

## 2022- Community & Civic Engagement Small Grants Guide and Application Form

Applications Due By:

**1 PM Thursday, December 30, 2021**

Central Northeast Neighbors (CNN) with the Office of Community & Civic Life (OCCL) is providing small grants for **Community Engagement** and **Capacity Building** projects. This year a total of \$20,395 is available for Community Organizations and Neighborhood Associations in the Central Northeast Neighbors area (page 9). Grant awards are from **\$500 to \$3,000**. Grants will be awarded through a competitive process. Grant applications will be reviewed by our CNN Grant Committee.

### Small Grant Program Goals

- ❑ Increase the number and diversity of people who are involved and engaged in the broader communities and neighborhoods.
- ❑ Strengthen and expand community and neighborhood capacity to build community leadership, identity, skills, relationships and/or partnerships to reach equity goals.
- ❑ Amplify over looked voices and Increase community and neighborhood impact on public decisions and community life.
- ❑ Support community preparedness and resiliency building efforts
- ❑ Expand local capacity to care for the physical environment
- ❑ Projects will engage community members in the Central Northeast Neighbors area. (see page 8)

### Statement of Non-Discrimination

CNN is committed to making our resources available to every member of CNN without regard to national origin, race, color, age, marital or familiar status, sex, sexual orientations, gender identity, gender expression, education back ground, disability, religion, veteran status, political opinion, physical appearance, or income. We expect our grantees to uphold this policy in their work and will withhold funds if a determination is made to the contrary.

## Who Can Apply

**Community Organizations, Community Groups, and Neighborhood Associations 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 in writing to CNN to consider Fiscal sponsorship for your group's project **by November 30, 2021**. You will receive a form to submit with your complete application.

## How to Apply

**You must submit your complete application packet by Thursday, December 30, 2021 1PM**

**Note:** Applications received after the deadline will NOT be accepted.

**Your original signed application packet with 5 copies dropped off in person, or by mail to:** Central Northeast Neighbors 4415 NE 87<sup>th</sup> Avenue  
Portland, OR 97220

## The Application Packet Must Include:

- ❑ Cover page (page 4)
- ❑ Two-page narrative (page 5)
- ❑ Budget (page 6)
- ❑ 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 7)

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

**Grants will be awarded for projects that will start after  
February 15, 2022 and be completed by January 15, 2023.**

### Timeline

Application available	October 26, 2021
Application due	December 30, 2021
Award announced by	February 15, 2022
Project must be completed by	January 15, 2023
Final report submitted by	February 15, 2023

**Please review the 2022 Small Grants Program Handbook  
For more information. Contact Ronda Johnson for  
Questions. 503-823-2778 or [rondaj@cnncoalition.org](mailto:rondaj@cnncoalition.org)**

## Application Form

**Applications must be hand delivered, or mailed to Ronda Johnson at  
Central Northeast Neighbors, 4415 NE 87<sup>th</sup> Avenue,  
Portland, OR 97220**

**And received by 1 PM Thursday, December 30, 2021.**

**No Late Applications Accepted.**

### Cover Page

Complete the form below or create a new form 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.**

Your response must address how the project will engage people in the CNN area and achieve one or more of the goals (page 1). Please describe any planned engagement of historically underserved communities (page 3).

**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. State whether your partnership is ongoing, or a new partnership developed for your proposed project.

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. How does the budget support the project?**

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 Community & Civic Life.

**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 \$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**
<b>Personnel</b> (Contracting for professional services, participant stipends, volunteer time**, etc.)			
<b>Supplies &amp; Materials</b> (Painting supplies, wood, etc.—the materials needed to complete the project.)			
<b>Outreach &amp; Publicity</b> (Flyers, brochures, mailings, etc.)			
<b>Event Related Expenses</b> (Renting table/chairs, food, paper cups, etc.)			
<b>Permitting &amp; Fees</b> (Reserving park space, noise variances, street closures, etc.)			
<b>Other</b>			
<b>Administration***</b> (Fiscal sponsorship fee, etc.)			
<b>TOTAL</b>			

\* 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 \$28.45 per hour. For professional or skilled volunteer work, visit [www.bls.gov/oes/current/oes\\_or.htm](http://www.bls.gov/oes/current/oes_or.htm) to identify a median per hour volunteer rate.

\*\*\* Administration cannot exceed 10% of the *Requested Funds* for the proposed project. **The total Requested Funds should not exceed \$3,000**-for example, requested funds-\$2,500; administration-\$250 (\$2,500 x 10%); total requested funds-\$2,750.

