

2018 Neighborhood Small Grants Guide and Application Form

**Applications Due By:
4 PM Monday, November 13, 2017**

Central Northeast Neighbors (CNN) with the Office of Neighborhood Involvement (ONI) is providing small grants for **community engagement** and **capacity building** projects. This year a total of \$10,000 is available for community organizations and neighborhood associations. Award amounts are from \$1,000 up to \$3,000.

Small Grant Program Goals

- ❑ Increase the number and diversity of people who are engaged in their communities and neighborhoods.
- ❑ Strengthen community and neighborhood capacity to build community leadership, identity, skills, relationships and/or partnerships.
- ❑ Increase community and neighborhood impact on public decisions and community life.

**Projects should
engage and benefit
community members
in the Central
Northeast Neighbors
Coalition area.**

The Neighborhood Small Grant Program is sponsored and administered by the City of Portland, Office of Neighborhood Involvement and Portland's seven Neighborhood Coalitions. Thank you to Commissioner Chloe Eudaly, the ONI Bureau Advisory Committee, and the Portland City Council for advocating for and funding this critical resource for community-building in Portland.

About the Small Grants Program

What will this grant fund?	Small community-driven projects by groups that engage community members in the CNN area. See page 3 for project eligibility and page 11 for a list of grant projects.
What will this grant not fund?	Projects that don't include a significant community engagement activity or are from and by an individual rather than a group. Contact the grant staff on page 5.
When is funding available/ When do funds need to be spent?	Awarded funds will be available in January, 2018. All grant activities must be completed and funds spent by January 1, 2019. <u>All grant project activities must take place within this one year timeline.</u>
Who can apply?	Community organizations and groups proposing projects in the CNN area. <u>For a map of the CNN boundaries see page 12.</u>
How much money to request?	Grant awards are from \$1,000 up to \$3,000. <u>Please request funds within this range to be considered.</u>
When to apply?	Any time after the application is announced and available online. The deadline is 4 PM, Nov. 13. <u>Please contact the grants manager before submitting a proposal.</u>
How to apply?	Application packets must be submitted in person or by mail to CNN. See checklist on page 10.
Do we need to have the 501(c) 3 nonprofit status to apply?	No, you can seek a fiscal sponsor or you may make a request to CNN for sponsorship see page 3.
Do we need to have a project partner to apply?	No, partnerships are not required but are strongly encouraged.

Who Can Apply

Community organizations, neighborhood associations, and other community-based groups can apply.

To be eligible for a CNN small grant, an applicant must:

- ❑ Be a community organization with 501(c)3 nonprofit status, **or** be a government entity, **or** have fiscal sponsorship from a nonprofit.

Or

- ❑ Be a group that makes a request to CNN to consider fiscal sponsorship for your group's project **by November 1, 2017**. You will receive a form to submit with your project proposal. Neighborhood Associations do not need to make a request as CNN is the default fiscal sponsor for Neighborhood Associations.

How to Qualify

To be considered for funding, proposals must describe how the project engages and benefits community members in the CNN area and achieves one or more of the following goals:

- ❑ Increase the number and diversity of people who are engaged in their communities and neighborhoods.
- ❑ Strengthen community and neighborhood capacity to build community leadership, identity, skills, relationships and/or partnerships.
- ❑ Increase community and neighborhood impact on public decisions and community life.

Proposals should also describe any engagement of historically under-served communities which include:

- Communities of color, immigrants and refugees, low-income individuals and families, youth, houseless, people with disabilities, and lesbian, gay, bisexual, transgender and queer (LGBTQ) communities.

Past grant recipients must have completed their project and submitted their final report and photo to qualify. CNN will not fund the same project for more than 3 consecutive years. CNN will only fund one project per year by the same applicant.

How to Apply

You must submit your complete application packet by Monday, November 13, 2017 by 4:00PM

Note: Applications received after the deadline will not be accepted.

