

# **Northeast Coalition of Neighborhoods Neighborhood Small Grants Program 2013**

The Office of Neighborhood Involvement and the Northeast Coalition of Neighborhoods 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 Northeast Coalition of Neighborhoods (NECN) area to apply.

We look forward to working with organizations that share our goal of 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 through building partnerships between neighborhoods, businesses, and community-based organizations. This program prioritizes engagement of historically under-represented organizations representing people of color, immigrants and refugees, low-income families, youth, people with disabilities, and lesbian, gay, bi and transgendered people.

During the first six years of this 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 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, and transgendered people.

Our thanks goes 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,

Chris Lopez  
President, Board of Directors  
Northeast Coalition of Neighborhoods

**Submission Deadline:**  
Proposals must be received by

**Thursday, November 1, 2012 5pm**

Applications received after the deadline will not be accepted.

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

Northeast Coalition of Neighborhoods  
4815 NE 7<sup>th</sup> Avenue  
Portland, Oregon 97211  
Attn: Small Grants Coordinator

**We will not accept applications via email.**

**Grant-making process:**

A total of \$10,220 is available to neighborhood and community-based organizations in the Northeast Coalition of Neighborhoods area. Grant proposals may range from \$500 to \$2000.

Grants will be awarded through a competitive process. Grant applications will be reviewed by a community-based grant making committee made up of volunteers from the neighborhoods and representatives from local community-based organizations.

**The Application Packet Must Include:**

- Cover Page
- Two-page narrative
- Budget
- Copy of IRS non-profit determination letter
- Letter of support from each partner organization
- Signed checklist (see p.12)

# 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 current volunteers and members

## Who Can Apply?

Neighborhood and community organizations are eligible to apply. Preference will be given to proposals that include partnerships with at least one of the following:

- Neighborhood Associations
- Organizations predominantly led by people from historically under-represented communities including communities of color, immigrants and refugees, youth, people with disabilities and lesbian, gay, bi and transgender communities
- Business Association(s) or business organization(s)

## Eligibility Requirements

Project proposals must meet the following requirements:

1. Projects must take place in and benefit the residents of the NECN area ([See map](#)).
2. In the case of partnerships between organizations, applicants must show *proof of partnership* as defined by Northeast Coalition of Neighborhoods (e.g. formal letter of support on letterhead 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.
4. Past Neighborhood Small Grant Program grant recipients, to be eligible for a grant in 2013, 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: NECN will only fund one project per grant cycle from the same applicant.

## **Reporting Requirements:**

1. Mid-term Report: All grantees must submit a mid-term report by August 31, 2013. The mid-term report shall provide a concise overview of the project status, accomplishments to date and upcoming activities.
2. Final Report: After the completion of the project, each grantee must complete a two-page end-of-project evaluation and expense report and submit it to the coalition office that awarded the grant. 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.
3. Photograph(s): Provide at least one photograph (preferably in electronic format) of your project activities along with your completed 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 or 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.

## **Important Notes**

1. Applicants may be contacted during the review process for additional information and/or potential partnership opportunities.

## Project Timeframe for Completion

Grants will be awarded for projects intended to commence after January 30, 2013, and be completed by December 31, 2013.

### Grant Workshop

**Thursday, October 4<sup>th</sup>, 2012**

**7pm – 9pm**

Northeast Coalition of Neighborhoods

4815 NE 7<sup>th</sup> Ave.

Portland, OR 97211

On the #72 Bus line (7<sup>th</sup> and Alberta)

If you are interested in applying, we strongly encourage you to attend this grant workshop. This informational session will answer questions about the application, the committee review process, what funds can be used for in our coalition area. The session will also include a brief overview of basic grant writing tips, and it is an opportunity for you to network with other groups about projects.

If you are not available to attend this workshop, please contact NECN at 503.388.5004 for information about applying and to discuss your idea.

Note: NECN staff will not be available to assist with grant proposals on November 1, 2012, when the grant proposals are due.

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.

