

# **Neighbors West-Northwest Neighborhood Small Grants Program 2013**

The Office of Neighborhood Involvement and Neighbors West-Northwest (NWNW) are excited to offer the seventh year of the Neighborhood Small Grants Program. We invite Neighborhood Associations and community-based organizations in Portland to apply. We look forward to working with organizations that are building livable, equitable, and sustainable neighborhoods and communities for all.

**Our goal is to provide neighborhood and community organizations the opportunity to build community, attract new and diverse members and sustain those already involved. We encourage applicants to accomplish this goal through building partnerships between neighborhood, business, and community-based organizations. Engagement of historically under-engaged communities is a high priority for this grant program.**

During the first six years of this grant program, \$1,025,553 was awarded to support 536 community projects citywide. The average grant award was \$1,861. Neighborhood-based organizations led 257 (48%) of the projects, and historically underrepresented community organizations led 168 (37%) of the projects. We define historically under-represented community organizations as organizations led by and/or serving people of color, immigrants and refugees, low-income individuals and families, schools and youth, people with disabilities, and lesbian, gay, bi, transgendered people.

Thanks to the leadership of City Commissioner Amanda Fritz, the advocacy of the ONI Bureau Advisory Committee, and the support of City Council for funding this critical resource for community-building purposes in Portland neighborhoods.

Sincerely,

Peter Stark, President  
Neighbors West-Northwest

# Instructions

## **Submission Deadline**

**Proposals must be received by:**

**2:00 PM, Thursday, November 1, 2012**

Applications received after the deadline will not be accepted. **Applications must be submitted in person or by mail to:**

Neighbors West-Northwest  
Attn: Angela Southwick  
2257 NW Raleigh Street  
Portland, OR 97210

## **Application Packets**

- Cover Page
- 2-Page Project Narrative
- Budget
- Proof of Partnership Letter
- IRS Determination Letter
- Signed & Completed Checklist

See application and checklist beginning on page 8 for more details. The application is also available separately from these instructions in Word format online at [www.nwnw.org/resources/grantprogram](http://www.nwnw.org/resources/grantprogram).

## **Grant Making Process**

**Typical grant awards are \$2,000 or less with up to \$5,000 available for strong projects that meet all program goals.** More details about program priorities start on page 4. NWNW prefers to fund multiple projects in order to have the greatest community impact. Approximately \$12,500 will be awarded this year. *Grants will be awarded through a competitive process. Applications will be reviewed by a community-based committee made up of neighborhood and community-based organizational representatives.* ***Important Note: Applicants may be contacted during the review process for additional information and/or potential partnership opportunities.***

## **Timeline**

**Project timeframe for completion:** Grants will be awarded for projects intended to commence after January 1, 2013 and must be completed before December 31, 2013.

- Request for Proposals Available September 1, 2012
- Grantwriting workshop- **recommended** September 19, 2012
- Grant Applications due November 1, 2012
- Awards Announced no later than January 30, 2013
- Mid-term report due not later than June 30, 2013
- Projects must be completed no later than December 31, 2013
- Final report and documentation no later than December 31, 2013

## Support for Grant Writers:

If you are interested in applying, we **strongly** encourage you to attend the grant information session hosted by the NWNW Coalition office. This session will help answer questions about the application, the committee review process, what funds can be used for, and unique priorities of for this particular coalition area.

### Neighbors West-Northwest Workshop Session:

**Wednesday, September 19, 2012**

**6:00 – 8:00 PM**

Legacy Good Samaritan Hospital, Building  
1040 NW 22nd Avenue, 2 Second Floor Conference Room  
Portland OR 97210-3025

*This location is accessible by Tri-Met Bus #15 & 77 and the Portland Streetcar.*

Please call seven days in advance for special needs accommodations, for people with disabilities at 503 823-4519 or TTY 503 823-6868. All sites are wheelchair accessible.