Applications are to be submitted in person or by print mail only to:

Central Northeast Neighbors

Attn: Sandra Lefrancois

4415 NE 87th Avenue

Portland, OR 97220

The Application Packet Must Include (5 double-sided copies):

- ❑ Cover page (page 7)
- ❑ Two-page narrative (page 8)
- ❑ Budget (page 9)
- ❑ Copy of IRS tax exempt determination letter or CNN fiscal sponsorship form (see previous page)
- ❑ **If** you have a partnership (s): A signed letter from each partner organization describing how they will actively participate in the project
- ❑ Signed checklist (page 10)

Do you need to submit your application in another language? We are committed to making our program accessible to all applicants. Please contact Sandra Lefrancois at 503-823-2780.

Application Assistance

Grant Workshop

**Wednesday, September 20,
2017 6:00 PM-7:30 PM**

Central Northeast Neighbors
4415 NE 87th Avenue
TriMet: #12, #71, #72

Please call seven days in advance for special needs accommodations, for people with disabilities at 503-823-4519 or TTY 503-823-6868. wheelchair accessible.

We strongly encourage applicants to attend the grant workshop. This workshop will provide feedback on project ideas and will help answer questions about the CNN application, and what funds can be used for in our coalition area. This is also an opportunity for you to network and learn more from participants.

If you are not available to attend this workshop and you are submitting an application, please contact the grant manager below.

HAVE QUESTIONS?

The CNN grant program manager is available to discuss grant ideas, to help with the application process, and/or to clarify what type of projects we fund and do not fund.

Contact:

Sandra Lefrancois sandral@cnncoalition.org or 503-823-2780

More Info, Tips and FAQs at www.cnncoalition.org/small-grants

Please request assistance in a reasonable amount of time before the grant deadline so we can best assist you.

Grant Making Process

A total of **\$10,000** is available to neighborhood and community-based organizations in the Central Northeast Neighbors area. Grant awards are from **\$1,000 up to \$3,000**. Grants will be awarded through a competitive process. Grant applications will be reviewed by a grant making committee made up of neighborhood and community-based organization representatives. Proposals will be evaluated on potential community impact, fit with the grant program goals, project feasibility, and budget.

Grants will be awarded for projects that will start after January 1, 2018 and be completed by January 1, 2019.

Timeline

Application available	August, 2017
Grant workshop	September 20, 2017
Application due	November 13, 2017
Award announced by	January 1, 2018
Project must be completed by	January 1, 2019
Final report submitted by	January 31, 2019

Application Form

Applications must be mailed or hand delivered to Central Northeast Neighbors and received by 4 PM Monday, November 13, 2017.

Cover Page

Complete form below or create a new form with ALL elements listed in order.

Project Title_____

Applicant Organization/Group_____

Project Coordinator_____

Phone_____ Email_____

Applicant Org./Group Mailing Address_____

City, State, Zip_____

Fiscal Sponsor Organization (if applicable) _____

Fiscal Sponsor or Non-profit 501(c)(3) Tax ID # _____

Fiscal Sponsor Address_____

City, State, Zip_____

Phone_____ Email_____

Partner organization(s)_____

Funding Amount Requested:_____

Narrative

Narrative is to be single-spaced, 12 point font, 1-inch margins, no more than two pages-excluding cover page and budget.

1) Please describe your project, its goals and anticipated outcomes.

Your response must address how the project will engage people in the CNN area and achieve one or more of the goals below. Please describe any planned engagement of historically under-served communities (page 3).

- ❑ Increase the number and diversity of people who are engaged in their communities and neighborhoods.
- ❑ Strengthen community and neighborhood capacity to build community leadership, identity, skills, relationships and/or partnerships.
- ❑ Increase community and neighborhood impact on public decisions and community life.

2) Please describe your group's capacity to complete the project.

Include information on volunteer support, roles, skills, and resources available. Identify any project partners and describe their anticipated role.

NOTE: If you identified a partner(s) a signed letter is required from each partner organization explaining how they will actively participate in the project.

3) Please describe how requested grant funds will be used.

Include information on leveraged and/or donated resources. This could include volunteer time, in-kind donations, or other funds to be used for this project.

4) Please describe your plan to promote your project in the community.

Include how you will acknowledge the program sponsors – Central Northeast Neighbors and the Office of Neighborhood Involvement.

