

2020 Community & Civic Engagement Small Grants Guide and Application Form

**Applications Due No Later Than:
3:00 PM Thursday, January 2, 2020**

This year a total of \$10,000 is available for Community Organizations and Neighborhood Associations. Award amounts are from \$500 up to \$3,000.

Small Grant Program Goals

- Increase the number and diversity of people who are involved and engaged in the broader communities and neighborhoods.
- Strengthen community or neighborhood capacity to build community leadership, identity, skills, relationships and/or partnerships.
- Increase community or neighborhood impact on public decisions and community life.
- Engage community members in the Central Northeast Neighbors area. (see map page in handbook)

If you have questions about the application or submission process please contact Ronda Johnson, Equity Outreach Manager, and Grants Coordinator at (503) 823-2780 or Rondaj@cnncoalition.org

**The Community & Civic Engagement Small Grants Program has been made possible by
Central Northeast Neighbors through funding from the
City of Portland, Office of Community & Civic Life.**

How to Apply

You must submit your complete application by

Thursday, by 3:00PM January 2, 2020

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

Email your packet as a PDF Document, in person, or by mail to:

2020 Grant Application in the subject line

rondaj@cncoalition.org

Central Northeast Neighbors Attn: Ronda Johnson

4415 NE 87th Avenue Portland, OR 97220

The Application Packet Must Include: see information in Handbook

- ❑ Cover page (page 3)
- ❑ Two-page narrative (page 4)
- ❑ Projected budget (page 5)
- ❑ Copy of IRS 501(c)3 tax exempt determination letter or CNN fiscal sponsorship form
- ❑ **If** you have a partnership (s): A signed letter from each partner organization describing how they will actively participate in the project
- ❑ Signed checklist

Application Form

**Applications must be emailed, hand delivered, or mailed to
rondaj@cnncoalition.org at Central Northeast Neighbors,
4415 NE 87th Avenue, Portland, Oregon 97121
Received by 3:00 PM Thursday, January 2, 2020.**

Cover Page

Complete the form below with ALL elements listed in order.

Project Title _____

Applicant Organization/Group _____

Project Coordinator _____

Phone _____ Email _____

Applicant Organization Mailing Address _____

City, State, Zip _____

Fiscal Sponsor Organization (if applicable) _____

Fiscal Sponsor or Nonprofit 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.

You 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 underserved communities (page 3 in Handbook).

- ❑ 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.
- ❑ Engage community members in the Central Northeast Neighbors area. (see map page 10 in Handbook)

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

Include information on volunteer support, roles, skills, and resources available. Identify project partners and describe their anticipated role. State whether this partnership is ongoing or a new partnership.

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

3) Please describe how requested grant funds will be used. How does the budget support the project?

Include information on leveraged and/or donated resources including 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 Community & Civic Life.

5) Please provide a simple timeline for your project.

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

Project Budget

**Grant requests are from \$500 up to \$3,000.
Please provide your proposed project expenses below.
It is not required to include items in every section. Please review 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			
Administration*** (Fiscal sponsorship fee, etc.)			
TOTAL			

* Leveraged Funds include 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.) volunteer hours at \$21.50 per hour. For professional or skilled volunteer work, visit www.bls.gov/oes/current/oes_or.htm to identify per hour volunteer rate.

*** Administration cannot exceed 10% of the *Requested Funds* for the proposed project. Example, requested funds-\$2,500; administration-\$250 (\$2,500 x 10%); total requested funds-\$2,750.

Application Checklist

***Incomplete Application Packets Will Not Be Considered
Please check(x) all the boxes below and submit with application**

Cover page: Included all information requested.	
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. All line items in the budget must be explained clearly in your response to question #3 of the narrative.	
Partner Letter(s) If Applicable: A signed letter is required from each partner organization explaining how they will actively participate in the project.	
<p>Application Packet: Please confirm you included all of the above information with this initialed checklist.</p> <p>*Submit the application packet by 3 PM Thursday, January 2,2020 rondaj@cnncoalition.org Central Northeast Neighbors, 4415 NE 87th Avenue, Portland, OR 97220</p>	

I read, completed all of the above, and initialed the boxes.

Signature: _____ **please print:** _____