

2020 Small Grant Program Application Checklist

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

Required elements of the application

<input type="checkbox"/>	Cover page: Include all information requested, using the cover page provided on page 10 or a similar format.
<input type="checkbox"/>	Narrative: Must follow the question format on page 8. If typed, 10-point font, margins no less than 1-inch. If handwritten, it must be readable. Your narrative cannot exceed two pages. Anything over the page limit will not be considered.
<input type="checkbox"/>	Budget: Provide a one-page budget for your project. Anything over one page will not be accepted. The budget must include: <ul style="list-style-type: none">• expected volunteer hours• expected additional sources of funding/contributions• your fiscal sponsor's fee, if any
<input type="checkbox"/>	Signature page: Accept grant conditions by signing and dating the application.
<input type="checkbox"/>	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 EPCO staff, Carlee Smith (carlee.smith@portlandoregon.gov , 503-823-4550), as early as possible.

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

2020 East Portland Small Grants Program

Grant Application

Complete form below and submit by April 13, 5pm to Carlee Smith via email Carlee.Smith@portlandoregon.gov or deliver in person at the East Portland Community Office, 1017 NE 117th Avenue, Portland Oregon, 97220.

SECTION 1. COVER PAGE

Project Title:

Organization

Name:

Tax ID Number:

Mailing

Address:

Project

Coordinator:

Phone:

Email:

Alternate

Contact:

Phone:

Email:

Organization Background and Mission:

Requested Amount

Has your organization been funded by the East Portland Community Office's Small Grants Program before? Yes No

If yes, please indicate which years?

Fiscal Sponsor (if applicable)			
Organization:			
Tax ID Number:			
Contact name:			
Phone:		Email:	

SECTION 2. NARRATIVE

Please follow the question format below. 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.

1) Provide a short description of your project

Be sure you show how your project is well thought out. Include where in East Portland your activities will take place and how they benefit and involve East Portlanders

2) Which grant program goals does your project meet?

Your project must meet at least one of the goals and will be evaluated for how well it meets that goal(s).

- 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

Please explain:

3) 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.

4) List your project activities and timeline.

Please list the activities to be completed during this program, their expected impact, and timeline.

5) Describe who will benefit from your proposed program.

Describe community groups participating on your program. This Small Grants Program highly prioritizes 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 LGBTQIA+ communities.

6) Describe how you address accessibility.

Describe what steps, if any, you will take to address accessibility needs for your participants. *For example, ASL interpretation, translation services, or an ADA accessible venue.* Leave this blank if not applicable.

SECTION 3. BUDGET

Use this Budget form to identify all direct and indirect expenses associated with the proposed grant program. Include any matching and/or leverage funds, other grants, cash donations, donated materials and services on the "Additional Sources" column.

Indirect costs (also referred to as Administration Fees) are those associated with the expenses of doing business not clearly associated with the funded project/program but are essential to the keeping the organization up and running. These may include utility bills, accounting, stipends for staff not involved on the funded project/program. Indirect Costs and fiscal Sponsor Fees are limited to 10% of the total requested funds.

Item	Requested Funds (in dollars)	Additional Sources (in dollars)	Volunteer Time (in hours)
Personnel/Payment for services (direct project management, contracting for special services, interpretation, volunteer time, etc.)			
Participant Support (travel costs, stipends, 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.)			
Materials (materials needed to complete the project like wood, paints, flowers, bags, etc.)			
Accessibility (ASL interpretation, teleprompters, translation services, ADA accessible venue, ramps, etc.)			
Additional Expenses (please specify)			
Subtotals (each column)			
Indirect Costs (cannot exceed 10% of total requested funds)			
Fiscal Sponsor Fees (If applicable, cannot exceed 10% of total requested funds)			
TOTALS			

SECTION 4. AGREEMENT AND SIGNATURE

If I am selected to receive grant funds, I agree to:

- Attend the grant orientation workshop. Schedule to be announced.
- Acknowledgement of the Office of Community & Civic Life and EPCO on all promotional materials, this includes logo placement and specific verbiage when appropriate. These will be provided.
- Submit final progress report within 30 days of the completion of my project. The final report should include: a) Project Evaluation; b) Program photographs; c) Electronic copies of any brochures, flyers, or other printed materials; and d) Final expenses report including itemized costs.

By signing and/or printing my name below, I accept the terms listed above. All information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature: _____

Printed Name: _____

Date: _____