

East Portland Neighborhood Office 2010 East Portland Action Plan Small/Medium Grants Program

The City of Portland Office of Neighborhood Involvement, Bureau of Planning and Sustainability, and East Portland Neighborhood Office are excited to offer the second East Portland Action Plan (EPAP) Small/Medium Grants Program. We invite residents, Neighborhood and Business Associations, non-profits, and community-based organizations in Portland to apply.

Our goal is to provide an opportunity to build East Portland community by funding projects that implement actions identified in the EPAP (that can be found at: www.epno.org).

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We look forward to working together to make real the Action Plan that was

designed to address the following in partnership with East Portland residents: Improve the quality of life; Foster strong community connections; Increase the area's regional significance; and Enhance equity.

\$23,592 is available to support implementation of the EPAP through the East Portland Neighborhood Office, which provides coalition services to 13 neighborhoods and 5 business districts in the City of Portland (***see map on page 11***). The grant awards will range from **\$500 - \$10,000** and will allow groups to fund projects that implement actions identified in the EPAP.

The City of Portland recognizes the benefit of providing funding to engage, assist, and support the community to enact an array of targeted activities as an investment in the implementation of the EPAP. By sponsoring these actions, the City of Portland is investing in both equitable community building and improvements for East Portland community livability.

Grant applications are due on **Monday, March 1, 2010 by 5:00 PM**. The selection committee will be looking for applications that have a clear and defined: response to Action Plan items; role for the participating organization(s); project timeline; and budget worthy of the community benefit. Individuals or community organizations that don't have 501(c) 3 status are encouraged to partner with a neighborhood association so as to use East Portland Neighbors (EPN) as their fiscal sponsor.

Sincerely,
Richard Bixby, Director, East Portland Neighborhood Office

Submission Deadline:

**Proposals must be received by:
5 PM, Monday, March 1, 2010**

Applications received after the deadline will not be accepted.

Applications must be submitted in person or by mail to:

East Portland Neighborhood Office
1017 NE 117th Ave
Portland, OR 97220

Grant-making process:

\$23,592 will be made available to residents, and/or neighborhood, business, non-profits, and community-based organizations in the East Portland Neighborhood area. Proposed grant dollar amounts may range from \$500 to \$10,000. Grants will be awarded through a competitive process. Grant applications will be reviewed by a community-based grant making committee made up of East Portland Action Plan members.

Project timeframe for completion:

Grants will require that funds are encumbered (financially obligated) by June 30, 2010.

For More Information:

The grant program is administered by the East Portland Neighborhood Office for proposals that implement East Portland Action Plan elements within the East Portland Neighborhood geographical boundaries. The grant manager contact is:

Lore Wintergreen
East Portland Action Plan Advocate
East Portland Neighborhood Office
503.823.4035
lore.wintergreen@ci.portland.or.us

More grant program info: www.epno.org

Support for Grant Writers

Interested parties are invited to attend a grant information session. The session will help answer questions about the application, the committee review process, and how the funds can be used. Grant applications will be available at this workshop. Participation in one of these workshops is

strongly recommended though not required. Grant writing resources will also be posted at www.epno.org.

Monday, February 1st

6:30 PM – 8:30 PM

East Portland Neighborhood Office
1017 NE 117th Ave.,
(between Halsey & Glisan)
TRIMET: #77, #25 (stops at 7 PM)

Tuesday, February 2nd

10:00 AM – 12:00 noon

East Portland Neighborhood Office
1017 NE 117th Ave.,
(between Halsey & Glisan)
TRIMET: #77, #25

You are highly encouraged to attend a grant information session listed above or to contact the grant manager. Please call seven days in advance for special needs accommodations, childcare vouchers, and/or language interpretation requests at 503-823-4035 or TTY 503-823-6868. The site is wheelchair accessible.

Criteria for Selection & Requirements

Relationship and identification of related East Portland Action Plan items: **This means specific items, not descriptive titles. A specific Item will have two numbers after the letter(s) designating the Strategy (e.g. A.1.1)**

The following criteria will also be consulted. Those marked “*” are considered VERY IMPORTANT.