If you can't attend this workshop, please contact the district coalition's grant program coordinator for information about applying. **Individual appointments are available if held prior to October 19, 2012.**

## For More Information:

For this grant application, the grants manager and contact is:

Angela Southwick  
Neighbors West-Northwest  
2257 NW Raleigh Street  
Portland, OR 97210  
503 823-4211  
angela@nwnw.org  
[www.nwnw.org/resources/grantprogram/](http://www.nwnw.org/resources/grantprogram/)

**General grant program information:** [www.portlandonline.com/oni](http://www.portlandonline.com/oni)

## Program sponsors:

This grant program is administered by **Neighbors West-Northwest**. For information about another area, please contact the other program sponsors – Neighborhood District Coalitions ([www.portlandonline.com/oni/search](http://www.portlandonline.com/oni/search)).

- City of Portland Office of Neighborhood Involvement
- Neighbors West-Northwest
- Central Northeast Neighbors
- East Portland Neighborhood Office
- North Portland Neighborhood Services
- Northeast Coalition of Neighborhoods
- Southeast Uplift Neighborhood Coalition
- Southwest Neighborhoods, Inc

# Grant Selection Criteria & Requirements

## Project Criteria:

Grant proposals should clearly describe how the project will help neighborhood and community organizations build livable, equitable, and sustainable neighborhoods and communities for all by meeting one or more of the following goals:

- build community
- attract new and diverse members
- sustain those already involved

## Who Can Apply?

Neighborhood and community organizations in the NWNW geographic area are eligible to apply. Preference will be given to proposals submitted on behalf of or in direct partnership with one or more of the following:

- Neighborhood Association
- Organizations predominantly led by people from historically under-engaged communities including communities of color, immigrants, refugees, youth, people with disabilities, and lesbian, gay, bi and trans communities
- Business Association or business organizations – only as a sponsored project or partner organization if not a 501(c)3

## Neighbors West-Northwest Priorities & Definitions

This page includes general criteria and requirements for the Neighborhood Small Grants Program. Some district coalitions have additional requirements. Be sure to read fully and carefully the application form for the district in which you plan to apply. Neighborhood and community organizations are eligible to apply. In addition to the project meeting the above goals, these preferences are taken into account during the application evaluation process.

1. **Building Partnerships.** Partnerships are highly in this grant program. Projects that include partnerships between at least one neighborhood association and at least one community organization, business association or historically under engaged group will be given additional consideration in the evaluation process.

***A partnership means organizations must work together to implement the project and to ensure the project's success. A proof of partnership letter is required from each partner describing individual and shared roles. This letter should be on each partnering organization's letterhead and no more than one page in length.***

Information about other supporting organizations is requested within your application, including dollar amounts for leveraged funds, donations, and volunteer time on the budget page. (See page 11.)

2. **Community events & activities.** Preference in the evaluation process will be given to events and activities that bring people together to build relationships.

## Neighbors West-Northwest Priorities & Definitions (continued)

3. **Creative, new programs.** Neighbors West-Northwest prefers to seed new community projects. Think of new, creative ways your organization can meet the goal of the grant program. If you request funds for the same project for a second year, you must demonstrate how additional funds will help your project evolve beyond the first year's accomplishments. *The same project will not be funded more than two consecutive years.*
4. **Small or mid-sized grants.** Only apply for the amount of funds you need to do your project. The maximum of \$5000 is available for the strongest projects that build community & new partnerships, reach diverse communities, attract new members **and** support existing members. If your project meets fewer goals, it may be considered for a lesser award. Typical awards are less than \$2,000.

### Eligibility Requirements

1. Projects must take place in and benefit the community within the NWNW coalition area. ([See map](#) on page 7 of these instructions.)
2. An applicant must have 501 (c) 3 nonprofit status from the IRS, be a government entity or have fiscal sponsorship from one of the above.
3. To be eligible for a grant in 2013, grant recipients from 2011 and before must have completed their project and submitted a complete final report. This rule also applies to complete 2012 grants. If the project is from the 2012 grant cycle, and not yet complete, provide a mid-term report with 2013 application.

