

# SE Uplift Neighborhood Coalition (SEUL) Neighborhood Small Grants Program 2013

The Office of Neighborhood Involvement and SE Uplift are excited to offer the seventh year of the City of Portland's Neighborhood Small Grants Program. We invite neighborhood associations and community-based organizations in the SE Uplift Neighborhood Coalition area to apply.

**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 through building partnerships between neighborhood, business, and community-based organizations. Engagement of historically under-engaged communities is a high priority for this grant program.**

We look forward to working with organizations that share our goal of building livable, equitable, and sustainable neighborhoods and communities for all.

During the first six years of this grant program, \$1,025,553 was awarded to support 536 community projects. The average grant award was \$1,861. Neighborhood-based organizations led 257 (48%) of the projects, and under-engaged community organizations led 168 (37%) of the projects. We define under-engaged organizations as those primarily 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,

Jeff West, Board Chair  
SE Uplift Neighborhood Coalition

## **Submission Deadline:** **Monday, November 5th by 4:00PM**

Applications received after the deadline will not be accepted.

### **Applications must be submitted in person or by mail to:**

SE Uplift Neighborhood Coalition  
3534 SE Main Street  
Portland, OR 97214  
Attn: Blythe Pavlik



## **Grant-making process:**

A total of **\$21,603** is available to neighborhood and community-based organizations in the SE Uplift coalition area (see map Page 11). Proposals can range from **\$500 to \$4,000**.

Grants will be awarded through a competitive process. Grant applications will be reviewed by a community-based grant selection committee comprised of neighborhood and community-based organizational representatives.

## **Grant Selection Criteria & Requirements:**

### **Project Criteria:**

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

- Building community
- Attracting new and diverse members
- Sustaining current volunteers and members

### **Who Can Apply:**

Neighborhood associations, community-based organizations, and grassroots community groups creating partnerships with one or more of the following are eligible to apply:

- Neighborhood associations
- Organizations predominantly led by people from historically under-engaged communities including communities of color, elders, immigrants and refugees, youth, people with disabilities and lesbian, gay, bi and trans communities
- Business associations or individual businesses

**Note: The objective of this grant is to support community partnerships that are working together on a common goal. Partners must be active in the project and not in name only.**

### The Application Packet Must Include:

- Cover page
- Two-page narrative
- Budget
- Copy of IRS non-profit determination letter
- Letter of support from each partner explaining how they will actively participate in the project
- Signed checklist (see page 7)

**Note: Applications that follow the checklist and meet the requirements will score higher than applications that do not follow the checklist and fail to meet the requirements. Please do not add extra (supporting) materials to your application. Submit *only* what is required.**

### Eligibility Requirements:

*Project proposals must meet the following requirements:*

1. Projects must take place in and benefit the residents of the SE Uplift Coalition area within which they are applying. (See map page 11).
2. Applicants must partner with at least one organization on the project and show proof of partnership with a formal letter of support from the partner organization.
3. 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 to apply. If none of the above applies to your project, **projects can apply for fiscal sponsorship through SE Uplift. Visit our website for details: [http://www.southeastuplift.org/fiscal\\_sponsorship](http://www.southeastuplift.org/fiscal_sponsorship).**
4. Past grant recipients must have completed their project and submitted their final report and photo, or a mid-term report in the case of not-yet-completed projects from the 2012 grant cycle.

**Note: Because the Neighborhood Small Grants is seed money to get community projects growing, there is a limit of two grant awards per project lifetime. SE Uplift will not provide a third grant award for the same project. SE Uplift will only fund one project per grant cycle from the same applicant. Keep this in mind if you are submitting multiple applications.**

### Final Reporting Requirements:

- Projects must be complete by December 31, 2013
- After the completion of the project, each grantee must submit a two-page end-of-project narrative, a budget summary and *at least* one photograph (preferably in electronic format). We welcome as many photos and videos as you have to share.
- This final report must be turned in by January 31, 2014. If you complete your project earlier, we encourage you to complete and turn in your final report within 30 days of the completion of your project.

