

2018 East Portland Neighborhood Office Small Grants Program

Applications Due: Friday, January 12, 5:00pm

A total of \$24,671 is available. Requested amounts may range from \$300-\$3500.

Grants will be awarded for projects intended to begin on or after April 27, 2018 and to be completed by June 3, 2019.

The East Portland Neighborhood Office small grants program supports community building and advocacy activities in East Portland. A wide range of projects will qualify for this grant program.

Your project must meet at least one of our program's goals:

- Increase the number and diversity of people who are involved and engaged in their communities
- Strengthen community capacity through, for example, leadership development, skills building, fostering teamwork and/or partnerships, and community building
- Increase community impact on public decisions

Engagement of communities historically underrepresented in and underserved by our programming – ethnic stream, immigrant and refugee communities, low income individuals and families, young people, people with disabilities, and LGTBQIA+ communities - are high priority for our Small Grants Program.

The intent is for the small grants program to be accessible to people who may not have applied for grants before.

Have questions? Contact **Surya Joshi** at Surya.joshi@portlandoregon.gov Tel. 503-823-5905 or attend an information session. **Detailed information to help you in applying begins on page 2.**

Information sessions

Thursday, December 7th, 2017, 12:00pm-1:30pm OR

Tuesday, December 12th, 2017, 6:00pm-7:30pm OR

Thursday, December 14th, 2017, 6:00pm-7:30pm

East Portland Neighborhood Office

1017 NE 117th Ave.

Portland, Oregon 97220

(between Halsey & Glisan - foot of the water-tower)

TRI-MET: #77, #71, #25



Thank you to City Commissioner Eudaly, ONI Director Suk Rhee, the ONI Bureau Advisory Committee, and the Portland City Council for advocating for and funding this critical resource for community-building in Portland.

The application begins on page 9.

Information and Instructions

Grant-making process

\$24,671 is available. Requested amounts may range from \$500 to \$3,500. Grants will be awarded for projects intended to begin on or after April 27, 2017 and to be completed by June 3, 2019.

Grants are awarded through a competitive process.

Submission deadline

Friday, January 12, 2018, 5:00pm

Applications received after the deadline will ***not*** be accepted.

Applications may be submitted in any language by email, by mail, or in person to:

Surya Joshi, Surya.joshi@portlandoregon.gov, 503-823-5905

or

East Portland Neighborhood Office

1017 NE 117th Ave, Portland, OR 97220

Public Record

Your submitted application becomes part of the public record. This means that any member of the public may request to see it. Personal contact information, such as names, addresses, phone numbers or email, will be treated by Office of Neighborhood Involvement as confidential and not released to the public, unless ordered by a court.

Timeline

Grant applications available	Wednesday, November 22, 2017
Grant applications due	Friday, January 12, 2018, 5:00pm
Awards announced no later than	Tuesday, February 22, 2018
Projects may start on or after	Friday, April 27, 2018
Funds available	Monday, May 28, 2018
Projects must be completed and final invoice, report, and supporting documentation turned in no later than	Friday, June 3, 2019

This grant program is sponsored and administered by the City of Portland, Office of Neighborhood Involvement and the East Portland Neighborhood Office.

Grant information sessions

You are strongly encouraged to attend one of the grant information sessions. The session will help answer questions about the application, the review process, and how the funds can be used. Please call seven days in advance for special needs accommodations, childcare, and/or language interpretation requests at 503-823-5905 or TTY 503-823-6868. The building is mobility device accessible.

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One-on-one assistance

You are encouraged to contact EPNO staff for assistance. Time permitting, we are happy to assist, from help designing your project to providing input on your draft grant application. If there are aspects of your project that are new for you, for example, getting required permits, contacting potential sponsors or partners, or finding space for your activities, you are especially encouraged to contact us for input and assistance.

Additional support for grant writers

- Computer and copier available for your use at the East Portland Neighborhood Office.
- Interpretation services are available, as needed, to facilitate our conversation about your project and application.
- Translation of application materials available upon request. Note - Ask early, translation may take several weeks.

Have questions?