* Community building projects leading to more community involvement	* Low cost/high impact
* Leverage resources and partners involved in the EPAP process	* Broad visibility
Stepping stone/foundational action that is economically sustainable	Spread out through geographic area
High impact on children and total number of people impacted	Unifying actions
Reflects East Portland’s regional accessibility in the region	“Real things that we can point to”
Does it advance a current issue or opportunity not being addressed now?	Illustrate larger objectives
Does it prevent or mitigate a future problem?	

Goal of the East Portland Action Plan Grants Program:

Our goal is to provide residents, Neighborhood Associations, Business Associations, non-profits, and community-based organizations the opportunity to build East Portland community by funding projects that contribute toward implementation of actions identified in the East Portland Action Plan (which can be found at: www.epno.org). Please **contact the grant manager listed on page 2 for further information.**

Guidelines:

Proposed projects must:

1. Demonstrate how they address one or more of actions items identified in the East Portland Action Plan. This means specific items, not descriptive titles. A specific Item will have two numbers after the letter(s) designating the Strategy (e.g. A.1.1)

Special consideration will be given to projects in the East Portland Neighborhood Office geographic service area that:

1. Demonstrate an ability to involve underrepresented populations.
2. Show partnerships between multiple partners.
3. Demonstrate matching contributions of \$ or time.
4. Address the priority criteria listed under the above title: Criteria for Selection & Requirements.

Other eligibility requirements:

1. An applicant must have 501 (c) 3 nonprofit status from the IRS, be a government entity, or have sponsorship from either entity to serve as fiscal sponsor. Community organizations that don't have 501(c) 3 status are encouraged to partner with a neighborhood association and use East Portland Neighbors (EPN) as their fiscal sponsor.
2. Projects must take place in and benefit the residents of the East Portland Neighborhood area. (See map on page 11).

Reporting Requirements:

1. A three-page end-of-project evaluation and expense summary must be completed and returned to East Portland Neighborhood Office by December 31, 2010. We encourage you to submit your evaluation and expense summary within 30 days of completion of your individual project.
2. Each project must provide a photograph of a project activity with their completed evaluation.

Important Notes:

1. Applicants may be contacted during review process for additional information and/or potential partnership opportunities.

Funds cannot be used for:

1. Costs that may be incurred in preparing this application
2. Direct social services (such as food baskets, health clinic services, bus tickets, items for distribution to individuals, staff providing direct services to individuals)
3. Ongoing general organizational support (such as rent, utilities)
4. Direct grants, scholarships or loans for the benefit of specific individuals
5. Loans or debt retirement
6. Annual appeals, general fund drives
7. Emergency funding

Typical types of community-building projects:

- 1) Communications: designing new websites, email lists and forums, newsletter mailing to all households, etc.
- 2) Community design/build place-making projects such as planning for playgrounds, intersection repairs, and community gardens.
- 3) Outreach mobilizations: door-to-door canvassing, A-frame signs, to build membership and outreach to neighbors and businesses.
- 4) Community-building activities: street tree plantings, neighborhood clean-ups, etc.
- 5) Targeted outreach strategies to build ties with people traditionally not involved including low-income families, people of color, young adults, immigrants, and people with disabilities, schools, PTA's, churches, non-profits, and/or businesses.
- 6) Providing language translation and interpretation, childcare, or other efforts to make neighborhood activities more accessible.
- 7) Activities and workshops
- 8) Neighborhood or culturally specific fairs and/or festivals.
- 9) Special one-time events and projects such as publishing community story books, block parties, neighborhood forums, health fair and/or East Portland assets video.