### Reporting Requirements:

1. Final Report: After the completion of the project, each grantee will complete a two-page end-of-project evaluation and expense report, digital and printed materials created for the project, and all receipts and invoices. This final report must be turned in by December 31, 2013 or within 30 days of your project's completion, whichever is sooner.
2. Mid-term report: A mid-term report will consist of a narrative of the project work to date, digital and printed materials created for the project, copies of all receipts and is due by June 30, 2013.
3. Photograph(s): Provide at least one photograph of your project activities in electronic and printed format along with your final report.

### Funds cannot be used for

1. Costs that may be incurred in preparing this application.
2. Direct social services such as food baskets, health clinic services
3. Ongoing general organizational support such as rent, utilities
4. Direct grants, scholarships or loans for the benefit of specific individuals
5. Loans or debt retirement
6. Annual appeals, general fund drives
7. Emergency funding
8. Capital projects: structures, equipment, etc. unless community-building items receive a significant portion of the requested funds.
9. Projects previously funded for two consecutive years.

## **Types of Previously Funded Projects Citywide**

- 1) Projects that build relationships between neighborhoods associations and local community organizations.
- 2) Targeted outreach strategies to build ties with people traditionally not involved in neighborhood associations including low-income families, people of color, young adults, immigrants, and people with disabilities.
- 3) Neighborhood or culturally specific fairs and/or festivals.
- 4) Community-building activities: street tree plantings, murals, etc.
- 5) Special one-time events & projects such as publishing community story books, block parties, neighborhood forums/workshops, outdoor movies.
- 6) Community design/build place-making projects such as planning for playgrounds, intersection repairs, and community gardens.
- 7) Outreach mobilizations to build membership.
- 8) Neighbors and businesses: door-to-door canvassing, A-frame signs, etc

### ***NWNW Funded Examples***

***The Pearl Picnic was funded in 2010*** as a partnership between the Pearl District Business and Neighborhood Associations. They coordinated a summer picnic to help Pearl District residents connect across socioeconomic strata. Outreach was targeted to low-income tenants and home-based businesses – both groups are disproportionately underserved in the Pearl District. This project ranked high in the NWNW grant review process because of the strong partnership between the neighborhood and a community group and it focused on reaching diverse communities.

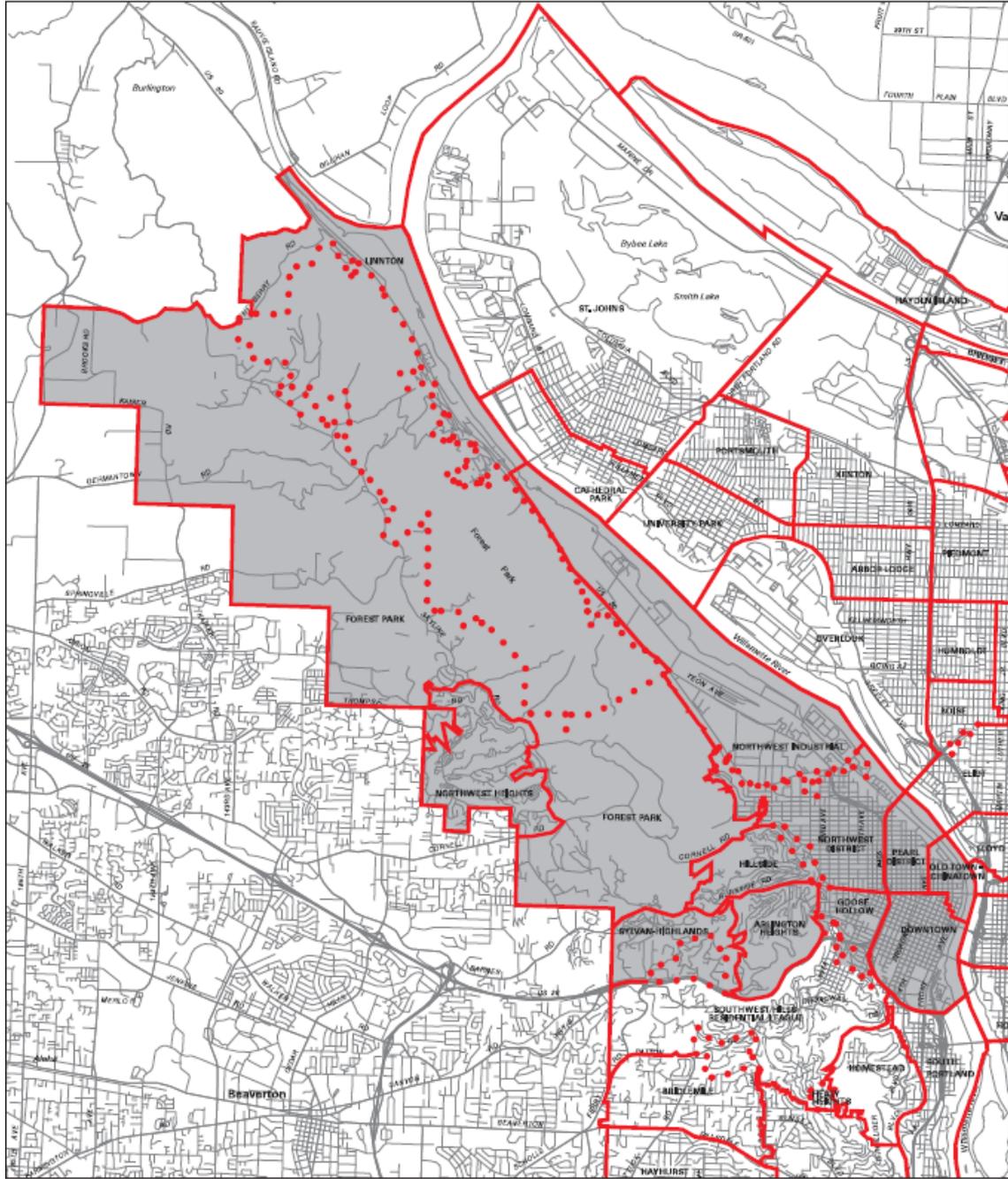
In **2011, Bridging the Hills** events were a series of BBQs were coordinated by local volunteers to build community in various parts of Linnton. Three events were coordinated for only \$500 from the Neighborhood Small Grant Program.

