

2022 Small Grants Program Handbook

Applications Due No Later Than:

Applications Due By: Thursday, December 30 at 1:00pm

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. 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 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 12)

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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.

ABOUT THE SMALL GRANTS PROGRAM

What will this grant fund? Community-driven projects engaging community members in the CNN area that meet the Small Grant Program Goals. (See page 1 and 4)

What will this grant not fund? Projects that do not include a significant community engagement activity or are from and by an individual. Projects that do not meet Small Grant Program Goals. (See page 1 and 4)

When is funding available/ when do funds need to be spent? Awarded funds available in February, 2022. Projects must be completed and funds spent by January 15, 2023. Final Report and supporting documentation due by February 1, 2023

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 9. Individuals are not eligible to apply.

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

When to apply? 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 **Application are due by 1PM December 30, 2021.**

How to apply? Application Packets me be submitted in person, or by mail to CNN, 4415 NE 87th Ave. Portland, OR 97220 check list on Page 2 of application.

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 no later than November 29th, 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, or 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: We define historically under-represented and under-served communities as those primarily composed of Black, Indigenous, People of Color (BIPOC), Immigrants and Refugees, low-income individuals and families, renters, young adults, disabled people, and lesbian, gay, bisexual, transgender and queer identifying (LGBTQIA+) community members.

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 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 12)
- 2. Proposed projects must begin after February 10, 2022 and be completed by January 15, 2023
- 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 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 hand delivered or mailed to CNN and must be received by 1:00 PM on Thursday, December 30, 2021. Applications received after the deadline will not be accepted.

CNN, 4415 NE 87th Ave, Portland OR 97212, M-Th 9:00 am to 5:00 pm. You will submit your signed original and 5 copies of your application printed on a copy machine or printer.

Questions about the application or submission process contact Ronda Johnson, CNN Equity Outreach and Grant Manager, 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 meetings: Will be held individually call to schedule highly recommended.

Grant applications due: December 30, 2021 1PM

Awards announced no later than: February 15, 2022

Projects must be completed: January 15, 2023

Final report and documentation due: February 15, 2023

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 15, 2023.

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 February 15, 2023.

SUPPORT FOR GRANT WRITERS

Contact Ronda Johnson, CNN Equity Outreach and Grant Manager, at (503) 823-2780 or Rondaj@cnncoalition.org if you have questions; want to discuss grant ideas, need help with the application process, or to clarify what type of projects we fund or do not fund, we are happy to assist you. The CNN 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. Please request assistance in a reasonable amount of time before the grant deadline so we can better assist you.

We strongly encourage applicants to attend a one on one appointment with Ronda to answer any questions. This 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.

Application information

All Application Pages Must Be Complete for Consideration!

COVER PAGE (Form on page 4 of Application)

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

NARRATIVE (Page 5 of Application)

1. What is the project? Details who/how/ when the project will be completed
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 your project in the community.
5. Project goals must describe how the project will meet at least one of the goals below;
 - 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.
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BUDGET (Page 6 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 \$28.54/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 costs 7.5%

Application Checklist

Initial each box and sign Page 7 on the application. Do not include any additional documents

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://cnncoalition.org/wp-content/uploads/2019/10/2020-CNN-Grants-Application.pdf>.

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 Underserved 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
- Community Organizing with the African American Community in Cully

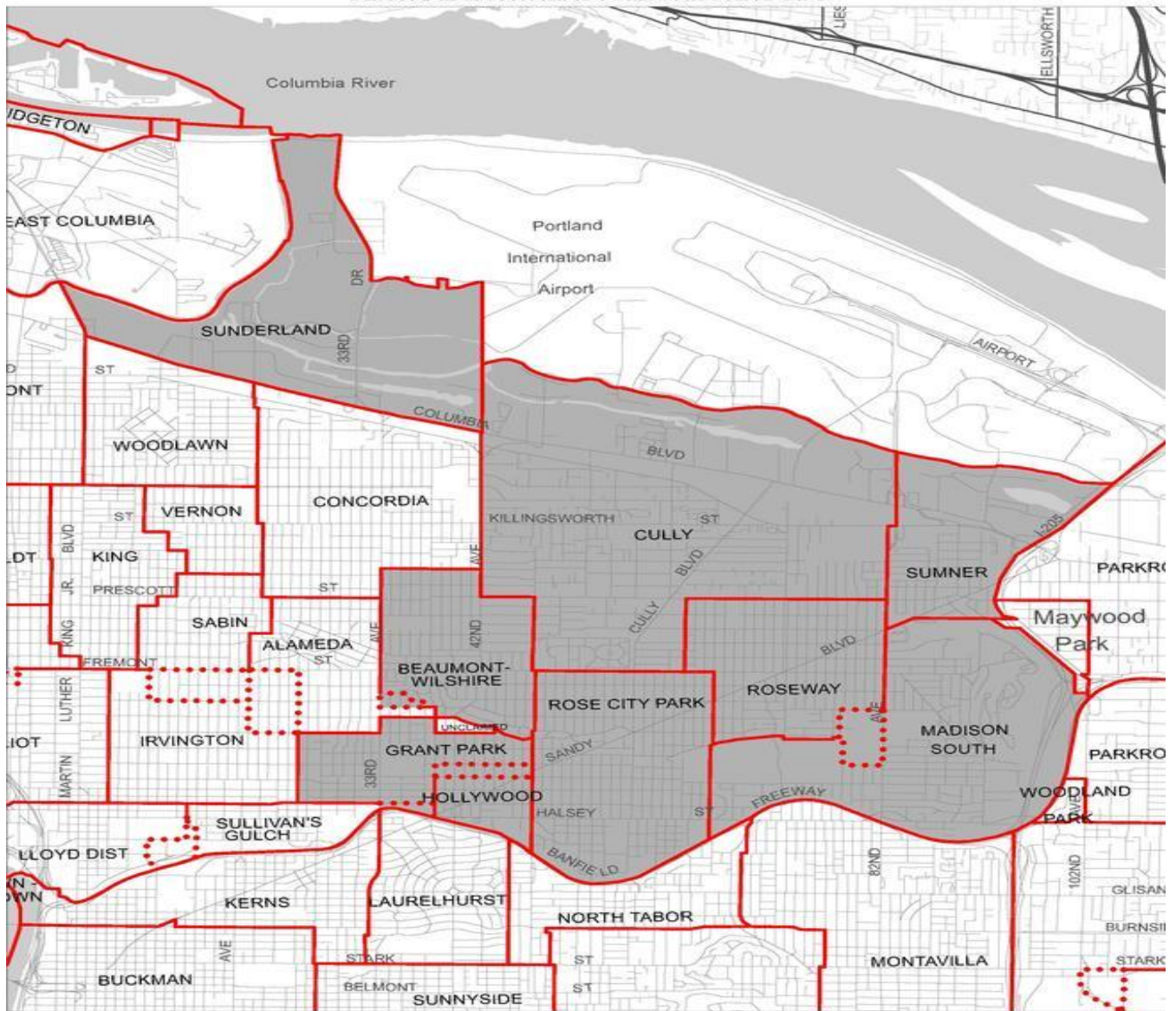
Capacity Building Events: Events that bring diverse neighbors together to strengthen community identity and neighborhood connections.

- New Year in the Park: Cambodian, Lao, Thai, Burmese New Year
- Jason Lee Community Space Creation and Celebration
- Roseway Heights Back to School Celebration
- Silver Screen Film Series for Low Income Seniors
- Race Talks: Uniting to Break the Chains of Racism Project
- 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