the City of Portland the notice of the land use application.
7. The Chair will draft letters of support. However, he or she may designate another person to draft the letter for the Chair's review and signature. Persons seeking letters of support are encouraged to submit draft letters of support.