Central Northeast Neighbors

OFFICE OF
Community
& Civic Life

Promote the common good

2020 Small Grants Program Handbook

Applications Due No Later Than:

Applications Due By: Friday, January 2, 2020 at 3:00pm

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.

- Projects will engage community members in the Central Northeast Neighbors area. (see page 10)

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

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ABOUT THE SMALL GRANTS PROGRAM

What will this grant fund? Community-driven projects engaging community members in the CNN area.

What will this grant not fund? Projects that do not include a significant community engagement activity or are from and by an individual.

When is funding available/ when do funds need to be spent? Awarded funds available in February, 2020. Projects must be completed and funds spent by January 1, 2021. Final Report and Documentation due by January 31, 2021

Who can apply? . The application must be a nonprofit tax-exempt organization, have fiscal sponsorship from nonprofit tax-exempt organization or through CNN. Community groups, Non-profit Organizations, Neighborhood Associations and collaborative project groups proposing projects in the CNN area for map see page 10. Individuals are not eligible to apply

How much money to request? Grant proposals can range from $500-$3,000

When to apply? Application are due by 3 PM, January 2, 2020.

Do we need to have a 501(c) 3 nonprofit fiscal sponsor to apply? Yes you must be a 501c3 or have a fiscal sponsor. Contact CNN by December 3, 2020 for sponsorship.

Do we need to have a project partner to apply? Partnerships are encouraged but not required. The partnering organization must contribute to the project in a substantial and meaningful way; providing critical resources, services, or technical expertise, or collaboratively executing the project. Each organization identified as a partner, applicant must submit a formal letter of support from the partnering organization that outlines their specific role in the project.

Proposals should describe any engagement of historically underserved communities which include but not limited to: Communities of color, immigrants and refugees, low-income individuals and families, youth, seniors, houseless, renters, people with disabilities and LGBTQ communities

Can Past Small Grant Recipients Apply? Past CNN recipients must have completed their project and submitted their final reporting paperwork. Current CNN grant recipients must contact CNN Grant Manager Ronda Johnson prior to applying to verify sufficient progress towards completing their current grant project. No grant awards will be given after 3 consecutive years.

ELIGIBLE PROJECTS

1. Proposed projects must directly involve and engage the community as active participants and achieve one or more of the following goals:

   - Increase the number and diversity of people who are involved and engaged in the broader community

   - Strengthen community capacity to create change by building community leadership, identity, skills, relationships, and partnerships

   - Increase community impact on public decisions and community life

   - Projects will engage community members in the Central Northeast Neighbors area. (see page 10)

2. Proposed projects must begin after February 17, 2020 and completed by January 31, 2021

3. Projects must take place in and benefit the residents in the Central Northeast Neighborhoods Coalition area.

FUNDS CANNOT BE USED FOR

• Costs that may be incurred in preparing this application or evaluating the project

• Direct social services such as food baskets or health clinic services

• Ongoing general organizational support such as rent, utilities, or staff

• Direct grants, scholarships or loans for the benefit of specific individuals

• Fundraising activities or community events that cost money to attend

• Capital projects, unless built by volunteers

• Items intended for sale

• Events may have a suggested donation.

FUNDING PRIORITIES

Preference will be given to applications:

Submitted by, or in direct partnership with, organizations predominately led by and/or involving people from historically underrepresented or underserved communities including Communities of color, immigrants and refugees, low-income individuals and families, youth, seniors, houseless, renters, people with disabilities and LGBTQ communities

That have strong community support and involvement as demonstrated by volunteer hours and donated or discounted services over applications that are primarily coordinated and executed by volunteers.

APPLICATION DEADLINE & SUBMISSION

Applications may be emailed, hand delivered or mailed to CNN and must be received by 3:00 PM on Thursday**,** January 2, 2020. Applications received after the deadline will not be accepted**.**

Email as a PDF Document, to: rondaj@cnncoalition.org Subject Line**:** NA Small Grant Proposal (A response will be sent)

CNN, 4415 NE 87th Ave, Portland OR 97212, M-Th 9:00 am to 5:00 pm

Questions about the application or submission process contact CNN Grant Manager Ronda Johnson**,** at (503) 823-2780 or Rondaj@cnncoalition.org

CNN recommends submitting the application at least 3 working days in advance to ensure you have time to respond if notified that the application is incomplete**.**

