



OFFICE OF  
Community  
& Civic Life

EAST PORTLAND  
COMMUNITY OFFICE

2020

Small Grants Program

# Get to Know Each Other

- Introduction--- Your name meaning of name
- One thing you want to change in community

# Grant details: dates

- Grant applications available : NOW!!!
- **Grant applications due : Monday, April 13, 2020**
- Awards announced: no later than Thursday, April 30th, 2020
- Projects may start on or after: Friday, May 1, 2020
- Funds available: Monday, June 1, 2020
- Final Report due: Sunday, January 31, 2021

This grant Cycle is only 6 months!!

# Requirements

- Grant application submitted on time. Late entries will not be reviewed
- Grant application sections are completed. Sections left blank without explanation, incomplete sections or information, or sections beyond the page limit will disqualify application.
- Completed Project Budget. Missing and incomplete budget forms, or those with significant inaccuracies or ineligible expenses will disqualify the application.
- Application is filled out accurately. Providing falsified information will automatically disqualify the application.

# Requirements

## FOR PAST GRANTEES

Organization must be in good standing with the Office of Community & Civic Life. We define "good standing" to mean:

- Organization does not have outstanding documentation or reconciliation of funds beyond the allowable grant timeline.
- Organization has not had other grants with the City terminated for cause or permanently suspended for cause.
- If a financial review or audit of the applying organization/program has been conducted - no audit findings which demonstrate misappropriation of funds.
- Applicant or key leaders in organization have not been convicted of fraud or other administrative impropriety during the grant term.

# Requirements

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) 501(c) 3 non-profit

B) government entity, or

C) business that is registered with the City of Portland.

# How to write a good grant?

- Clear title—Explain what are you going to do!
- Project description/ narrative—clear and understandable
  - Problem
  - Outcomes
  - Timeline
  - Team
  - Program Priority
  - Budget
  - Program Goals
  - Budget

# How to Write a Good Grant

- Additional considerations may 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 program 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.*



# Allowable and Unallowable Costs

- **Allowable costs** are generally activities, efforts, and materials needed for the performance of the grant program. 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.

# Contact:

**Carlee Smith**

**[carlee.smith@portlandoregon.gov](mailto:carlee.smith@portlandoregon.gov)**

**503-823-4550**

East Portland Neighborhood Office

1017 NE 117th Ave.

Portland, Oregon 97220

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

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