### **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, etc.
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 or general fund drives
7. Emergency funding
8. Capital projects: structures, signs, equipment, and the like unless there is a social component for which a significant portion of the funds are used

### **Project Timeframe:**

Grants will be awarded for projects intended to commence after January 15, 2013 and completed by December 31, 2013.

### **Grant Workshops:**

**Saturday, September 15, 2012, 10AM – 2PM**

SE Uplift Neighborhood Coalition  
3534 SE Main Street, Portland, OR 97214

**Thursday, September 27th, 2012, 7PM – 9PM**

SE Uplift Neighborhood Coalition  
3534 SE Main Street, Portland, OR 97214

Please R.S.V.P. for one of the workshops here:  
[www.southeastuplift.org/content/NSG\\_program](http://www.southeastuplift.org/content/NSG_program)  
or by phone: 503-232-0010 x 321

SE Uplift is 2 blocks north of Hawthorne  
Trimet #14 & 75. Wheelchair access on west side of the building. Please call seven days  
in advance for special needs or accommodations at 503-823-4519 or TTY 503-823-  
6868.

**Note: Applicants are strongly encouraged to attend one of these grant workshops to get feedback on project ideas. SE Uplift support of your application process will be limited to the above workshops, extensive FAQs listed on our website, and a limit of two emails or phone calls per project application. We have made this application process as transparent as possible to ensure applicant success. There will be no preferential treatment in the form of extra support beyond what is listed above for any applicant. We will not be able to provide guidance or support on applications after 5PM - Monday, October 29<sup>th</sup>. Please plan accordingly.**

If you are unable to attend a workshop and have questions about your proposal, please contact: Blythe Pavlik, 503-232-0010 x 321 or [blythe@southeastuplift.org](mailto:blythe@southeastuplift.org).

## Examples of Applicable Projects:

**Outreach & Communications:** new electronic communications, all- household mailings, door-to-door canvassing, A-frame signs, banners, etc.

- A neighborhood and business association partner to produce an all household mailing to inform neighbors of local businesses and community resources, upcoming community events, and ways to get involved with both local associations.
- A local Parent Teachers Association partners with a neighborhood association to canvass the neighborhood to increase membership and survey neighbors on their needs and interests.

**Community-building events:** one-time events such as neighborhood picnics, culturally specific festivals, forums, etc.

- A local community-based organization that serves Haitian youth partners with a neighborhood association to host a community festival to forge new relationships, raise awareness of and participation in both orgs, and create a free, fun event for community members of all ages.
- A faith-based group partners with a local health clinic to offer free health screenings during the business association's annual street fair.

**Community-building activities:** ongoing efforts such as storytelling projects, neighborhood beautification projects such as cleanups, mural projects, etc.

- A neighborhood association partners with students from a local middle school to do a neighborhood history and storytelling project.
- A faith-based group partners with a community-based organization that serves the homeless and recently housed community, to offer a multi-week, sliding-scale music course.
- A local business owner partners with an artist from a community-based organization and students from the local elementary school to design and create a community mural on the side of the building.
- A neighborhood association partners with a coffee shop owner to host quarterly neighborhood socials. Each quarter, a different community-based organization is invited to talk about programs and services.

**Targeted outreach strategies:** Specialized efforts to build ties with people from historically under-engaged communities.

- A community-based organization that serves that Latino community and a neighborhood association partner to learn more about ways to engage more Latino neighbors in association meetings and activities. The project consists of an informational workshop, and outreach and event-related expenses for an all ages neighborhood potluck.
- A local farmers market partners with a community-based organization to translate printed materials into four languages, as well as a local transportation business to offer free shuttles from the nearby senior center, in an attempt to reach a broader demographic and increase access to local, healthy food.

## For More Information:

The Neighborhood Small Grants program is administered by each District Coalition for proposals affecting neighborhoods and communities within their geographical boundaries. For this grant application, your grant manager and District Coalition contact is:

Blythe Pavlik  
SE Uplift Neighborhood Coalition  
3534 SE Main Street, Portland, OR 97214  
503-232-0010 x 319, [blythe@southeastuplift.org](mailto:blythe@southeastuplift.org)  
[www.southeastuplift.org/content/NSG\\_program](http://www.southeastuplift.org/content/NSG_program)

General grant writing resources are available at: [www.portlandonline.com/oni](http://www.portlandonline.com/oni).