Timeline

Request for Proposals Available	January 20, 2010
Grant Applications due	March 1, 2010
Awards Announced no later than	April 15, 2010
Projects must be encumbered no later than	June 30, 2010
Final report and documentation no later than	December 31, 2010

Program sponsors:

This grant program is sponsored and administered by:

- City of Portland Office of Neighborhood Involvement
- East Portland Neighborhood Office
- Portland Bureau of Planning and Sustainability
- East Portland Action Plan

Application Form

Applications must be mailed or hand delivered to East Portland Neighborhood Office, 1017 NE 117th Avenue, Portland, OR 97220, and received by **5:00PM, Monday, March 1, 2010.**

Application Checklist

Optional but encouraged: Attend a grant information session and/or contact the grants manager.	
Required: Print double-sided pages	
Complete the following:	
Cover page: Include all information requested on a cover page in a format similar to page 8.	
Narrative: Must follow the question format on page 9; 12 point font, margins no less than 1-inch, single spaced. No more than two pages.	
Eligibility: Copy of IRS non-profit determination letter or agreement with sponsoring agency or letter on department/bureau letterhead if government entity applicant.	
Budget: Complete a one-page budget using a format with all the information requested on page 10. Ensure budget reflects the narrative and makes reference to matching funds (\$ or time donated).	
Packet: Should include cover page, narrative, eligibility letter or agreement, and budget. These four elements stapled or paper-clipped only. Do not include any additional documents, i.e. photos, newsletters, letter of support etc. The committee will not consider these additional items.	
Deadline: Submit <u>7 copies</u> by 5:00 PM Monday, March 1, 2010 to the East Portland Neighborhood Office: 1017 NE 117 th Ave., Portland, OR 97220.	

Cover Page

Complete this provided template, or create a new form with ALL elements listed in order.

Project Title: _____

Action Plan Items being addressed:

Organization: _____

Project Coordinator: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

Fiscal Sponsor (if applicable): _____

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

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

List additional partner organizations:

Requested Amount: _____

Narrative

Narrative to be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages** - excluding cover page and budget. Proposals exceeding this length will not be considered for funding.

1.) Describe your project and how it addresses at least one East Portland Action Plan item.

Be sure your response includes:

- a) A description of what East Portland Action Plan item or strategy is to be addressed
- b) How the project builds inclusive community
- c) Targeted communities you intend to engage
- d) Anticipated number of people engaged

Within your answer you may want to further identify:

- Any organizational leadership development
- How this project supports your organization's goals and priorities
- How this project addresses criteria on page 3 of this application packet

2.) Identify community organization partners involved in this project and describe their anticipated role(s).

Highlight any new organizational partnerships. (Letters of support are not required.)

3.) Describe how the budget supports the project described above.

- a) Describe what you are spending the money on
- b) Describe any leveraged and donated resources. This could include volunteer time, evidence of partnerships, in-kind donations, or other funds being used for this project.

4.) Describe the plan to promote your project, including acknowledgement of funders -- City of Portland Office of Neighborhood Involvement, East Portland Neighborhood Office, East Portland Action Plan

Project Budget

Project requests can range from \$500 to \$10,000.

