



East Portland Community Office 2019-2020 Small Grants Program

Summary

The East Portland Community Office small grants program supports community building and advocacy activities in East Portland. **A total of \$30,000 is available for this grant cycle. Requested amounts may range from \$1,500 - \$4,500.**

To qualify, 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.

Civic Life will award grant agreements only to registered 501(c) 3 non-profit. If your entity is not registered as such, please seek a fiscal sponsor that is a A) 501(c) 3 non-profit, B) government entity, or C) business that is registered with the City of Portland.

This Small Grants Program highly prioritizes engagement of communities historically underrepresented in and underserved by our programming. First time applicants will be given special consideration.

Applications Due

Monday, April 13th, 5:00pm

Information sessions

March 14th, 4:30pm @ EPCO

1017 NE 117th Ave, Portland, OR 97220

March 28th, 1:00pm @ Rockwood Library

17917 SE Stark St, Portland, OR 97233

Have questions? Contact **Carlee Smith**, Grant Coordinator at carlee.smith@portlandoregon.gov or 503-823-5905

Traducción o interpretación

Chuyển Ngữ hoặc Phiên Dịch

翻译或传译

Письменный или устный перевод

Traducere sau Interpretare

Письмовий або усний переклад

翻訳または通訳

Turjumida ama Fasiraadda

الترجمة التحريرية أو الشفهية

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 503-823-4000

Information and Instructions

The purpose of the grant

The mission of East Portland Community Office (EPCO) is to support the community building and advocacy activities of the diverse communities in East Portland. The Small Grants Program seeks programs that:

- Increase the number and diversity of people who are involved and engaged in their communities.
- Strengthen community capacity and community building.
- Increase community impact on public decisions.

In 2020, \$30,000 is available to fund programs that involve and benefit East Portlanders. Requested amounts may range from \$1,500 to \$4,500.

Geographic Focus

This Small Grants Program will only fund programs that involve and benefit East Portlanders. Program activities and must take place within the area served by the East Portland Community Office. (see Figure 1). *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.*

Additionally, this fund opportunity highly prioritizes engagement of communities historically underrepresented in and underserved by our programming. Engagement of communities historically underrepresented in and underserved by our programming - immigrant and refugee communities, low income individuals and families, young people, people with disabilities, and LGBTQIA+ communities - are high priority for our Small Grants Program.



Figure 1. East Portland Community Office service areas.

Timeline

Applications open

March 10th

Application form available: <https://www.eastportland.org/> or for pick up in person at East Portland Community Office – 1017 NE 117th Ave, Portland, OR 97220

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. All locations are mobility device accessible.

Information session 1

March 14th, 4:30pm-6:30pm

East Portland Community Office 1017 NE 117th Ave., Portland, Oregon 97220
(The corner of 117th & Holladay @ foot of the water-tower) TRI-MET: #77, # 71, #25

Information session 2

March 28th, 1:00pm-3:00pm

Rockwood Library 17917 SE Stark St, Portland, OR 97233
(179th & SE Stark) TRI-MET #20,#87

Application deadline

April 13 at 5:00pm

Applications may be submitted in any language by email, by mail, or in person to: Carlee Smith, Carlee.Smith@portlandoregon.gov , 503-823-4550
East Portland Community Office 1017 NE 117th Ave, Portland, OR 97220

Grantees Announced

April 30th

Review panel decisions will be communication via email to all applicants.

Additional support for grant writers

EPCO staff will provide one-on-one grant writing assistance upon request. 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.

If you need additional help writing your grant there are resources for you. We have the following:

- Computer and copier available for your use at the EPCO location.
- Interpretation services are available, as needed, to facilitate conversation about your project and application.
- Translation of application materials available upon request. Note: request these services early as translation may take several weeks.

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 Civic Life as confidential and not released to the public, unless ordered by a court.

Period of performance

Grants will be awarded through a competitive process (see timeline for details) and projects should begin on or after May 1st, 2020 and to be completed by December 31st, 2020

Allowable and unallowable costs

Activities, efforts, and materials needed for the performance of the grant program are generally allowable costs. Costs accrued solely to promote or advance the awardee business or organization may not be eligible for reimbursement. Unallowable costs include (but are not limited to): some political activities (for example, activities to promote a specific candidate); purchase of cannabis or alcoholic beverages; purchase of real estate. Please check with the grant manager if you have questions about a specific item in your proposed budget.

Minimum requirements to receive Civic Life grants

Civic Life will award grant agreements only to registered 501(c) 3 non-profit. If your entity is not registered as such, please seek a fiscal sponsor that is a A) 501(c) 3 non-profit, B) government entity, or C) business that is registered with the City of Portland. *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 Carlee Smith, carlee.smith@portlandoregon.gov, 503-823-4550 as soon as possible to learn about fiscal sponsorship options.*

Selected organizations shall obtain and maintain, throughout the duration of the grant the required insurance identified below.

- A) **Commercial General Liability.** Grantee shall acquire commercial general liability and property damage insurance coverage in an amount not less than \$2 million per occurrence.
- B) **Automobile Liability.** Grantee shall acquire automobile liability insurance to cover bodily injury and property damage in an amount not less than \$2 million for each accident.
- C) **Workers' Compensation.** Grantee shall acquire workers compensation coverage in an amount not less than \$1 million each accident, \$1 million disease each employee, and \$1 million disease policy limit.
- D) **Physical Abuse and Sexual Molestation Liability** (required for organizations serving vulnerable clients, such as children, elderly adults, and those with intellectual and developmental difficulties). Coverage shall be written on an occurrence basis in an amount of not less than \$1 million per occurrence. Any annual aggregate limit shall not be less than \$3 million.

Past Funded Programs

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.**

Recent funded projects

Jim Pepper Native Arts Festival (2018)

The 6th annual Jim Pepper Native Arts Festival at Parkrose High School raises awareness of Portland's Native American community and its endangered languages with two programs, ***Speak/Sing Native*** and ***Indigenous Language Village***, that both offer opportunities for open community dialog and sharing.

Tongan Cultural Performance (2018)

The second annual Tonga Day Celebration is a day for people from the Pacific Island nation of Tonga to share their culture, history, beauty and dance with all of Portland. This event is free to the public.