Please contact – Surya Joshi, Surya.joshi@portlandoregon.gov, 503-823-5905

Who can apply

Any group with a community project that meets the requirements below and at least one of the goals of the grant program can apply.

Requirements

The project must involve and benefit East Portlanders and take place within the area served by the East Portland Neighborhood Office. (See map on page 8.)

Note - If there is a good reason for the activity to take place outside of East Portland, for example, a trip to City Hall, it will be considered.

Past grantees must have turned in required reports to date.

The project must have a fiscal sponsor that is a 501(c) 3 non-profit, government entity, or business that is registered with the City of Portland and has sufficient liability insurance.

*Don't have a fiscal sponsor? Not sure what a fiscal sponsor is? Not 100% sure your fiscal sponsor meets our requirements? Don't let that stop a good project. Contact **Surya Joshi**, Surya.ioshi@portlandoregon.gov, 503-823-5905 as soon as possible to learn about fiscal sponsorship options.*

Evaluation Criteria

Your project will be evaluated and numerically scored by the individual members of the community-based grant review committee using the criteria below. Final selection of awardees will be decided by the committee in a group discussion using the individual evaluations as a starting point.

Project Definition	
0-8 points	<p>Project Description - Basic description of the project, including where in East Portland activities take place and how the project benefits and involves East Portlanders.</p> <p>Timeline – Project is planned from start to finish, including planning and follow-up activities. The timeline focuses on the granted period of the project.</p> <p>Budget – Budget supports the project. If the grant is awarded the group has the resources - any combination of volunteer hours, donated services, goods, or funds - to complete the project.</p> <p>Team – There is a team. The roles of team members are described. The project draws on the unique strengths of team members. <i>Project teams can include individuals and partnering organizations.</i></p> <p>Promotion and project documentation – There is a plan to promote the project and recruit participants. There is a plan to acknowledge the East Portland Neighborhood Office and the Office of Neighborhood Involvement. There is a plan to document your activities and key achievements.</p>

Grant Program Priority	
0-4 points	<p>A high priority of the City-wide grant program is engagement of communities historically underrepresented in and underserved by our programming - communities of color, immigrant and refugee communities, low income individuals and families, youth, people with disabilities, and LGTBQIA+ communities.</p> <p>While your project does not need to involve an underserved community to be considered for this grant, projects will be awarded points along the following scale:</p> <p>4 out of 4 points - Project is primarily planned, organized, implemented, and/or led by an underserved project coordinator or community group.</p> <p>2 to 3 points out of 4 - Underserved communities are fundamental partners in implementing the project (planning, collaboration, design, etc.), but are not the primary organizer of the project or applicant.</p> <p>1 out of 4 points - Underserved communities involved as limited partners with a narrowly defined role in implementing the project. (For example, as volunteers at an event.)</p> <p>0 out of 4 points - Does not involve underserved communities in planning or project implementation.</p>
Grant Program Goals	
0-8 points	<p>The goals of the grant program are to:</p> <ul style="list-style-type: none"> ● Increase the number and diversity of people who are involved and engaged in their communities ● Strengthen community capacity through, for example, leadership development, skills building, fostering teamwork and/or partnerships, and community building ● Increase community impact on public decisions <p>The project must meet at least one of the goals. It does not need to meet more than one goal. The project will be evaluated for how well it meets the goal(s) it does address.</p>
20 points = Total points available	

Additional considerations

If we receive more applications that meet the basic criteria than we can fund, additional considerations will be used to make funding decisions. These considerations may include:

Does the project foster collaboration or build capacity within the team driving the project?

Is the project led directly by the communities benefiting from the project or impacted by the issues the project addresses?

*Applicants with a service focused project are encouraged to provide further explanation about how their project will be based on authentic, mutually-beneficial relationships and done **with**, not simply **for**, the communities impacted.*

Is this a request to fund a project that has been funded twice before?

Funding requests for projects that have been funded twice before will have a lower priority than funding requests for a new element of a project or new projects.