5) Please provide a simple timeline for your project.

Include your expected start and completion dates and any major project milestones.

Project Budget

Grant requests are from \$1,000 up to \$3,000.
Please provide your proposed project expenses below.
 It is not required to include items in every section. Please Check your totals.

Budget Item Description	Requested Funds	Leveraged Funds and/or Additional Grants*	In-Kind Donations Services & Time**
Personnel (Contracting for professional services, participant stipends, volunteer time**, etc.)			
Supplies & Materials (Painting supplies, wood, etc.—the materials needed to complete the project.)			
Outreach & Publicity (Flyers, brochures, mailings, etc.)			
Event Related Expenses (Renting table/chairs, food, paper cups, etc.)			
Permitting & Fees (Reserving park space, noise variances, street closures, etc.)			
Other			
Subtotals			
Administration*** (Fiscal sponsorship fee, etc.)			
TOTALS			

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support (cash donations) from other sources.

** Donated materials, services, and time can include estimated dollar amount of in-kind donations (space rental, TA, materials, etc.) and/or volunteer hours at \$24.15 per hour. For professional or skilled volunteer work, visit 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. There is a 7% administrative fee if you made a request to CNN to serve as your fiscal sponsor. Please budget accordingly. Neighborhood Associations do not need fiscal sponsorship.

Application Checklist

*Incomplete Application Packets Will Not Be Considered Please check all the boxes below, <u>sign</u> and submit with application	
Cover page: Included all information requested on a cover page in a format similar to page 7.	
Narrative: Followed the question format on page 8; 12 point font, margins no less than 1-inch, single spaced. <u>No more than two pages.</u>	
Eligibility: Provided either a copy of IRS tax exempt determination letter, or a copy of IRS letter from fiscal sponsor, or a letter on letterhead if a government entity, <u>or</u> the completed CNN fiscal sponsorship form.	
Budget: Completed the budget on page 9. All line items in the budget must be explained clearly in your response to question #3 of the narrative, page 8.	
Partner Letter(s) If Applicable: A signed letter is required from each partner organization explaining how they will actively participate in the project.	
Application Packet: Check you included all of the above information with this signed checklist! *Submitted <u>5 double-sided copies with 3-hole punch</u> of the application packet by 4 PM Monday, November 13, 2017 to Central Northeast Neighbors, Attn: Sandra Lefrancois, 4415 NE 87 th Avenue, Portland, OR 97220	
I read, completed all of the above, and checked the boxes.	
Signature: _____	

Examples of Projects Funded in the Past

Please Note: The list of projects below is not limited to what CNN may fund.

Community Connections: Projects that build ties between groups and promote collaboration.

- Cully Community Market
- Madison South Summer Block Parties
- Somali Sewing and Neighborhood Connections Project
- Bicycle Peer Education in Sumner and Cully
- Somali, Latino, and Vietnamese Teen Focus Groups
- Madison High School Food Week

Outreach to Under-Served Communities: Projects that increase the number and diversity of people who are engaged in their communities.

- Welcome Packets for new Cully Residents in Four Languages
- Increasing the Latino Voice and the Latino Cultural Initiative
- Interactive Theater on Houselessness
- NE Emergency Food Program Culturally Specific Outreach
- Engaging New Differently-abled Young Adults in Community Life
- Lead Hazards Education and Outreach for Building Demolitions

