

East Portland Neighborhood Office Spring 2018 Community Activities Fund

The East Portland Neighborhood Office (EPNO) Community Activities Fund (CAF) supports community building activities and collective action to address issues of concern to your community. In addition to funding your project or activity, we want to get to know you so that we can:

- Provide additional support, as we are able, for your efforts
- Connect you to others working on similar issues or projects
- Get your ideas on how our programming can better work with your community

Who can apply?

Formal and informal groups with a community project or activity that takes place in East Portland* and involves and benefits East Portlanders. Map of East Portland:

<http://eastportland.org/neighborhoods>

The project must meet at least one of our program's goals. These goals are to:

- increase the number and diversity of people involved in their communities
- strengthen community capacity through, for example, skills building, fostering teamwork or partnerships, and other community building activities
- increase community impact on public decisions

** If there is a good reason for the activity to take place outside of East Portland, it will be considered. For example, your group visits City Hall or participates in a summit being held outside of East Portland.*

Note - Neighborhood associations have a separate funding stream and are not eligible for the winter 2018 community activities fund. Neighborhood associations may be partners in a request for funding.

Requested amounts may range from \$20-\$500

This is a shared pool of money. Please budget wisely and ask only for what you need. This allows us to fund more great projects in East Portland!

The deadline to request funds is Thursday April 19, 2018, 5:00pm.

What can the funds be used for?

Potential uses of the funds include:

- meeting and workshop costs - rental space, interpretation, translation, childcare, food
- project, event, and activity costs - supplies and materials
- payment for services supporting a project or activity
- payment to community leaders for their contributions to the project or activity
- production of promotional materials

Need funding for your activity? Don't see it covered, talk to Surya Joshi-
surya.joshi@portlandoregon.gov/ 503.823.5905

How can our group apply for funds?

Fill out the Community Activities Fund request form. You may submit the request form in any language. You may request translation of any materials. **Ask early - translation takes time.**

Information Sessions:

Two information sessions will be held at EPNO office.

First information Session:

Wednesday, April 4 2018

Time: 6:00PM-7:30 PM

Second Information Session:

Tuesday, April 10 2018

Time: 6:00PM-7:30 PM

Address:

East Portland Neighborhood Office
1017 NE 117th Avenue Portland, OR 97220 [Between Glisan and Halsey Street-foot
of the water tower] Trimet: #77, #71, #25

Please call Surya (503-823-5905) at least one week prior if you have any language
and other special needs.

When will we find out if we have received funding? When will funds be available?
You will be notified no later than **May 31, 2018**. Funds are available at the time of award.

How are requests awarded?

If there are more appropriate requests than funds available, the community-staff review team
will consider the following:

- One request per activity or group.
- Priority given to small organizations with small operating budgets.
- Considerations of feasibility, team and partnerships, balance of projects and organizations EPNO is currently supporting. For more explanation, see:
<http://eastportland.org/sites/default/files/epnogoalsvaluesprogramconsiderations.pdf>

Fiscal requirements and disbursement of funds

The Community Activities Fund has specific requirements for how it can be spent. When funding is approved for an activity, EPNO staff will work with the awardee to find the easiest way to purchase items or pay individuals.

Do not spend any money before receiving approval and talking with EPNO staff.

Requirements if funded

If your request is funded you are required to:

- Spend funds by **April 30, 2019**.
- Your project should take place by **April 30, 2019**.
- Acknowledge East Portland Neighborhood Office in **all** promotional materials.
- Submit a one-page CAF report within 30 days of completion of activity. Include 2 high quality photos of your activity and electronic copies of promotional materials.

Questions? - Contact Surya Joshi, 503-823-5905, surya.joshi@portlandoregon.gov