

2023-2024 Small Grants Program Handbook

Applications Due No Later Than:

December 21, 2023 at 1:00 PM

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 \$24,000 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.
- Increase inclusion, Diversity, Equity and Accessibility in the communities in the NE (CNN area)
- Strengthen and expand community and neighborhood capacity to build 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 11)

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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 (971)438-8736 office cell 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)

This grant will not fund projects that do not include a significant community engagement activity or are from and by one individual. Projects that do not meet Small Grant Program Goals. (See page 1)

When is funding available/when do funds need to be spent? Funds are awarded in February 8, 2024. Projects must be completed and funds spent by January 19, 2025. Final Report and supporting documentation due by February 5, 2025

Who can apply? Community groups, Non-profit Organizations, Neighborhood Associations and collaborative project groups proposing projects in the CNN area. See map page 10. Individuals are not eligible to apply.

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 30th, for sponsorship.

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

When to apply? Application are due by December 21, 2023 @ 1pm

How to apply? 5 copies of the application may be submitted in person, or by mail to CNN, 4415 NE 87th Ave. Portland, OR 97220 see check list on Page 9.

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 that outlines their specific role in the project.

Proposals should describe any engagement of historically underserved communities which include but are not limited to:

Historically under-represented and under-served communities include those primarily composed of Black, Indigenous, People of Color (BIPOC), Immigrants and Refugees, Communities with 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 prior to applying to verify sufficient progress towards completing their current grant project. No grantee will receive more than 3 consecutive awards.

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
- Fundraising activities or community events that cost money to attend
- Capital projects, unless built by volunteers
- Items intended for sale
- Direct grants, scholarships or loans for the benefit of specific individuals

***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, LGBTQ communities, immigrants, refugees, groups with; low-income individuals and families, youth, seniors, houseless, renters, and people with disabilities.

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

APPLICATION DEADLINE & SUBMISSION

Applications may be hand delivered or mailed to CNN, 4415 NE 87th Ave, Portland OR 97220 and must be received by 1:00 PM on Thursday, December 21, 2023. Applications received after the deadline will not be accepted.

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, at (971)438-8736 office cell 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 the CNN Board, neighbors 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, potential impact, level of community engagement, feasibility, budget and equity.

GRANT TIMELINE

Individual Q & A: Highly recommended. Call Ronda Johnson 971-438-8736 or email rondaj@cncoalition.org to schedule.

Grant applications due: December 21, 2023 1:00 PM

Awards announced no later than: February 8, 2024

Projects must be completed: January 19, 2025

Final report and documentation due: 30 days after completion no later than February 5, 2025

RESPONSIBILITIES OF GRANT RECIPIENTS

Grant recipients will:

- Attend an Orientation Session prior to receiving funds.
- Clearly acknowledge support from CNN and OCCL in all related promotional material including publications and websites.
- Complete the projects and expend all grant funds before or no later than January 19, 2025.

REPORTING REQUIREMENTS:

- Submit a final grant report that includes 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 1, 2025.

SUPPORT FOR GRANT WRITERS

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

Application information

All Application Pages Must Be Complete for Consideration!

COVER PAGE (Form on page 1 of Application)

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

NARRATIVE (Pages 2-3 of Application)

- 1. Please provide a detailed description of your project.** List your core goals. Describe the activities you will undertake to meet your goals. Tell us what you expect to accomplish by undertaking this project.
- 2. How does your project fit with CNN's mission?** CNN collaborates to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.
- 3. What is your group's capacity to complete the project?** Include the qualifications of those who would carry out this project, and how they reflect the community you hope to engage.
- 4. Who will participate in your project activities?** Describe the target audience(s) your project will engage. Where are they located? How they will be involved as active participants? Have they been involved in the design of your project? How many people do you expect to participate in your activities? Be specific about how your project will engage historically underrepresented or underserved communities such as people of color, immigrants and

refugees, people with disabilities, LGBTQ+ people, renters, communities with low-income people.

5. What is your plan to promote your project and recruit participants?

Include how you will build awareness of your project in the community and the outreach methods you will use to reach your target audience.

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

7. Project goals must describe how the project will meet at least one of the goals (see page 1)

BUDGET (Page 4 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 \$31.80/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 8.5%

Application Checklist

Initial each box and sign Page 5 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:

CENTRAL NORTHEAST NEIGHBORHOODS