The **2012 Emerson School Mural** invited the local neighborhood, students and parents to design and paint a school mural to build community and deter graffiti. Obtained additional project funding from the Regional Arts & Culture Council.

To find out more projects funded in this coalition area, visit [www.nwnw.org/resources/grantprogram](http://www.nwnw.org/resources/grantprogram).

Don't miss the Grants In Action page to see pictures and videos of local projects at [www.nwnw.org/resources/grantprogram/grants-in-action](http://www.nwnw.org/resources/grantprogram/grants-in-action).

# NEIGHBORS WEST/NORTHWEST



— Neighborhood Boundary  
••••• Overlapping Boundary  
 May 01, 2008



Scale 1" = 6700'  
 0' 3350' 6700' 10050'

City of Portland  
 Office of Neighborhood Involvement and  
 Bureau of Planning

# Application Checklist

A Word version of this application is available at [www.nwnw.org/resources/grantprogram](http://www.nwnw.org/resources/grantprogram)

<b>Required:</b> Print double-sided pages. Narrative should be single spaced, 12 point font with margins no less than 1-inch	
<b>Complete the following:</b>	
<b>Cover page:</b> Include all information requested on a cover page using the format on page 9.	
<b>Narrative:</b> Must follow the question format on page 10, 12 point font, margins no less than 1-inch, single spaced. <b>No more than two pages.</b>	
<b>Eligibility:</b> Copy of IRS non-profit determination letter, or agreement with fiscal sponsor agency, or letter on department/bureau letterhead if government entity.	
<b>Budget:</b> Complete a <b>one-page</b> budget using the format on page 11. Clearly explain all line items in the budget in your response to question #3 of the narrative defending the accuracy and the matching & leveraged funds.	
<b>Proof of Partnership:</b> If partnering with another organization as defined by Neighbors West-Northwest on page 4, please include a letter from each partner, no longer than one-page, describing the partner's individual and shared roles on letterhead.	
<b>Signed Check list:</b> This signed page at end of packet.	
<b>Packet:</b> Should include cover page, narrative, budget and confirmation of eligibility status (see required eligibility documents above), proof of partnership & a signed application checklist. Assemble this information in <b>7 complete packets, one packet paper clipped and 6 stapled packets. Also provide one electronic packet digitally via compact disk.</b> Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The committee will not consider these additional items.	
<b>Deadline:</b> Submit <b>7 copies plus 1 electronic copy</b> of the packet by <b>2:00 PM , Thursday, November 1, 2012</b> to Neighbors West-Northwest, 2257 NW Raleigh Street, Portland, OR 97210, Attn: Angela Southwick.	