SELECTION PROCESS

Grants will be awarded through a competitive process**.** The Grants Review Committee, made up of community volunteers including representatives from neighborhoods and community**-**based organizations, will review grant applications**.** Applicants may be contacted during the review process to clarify information. Applications will be evaluated and scored based on their alignment with grant program goals and potential impact**,** level of community engagement**,** feasibility, budget and degree to which they advance equity**.**

GRANT TIMELINE

Grant work shop: November 14, 2019

Grant applications due: January 2, 2020

Awards announced no later than: February 15, 2020

Projects must be completed January 1, 2021

Final report and documentation due: January 31, 2021

Do you need to submit your application in another language? We are committed to making our program accessible to all applicants. Please contact IRCO International Language Bank, interpretation@ircoilb.org or call 503-234-006

RESPONSIBILITIES OF GRANT RECIPIENTS

If awarded a grant, recipients are expected to:

• Attend an Orientation Session prior to receiving funds.

• Clearly acknowledge support from CNN in their programs and all related promotional material including publications and websites.

• Complete the projects and spend all grant funds before or no later than January 1, 2021.

REPORTING REQUIREMENTS:

• Submit a final grant report that will include a 2-3 page narrative and evaluation, budget summary, and images of the project. The final report must be submitted within 30 days of the completion of the project and no later than January 31, 2021.

SUPPORT FOR GRANT WRITERS

You may contact CNN Grant Manager Ronda Johnson if you have questions; want to discuss grant ideas, need help with the application process, and/or to clarify what type of projects we fund and do not fund, we are happy to assist you.

Our REQUIRED Grant Workshop includes; an overview of project criteria, eligibility requirements, tips for writing successful grant applications, opportunities for attendees to ask questions and get feedback on project ideas.

REQUIRED GRANT WORKSHOP

Thursday, November 14, 2019 5:00PM-7:30 PM @, 4415 NE 87th Avenue

5:30-6:00 Food and meet and greet with fellow grantees

6:00-7:00 Presentation

7:00-7:30 Questions

A light meal, child care and bus passes are provided. If you need translation services (please contact us by November 4th)

For people with disabilities and needing assistance please call 503-823-2780 or TTY 503-823-6868. CNN is wheelchair accessible. For special needs accommodations please call seven (7) days in advance.

If you are not available to attend this workshop please contact CNN Grant Manager Ronda Johnson.

Application information

All Application Pages Must Be Complete for Consideration!

COVER PAGE (Form on page 3 of Application)

The Cover Page is the first page of your application. It will provide a reference and summary for reviewers.

NARRATIVE (Page 4 of Application)

1. Project description, goals, and anticipated outcomes

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

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

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

5. Please provide a simple timeline for you project.

BUDGET (Page 5 of Application)

The following serves as a guide for preparing the project budget. It includes information on identifying and clarifying overall project costs and instructions for preparing the required budget documentation. The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks and be consistent with the project narrative.

The budget form is divided into 4 different columns: specify line items for grant funding and items funded through other sources. Identify ALL costs associated with the project

Budget Item Description: Provide a brief description of items needed to complete the project.

Requested Funds: Amount of money requested from the Neighborhood Small Grants program.

Leveraged Funds: Any additional dollars supporting this project. May include grants from other organizations or direct financial support (cash donations) from other sources.

In-Kind Donations, Services & Time: Estimate the value of any in-kind donations and/or volunteer hours. Donations may include project materials, technical assistance from professionals, space rental, etc.

The following are descriptions of the line item categories in the budget form.

Personnel: Include costs for professional services; participant stipends, such as travel, donated services and labor, and general volunteer hours. Donated services or labor should be valued at the rate these individuals would have been paid for their services. General volunteer hours should be valued at $21.50/hr.

Supplies & Materials: List all items needed to build and complete the project. Donated equipment and supplies should be valued at the retail market rate these materials or equipment would cost if purchased. For discounted materials made available at a reduced rate by a retailer, the difference between the retail and discount price may be counted as an in-kind donation.

Outreach & Publicity: List costs associated with advertising, printing, and mailing.

Event Related Expenses: List any event costs such as space rental, equipment rental, food, etc. Loaned equipment and donated rental space should be valued at the market rate.

Permits: List any fees associated with permits for events, installation, etc.

Other: List any costs that are not specific to any of the above categories.

Administration: List fiscal sponsorship fees associated with project management or accounting. Administration costs cannot exceed 10% of the grant request amount. CNN charges 7.5%

Application Checklist

Initial each box and sign Page 6 on the application

A complete grant application must include the components listed above. Cover page, narrative, budget, map and other forms can be found on our website: http://www.cnncoalition.org/grants.

Do not include any additional documents

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