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

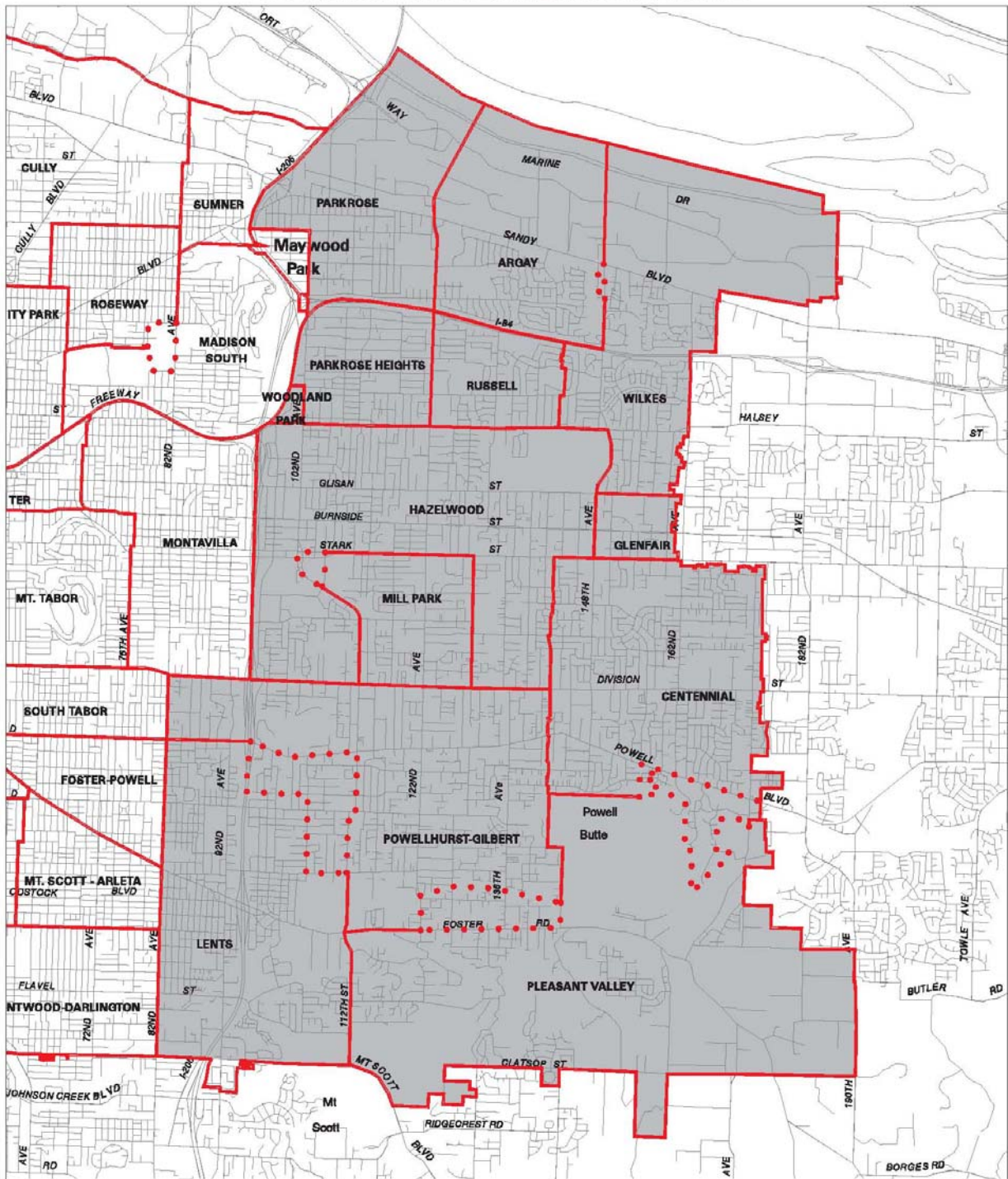
Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
Personnel (Direct project management, contracting for special services, volunteer time**, etc.)			
Promotional Materials/Printing (Flyers, brochures, advertisements, etc.)			
Event Related Expenses (Renting table/chairs, reserving space, food, paper cups, etc)			
Permitting & Fees (Reserving park space, noise variances, capping meters, street closures, etc.)			
Participant Support (Travel costs, stipends, etc)			
Project Materials (Wood, paints, flowers, bags, etc—the materials needed to complete the project.)			
Additional Expenses			
Subtotals			
Administration*** (Fiscal sponsorship, administrative project management, accounting)			
TOTALS			

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.

** Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$17 per hour. For professional or skilled volunteer work, visit http://www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.

*** Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget. This includes neighborhoods speaking with the coalition office.

EAST PORTLAND NEIGHBORHOOD OFFICE



—— Neighborhood Boundary
..... Overlapping Boundary
 July 07, 2006



Scale: 1" = 5100'
 0' 2550' 5100' 7650'

City of Portland
 Office of Neighborhood Involvement and
 Bureau of Planning