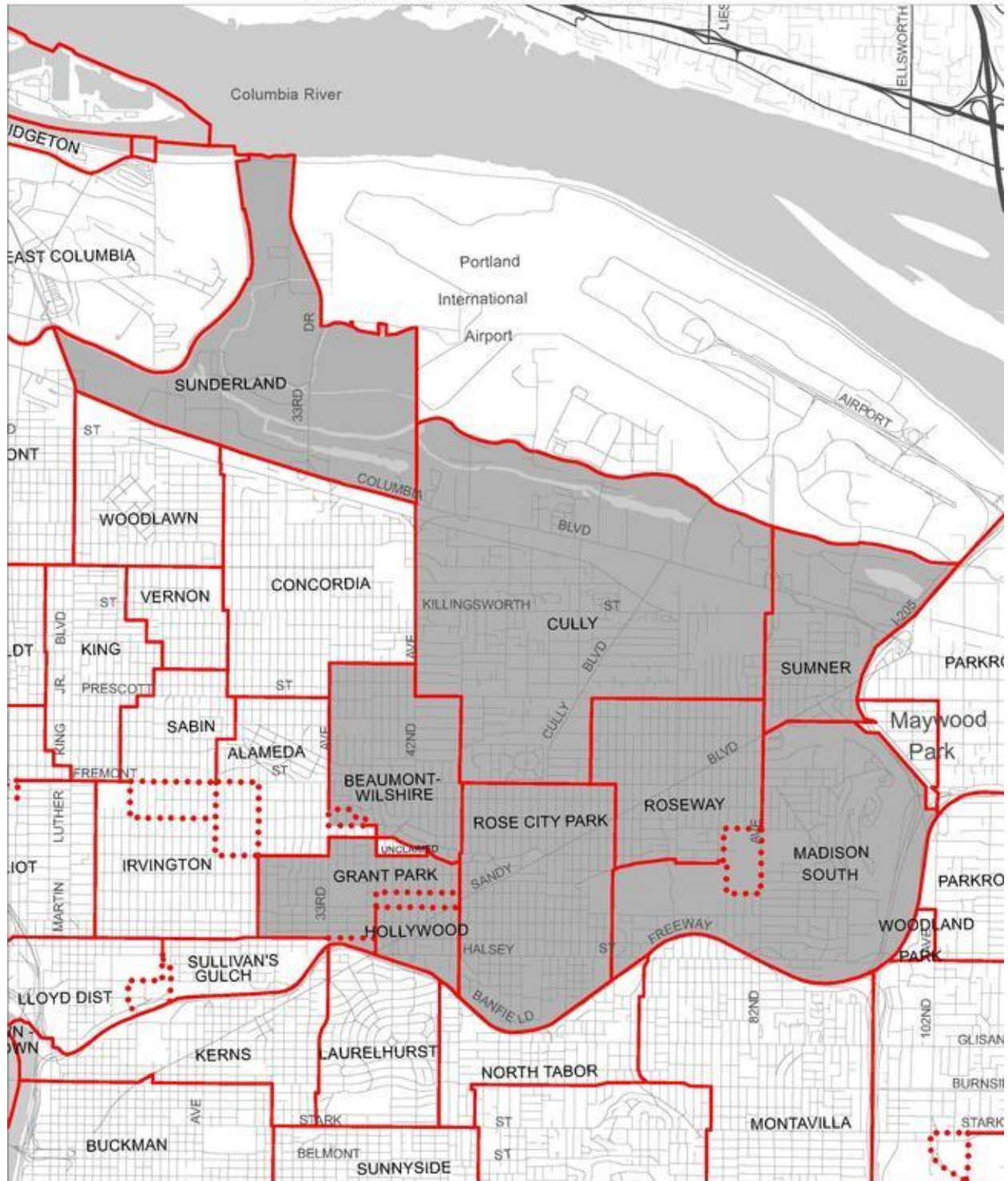
Community-Building Events: Events that bring diverse neighbors together to strengthen community identity and neighborhood connections.

- New Year in the Park-Glenhaven: Cambodian, Lao, Thai, Burmese
- Jason Lee Community Space Creation and Celebration
- Roseway Heights Back to School Celebration
- Silver Screen Film Series for Low Income Seniors
- Health for All Fair
- Scott School Community Mural and Celebration

Leadership and Skill Development: Activities that increase community impact on public decisions and community life.

- *Avanza* building Latino youth leadership and community organizing
- Rigler School Leadership and Cooking Class Projects
- My Story Youth Photo Project
- Cully Youth Action Team
- Providing a Forum for Latino Parent Advocacy in Schools
- Our 42nd Ave. Community Design Workshop and Literacy Project

CENTRAL NORTHEAST NEIGHBORHOODS



- Neighborhood Boundary
- Overlapping Boundary

September 26, 2016



City of Portland
Office of Neighborhood Involvement and
Bureau of Planning
and Sustainability