## Application Checklist

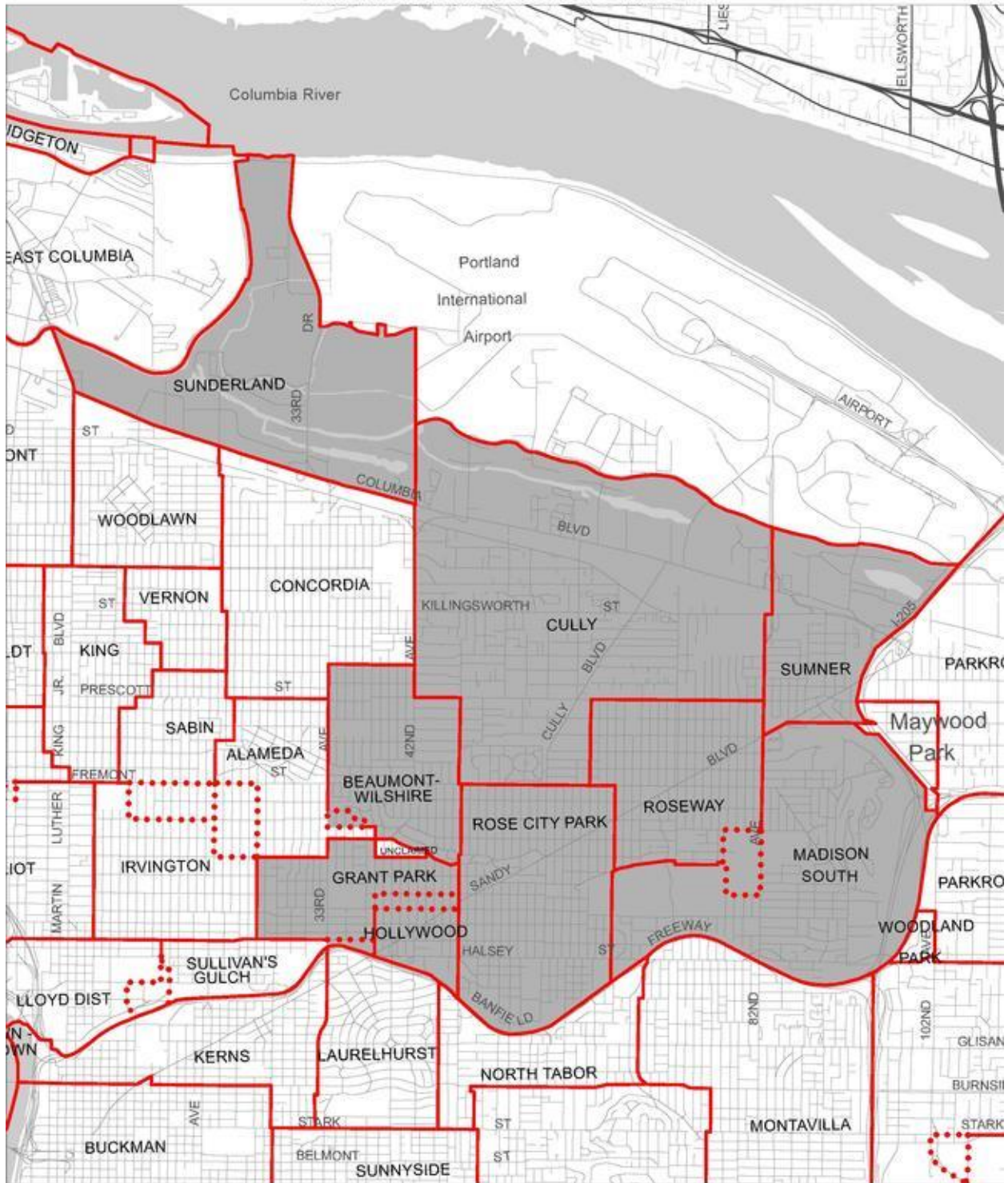
**\*Incomplete Application Packets Will Not Be Considered  
Please initial all the boxes, sign below and submit with application.**

<b>Cover page:</b> Included all information requested on page 7.	
<b>Narrative:</b> 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>	
<b>Eligibility:</b> 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.	
<b>Budget:</b> 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.	
<b>Partner Letter(s) <u>If Applicable</u>:</b> A signed letter is required from each partner organization explaining how they will actively participate in the project.	
<p><b>Application Packet:</b> Please confirm you included all of the above information with this initialed checklist.</p> <p>*Submitted the application packet with 5 copies by 1 PM Thursday, December 30,2021 to: Central Northeast Neighbors, Attn: Ronda Johnson, 4415 NE 87<sup>th</sup> Avenue, Portland, OR 97220</p>	

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CENTRAL NORTHEAST NEIGHBORHOODS



- Neighborhood Boundary
- Overlapping Boundary

September 26, 2016



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