Reporting Requirements for Funded Projects

1 Project coordinators must attend a grants orientation workshop.

2 Include acknowledgement of ONI and EPNO on all promotional materials.

3 Final Report - After the completion of the project, each grantee must turn in a final report to surya.joshi@portlandoregon.gov. We encourage you to turn in your final report within 30 days of the completion of your project. It must be turned in by Friday, June 14, 2019. The final report should include the following elements:

- **Project Evaluation** - A two-page end-of-project evaluation and expense report. (Details given at grants orientation workshop.)
- **Photographs** - 2-6 photographs in JPG format. (Digital cameras are available for your use.)
- **Electronic copies of any brochures, flyers, or other printed materials.**
- **Final invoice from fiscal sponsor.**

Have questions?

Please contact – Surya Joshi, Surya.joshi@portlandoregon.gov, 503-823-5905

Types of projects funded in the past

- **Projects that promote leadership and collective impact on community-defined issues or public decisions** - youth empowerment projects, skill building trainings, cultural and language specific civic engagement workshops, community organizing efforts.
- **Community building activities** - Community story-telling projects, cultural and language specific community building activities, fruit tree harvest parties, community festivals, community gatherings, community conversations.
- **Community design/build place-making projects** - community gardens, planning for playgrounds, murals, intersection repairs.
- **Projects that build the capacity of the project team and foster collaboration between team members and/or partners in the project.**

Some projects we have funded in the past

- Native Plant Classroom (2017)
- Youth Empowerment Art Project (2017)
- Myanmar Water Festival (2017)
- Building Russian Speaking Community thru Art (2016)
- East African Nutrition and Inclusion Project (2016)
- Karen Literacy Project (2015)
- New Birth Crew 7 Year Anniversary Jam (2016)
- Powellhurst-Gilbert Neighborhood Community Mural Project (2015)

To see examples of successful applications from past years visit:

<http://www.eastportland.org/epno-small-grants>

Dear Potential Applicant,

Thank you for your community building and advocacy work in East Portland! We hope you will consider applying for a grant through our program. Please don't hesitate to contact staff at the East Portland Neighborhood Office with any questions you might have.

Victor Salinas, Director – East Portland Neighborhood Office



East Portland Small Grants Program Application Checklist

Submission deadline Friday, January 12, 2017 5:00pm

Send applications electronically to Surya.Joshi@portlandoregon.gov or deliver a paper copy to the East Portland Neighborhood Office, 1017 NE 117th Avenue, Portland Oregon, 97220.

Required elements of the application

<p>Cover page: Include all information requested, using the cover page provided on page 10 or a similar format.</p>	
<p>Narrative: Must follow the question format on page 11. If typed, 12-point font, margins no less than 1-inch. If handwritten, it must be readable. Your narrative cannot exceed two pages. Anything over two pages will not be considered.</p>	
<p>Budget: Provide a one page budget for your project. Anything over one page will not be accepted. The budget must include:</p> <ul style="list-style-type: none"> ● expected volunteer hours ● expected additional sources of funding/contributions ● your fiscal sponsor’s fee, if any ● Total amount you are requesting from our grant program and an explanation of expected uses of requested funds. <p>You can use one of the two project budget worksheets we’ve provided. Or you can create your own one page budget in any format. Anything over one page will not be considered.</p>	
<p>Do you have a fiscal sponsor that meets our requirements? If you don’t have a fiscal sponsor or you’re not sure they meet our requirements, talk to EPNO staff, Surya Joshi (Surya.joshi@portlandoregon.gov, 503-823-5905), as early as possible.</p>	

Your grant application should include **only**

- the cover page
- two-page narrative
- one page budget

Do not include any additional documents in your application packet. They will not be considered.

**2017 East Portland Small Grants Application
Cover Page**

Complete form below, *or create a new form, with ALL elements listed, in order.*

Project Title _____

Organization (if applicable) _____

Project Coordinator - Primary Contact _____

Phone _____ Email _____

Alternate Contact (Optional) _____

Phone _____ Email _____

Fiscal Sponsor _____

Fiscal Sponsor Mailing Address, City, State, Zip _____

Non-profit 501-c-3/ Fiscal Sponsor Tax ID # _____

Fiscal Sponsor Contact Name _____

Phone _____ Email _____

Requested Amount _____

Has this project been funded by the East Portland Neighborhood Office's small grants program before? If so, when and how many times?