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

\_\_\_\_\_ **Project Manager**

\_\_\_\_\_ **Date**

# **Application Form**

Applications must be mailed or hand delivered to Neighbors West-Northwest and received by 2:00 PM, Thursday, November 1, 2012.

## **Cover Page**

Complete form below or create a new form with ALL elements listed in order.

**Project Title** \_\_\_\_\_

Neighborhood/Organization (Applicant) \_\_\_\_\_

Project Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Fiscal Sponsor** (if applicable) Organization \_\_\_\_\_

Fiscal Sponsor or Non-profit 501(c)(3) Tax ID # \_\_\_\_\_

Fiscal Sponsor Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fiscal Sponsor Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Partner organizations** (if applicable)

List additional partner organizations. (Include contact information in the narrative): \_\_\_\_\_

Project previously funded? If so, which year? \_\_\_\_\_

**Requested Funding Amount:** \_\_\_\_\_

# Narrative

Narrative to be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages** - excluding cover page and budget. **Proposals exceeding this length will not be considered for funding.**

## **1.) Describe your project and the outcomes you anticipate.**

Your response must include:

- a) A description of how the project builds community.
- b) A description of how the project attracts new and diverse membership.
- c) A description of how the project sustains your membership and leadership to stay involved with the organization?

## **2.) Identify community organization partners involved in this project and describe their anticipated role(s).**

- a.) Please state whether this partnership is ongoing or whether this is a new partnership developed for your proposed project.
- b.) For each partner (if applicable), list the organization name and a contact name and their phone number.
- c.) Describe the role of the applicant and its partner organization(s).
- d.) Include a short statement about the applicant, demonstrating its capacity to complete the project.

## **3.) Describe how the budget supports the project.**

- a.) Describe how request funds will be used.
- b.) Describe any leveraged and donated resources. This could include volunteer time, in-kind donations, or other funds being sought or used for this project.

On the budget page, replace the examples below the general categories with expenses that would be incurred for this project, as described in this narrative. Base the budget on quotes and information that accurately expresses this project's needs. Carefully consider how donations, both monetary & in-kind, might reduce the total request. If an award is received, the budget here will be used as the basis for distributing funds.

## **4.) Describe your plan to promote your project in the community, including acknowledgement of funders (Neighbors West-Northwest and ONI.)**

## **5.) Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones.**

# Project Budget

Typical grants are less than \$2000. Requests can range up to \$5000.

Below are general budget categories. Projects are not required to include items in every section. Beneath each category where requesting funds, detail the items that apply to your project instead of the examples provided. Base the budget on quotes and information that accurately expresses this project’s needs. Carefully consider how donations, both monetary & in-kind, might reduce the total request. Once awarded, the budget cannot be changed.

Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
<b>Personnel</b> (Examples: Direct project management, contracting for special services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Examples: Flyers, brochures, advertisements, etc.)			
<b>Event Related Expenses</b> (Examples: Renting table/chairs, reserving space, food, etc)			
<b>Permitting &amp; Fees</b> (Examples: Reserving park space, noise variances, capping meters, street closures, etc.)			
<b>Participant Support</b> (Examples: Travel costs, stipends, etc)			
<b>Project Materials</b> (Examples: Wood, paints, flowers, bags, etc—the materials needed to complete the project.)			
<b>Additional Expenses</b>			
<b>Subtotals</b>			
<b>Administration***</b> (Fiscal sponsorship, administrative project management, accounting)			
<b>TOTALS</b>			

\* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.

\*\* Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$18 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 project related request. Talk to your fiscal sponsor about administration costs as you develop your budget. Simple project management – implementing the project – is not administration