## Program sponsors:

This grant program is sponsored and administered by:

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

## Application Checklist

***Incomplete Application Packets Will Not Be Considered!***

<b>1.) Cover page:</b> Include all information requested on a cover page in a format similar to page 8.	
<b>2.) Narrative:</b> Must follow the question format on page 8; 12 point font, margins no less than 1-inch, single spaced. <b>No more than two pages.</b>	
<b>3.) Eligibility:</b> Confirmation of eligibility status: IRS non-profit determination letter, letter on department/bureau letterhead if government entity, or letter from fiscal sponsor (if SE Uplift, please submit fiscal sponsorship application: <a href="http://www.southeastuplift.org/fiscal_sponsorship">www.southeastuplift.org/fiscal_sponsorship</a> ).	
<b>4.) Budget:</b> Complete the budget on page 10. All line items in the budget must be explained clearly in your response to question #3 of the narrative, page 9.	
<b>5.) Proof of Partnership:</b> Letter of support required from partner organization(s) explaining how they will actively participate in the project.	
<b>6.) Application Packet Components:</b> Includes cover page, narrative, budget, confirmation of eligibility status (see required eligibility documents above) and letter of support from partner organization(s). <i>Do not include any additional documents, i.e. photos, newsletters, etc. The committee will not consider these additional items.</i> Each packet must be complete and stapled together. <b>You must submit 6 complete double-sided print copies of the application packet. Points will be deducted for applications not printed double-sided or that are submitted without the 6 complete copies.</b>	
<b>7.) Deadline:</b> Submit <b>6 copies</b> of the packet by <b>4:00PM, Monday, November 5th, 2012</b> to SE Uplift, Attn: Blythe Pavlik, 3534 SE Main Street, Portland, OR 97214.	

→ I have read, checked the boxes and completed all of the above prior to submission.

Signature: \_\_\_\_\_

# Application Form

Applications must be mailed or hand delivered to SE Uplift and received by 4 PM, Monday, November 5<sup>th</sup>, 2012.

## - Cover Page -

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

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

Applicant \_\_\_\_\_

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

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

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

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

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

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

Fiscal Sponsor Address (if applicable) \_\_\_\_\_

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

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

Partner organization(s) \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

## - Narrative -

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

**1.) Describe your project and the anticipated outcomes.**

Your response must address how the project will help to build livable, equitable, and sustainable neighborhoods and communities for all by meeting one or more of the following goals:

- Building community
- Attracting new and diverse members
- Sustaining current volunteers and members

**2.) Identify organizational partner(s) involved in this project and describe their anticipated role.**

Please state whether this partnership is ongoing or whether this is a new partnership developed for your proposed project.

**NOTE: Letters of support are required from project partner(s).**

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

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

**4.) Describe your plan to promote your project in the community, including acknowledgement of SE Uplift and the Neighborhood Small Grants Program.**

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

## - Project Budget -

Project requests can range from \$500 to \$4,000.

Below are general budget categories. Applicants can adjust rows (change sample language, delete rows, etc.) as needed to best reflect the budgetary needs for the proposed project.

Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
<b>Personnel</b> (Contracting for professional services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Flyers, brochures, mailings, etc.)			
<b>Event Related Expenses</b> (Renting table/chairs, decorations, food, paper cups, etc.)			
<b>Permitting &amp; Fees</b> (Reserving park space, noise variances, street closures, etc.)			
<b>Participant Support</b> (Travel costs, stipends, etc.)			
<b>Project Materials</b> (Wood, paint, 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, etc.)			
<b>TOTALS:</b>			

\* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct financial 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. If SE Uplift agrees to serve as fiscal sponsor for your project, the administrative fee will be waived for neighborhood associations applying as lead applicant, however a 7.5% administrative fee will be charged to all other groups. Please budget accordingly.