How did you find out about this grant opportunity?

Narrative Questions

Please answer the questions below on a separate page. Number and letter your answers as below. You do not need to include the questions and explanatory text. See page 4 for details on how your answers will be evaluated. **Do not exceed two pages. Anything over two pages will not be considered. Again, please use a separate page to answer the questions below.**

1 Describe your project. Be sure you show how your project is well thought out and involves awareness of any special steps that will be necessary. Please address the following specific items, referencing the budget sheet as needed:

a) Provide a short description of your project. Include where in East Portland your activities will take place and how they benefit and involve East Portlanders.

b) Describe your project timeline. Be sure to include your expected start date, end date, dates of important activities, including planning and follow-up activities. The timeline should focus on the granted period of the project.

c) Describe how your budget supports the project. This is your opportunity to cover any special or unusual things your budget worksheet may not fully explain. If your budget sheet explains everything you may skip this question.

d) Describe your project team. Explain the roles of the various team members. Describe how the project draws on the unique strengths of team members. *Project teams can include individuals and partnering organizations.*

e) Promotion and Documentation. Describe your plan to promote the project and recruit participants. Describe your plan to acknowledge the East Portland Neighborhood Office and the Office of Neighborhood Involvement. Describe the plan to document your activities and key achievements.

2 Describe how your project involves underserved communities. (See page 5 for details on how your answer will be evaluated.) **Leave blank, if not applicable.**

3 Which grant program goals does your project meet? How does it meet them?

The three goals of the grant program are to:

- Increase the number and diversity of people who are involved and engaged in their communities
- Strengthen community capacity through, for example, leadership development, skills building, fostering teamwork and/or partnerships, and community building
- Increase community impact on public decisions

Note - Your project must meet at least one of the goals. It does not need to meet more than one goal. Your project will be evaluated for how well it meets the goal(s) it does address.

Complete either **Budget Option A or B** (not both) or create your own one page budget. If you create your own budget be sure to cover all the required elements: (a) expected volunteer hours, (b) expected additional sources of funding/contributions, (c) your fiscal sponsor's fee, if any and (d) total amount you are requesting from our grant program and an explanation of expected uses of requested funds.

Budget - Option A

Please feel free to remove the italicized explanatory text so you have more room to describe your budget.

Expected volunteer hours (in hours) _____

Expected additional funding or contributions (in dollars) _____

Please briefly describe your expected additional funding and/or contributions. For example, other grants, cash donations, donated materials and services that will help you complete your project.

Total Requested Funds in dollars _____

Please briefly describe what you will use the requested funds for. For example, room rental, refreshments, promotional materials, stipends, transportation costs, materials for your project.

Fiscal Sponsor Fee _____

Note - If your fiscal sponsor charges a fee, it cannot exceed 10% of your total requested funds.

Budget - Option B

Below are general budget categories. Projects are not required to include items in every section.

Item	Requested Funds (in dollars)	Additional Resources* (in dollars)	Volunteer Hours (in hours)
Personnel/Payment for services (Direct project management, contracting for special services, interpretation, volunteer time, etc.)			
Promotional Materials/Printing (Flyers, brochures, translation of materials, advertisements, etc.)			
Event or Activity Related Expenses (Renting equipment and space, food, cups, etc.)			
Permitting & Fees (sign permits, noise variances, capping meters, street closures, etc.)			
Participant Support (Travel costs, stipends, etc.)			
Materials (Wood, paints, flowers, bags, etc.—the materials needed to complete the project.)			
Additional Expenses (Specify)			
Subtotals (each column)			
Fiscal Sponsor Fees**			
TOTALS			

* *Additional Resources* - Other grants, cash donations, donated materials and services.

** *Fiscal Sponsor Fees* cannot exceed 10% of the total requested funds. Talk to your fiscal sponsor about their administration costs.