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

## Timeline

|  |                   |
|--|-------------------|
| Request for Proposals/Application available  | September 1, 2012 |
| Grant workshop                               | October 4, 2012   |
| Grant applications due                       | November 1, 2012  |
| Awards announced no later than               | January 30, 2013  |
| Projects must be completed no later than     | December 31, 2013 |
| Final report and documentation no later than | January 31, 2014  |

## Types of Projects Funded in the Past:

- 1) **Communications:** designing new websites, email lists and forums, newsletter mailing to all households, etc.
- 2) **Outreach mobilizations:** door-to-door canvassing, A-frame signs, building membership and outreach to neighbors and businesses.
- 3) **Targeted outreach strategies** to build ties with people traditionally not involved, including low-income families, people of color, young adults, immigrants and people with disabilities.
- 4) **Projects that build relationships** between neighborhoods and local organizations such as schools, PTA's, churches, non-profits and businesses.
- 5) **Providing language translation and interpretation, childcare**, or other efforts to make neighborhood activities more accessible.
- 6) **Community-building activities:** street tree plantings, neighborhood clean-ups, etc.
- 7) **Crime prevention activities:** National Night Out, foot patrols, block watches, etc.

### For More Information:

The grant program is administered by each District Coalition for proposals affecting neighborhoods and communities within their geographical boundaries. For this application, please contact NECN at:

Northeast Coalition of Neighborhoods  
4815 NE 7<sup>th</sup> Ave.  
Portland, OR 97211  
503.388.5004  
info@necoalition.org

**General grant program information:** [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 NE Neighbors
- ❑ North Portland Neighborhood Services
- ❑ Northeast Coalition of Neighborhoods
- ❑ Neighbors West/Northwest
- ❑ Southwest Neighborhoods, Inc.

## Application Checklist

Incomplete Application Packets Will Not Be Considered

Required: Print pages double-sided

| Make sure you include:   | Complete? |
|--|-----------|
| <b>Cover page:</b> Include all information requested on a cover page in a format similar to page 8.  |           |
| <b>Narrative:</b> Must follow the question format on page 9. 12-point font, margins no less than 1-inch, single spaced.<br><b>No more than two pages.</b>  |           |
| <b>Eligibility:</b> Copy of IRS nonprofit determination letter, or agreement with fiscal sponsor agency with copy of their IRS determination letter, or letter on department/bureau letterhead if government entity applicant.   |           |
| <b>Budget:</b> Complete a <b>one-page</b> budget. Ensure that all line items in the budget are explained clearly in your response to question #3 of the narrative.   |           |
| <b>Proof of Partnership:</b> A letter of support is required from each partner organization of your proposed project.  |           |
| <b>Application Packet:</b> Should include cover page, narrative, budget and confirmation of eligibility status (see required eligibility documents above) and proof of partnership (if applicable). These elements stapled or paper-clipped only. Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The committee will not see or consider these additional items. |           |
| <b>Deadline:</b> Submit <b>10 copies</b> of the packet by <b>5pm November 1, 2012</b> to<br>Northeast Coalition of Neighborhoods 4815 NE 7 <sup>th</sup> Avenue,<br>Attn: Small Grants Coordinator   |           |

# Application Form

Applications must be mailed or hand delivered to Northeast Coalition of Neighborhoods and received by **5pm, Thursday, November 1, 2012.**

## Cover Page

Complete 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** (if applicable) Name \_\_\_\_\_

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

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

City/State/Zip \_\_\_\_\_

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

**Partner organization(s)** (if applicable): \_\_\_\_\_

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

**Applying to other District Coalitions?** : Are you applying to other district coalitions for a Neighborhood Small Grant this year?

If so, please check the relevant coalition(s) below:

- |  |  |
|--|--|
| <input type="checkbox"/> Central NE Neighbors          | <input type="checkbox"/> North Portland Neigh. Svcs. |
| <input type="checkbox"/> East Portland Neigh. Office   | <input type="checkbox"/> Southeast Uplift            |
| <input type="checkbox"/> Neighbors West/Northwest      | <input type="checkbox"/> Southwest Neigh. Inc.       |
| <input type="checkbox"/> NE Coalition of Neighborhoods |  |

**Applied for a Neighborhood Small Grant before?:**

- Applied before? YES\_\_\_\_\_/NO\_\_\_\_\_
- If so, which coalition(s)? and which year(s): \_\_\_\_\_  
\_\_\_\_\_
- If you received a grant, which year(s)? \_\_\_\_\_

## 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 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:

- a) Build community
- b) Attract new and diverse members
- c) Sustain current volunteers and members

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

Please state whether this partnership is ongoing or whether this is a new partnership developed for your proposed projects. NOTE: A letter of support is required from each partner organization.

**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.

**4.) Describe your plan to promote your project in the community, including acknowledgement of funders Northeast Coalition of Neighborhoods and ONI. Include your outreach plan to one or more Neighborhood Association(s).**

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

## Project Budget

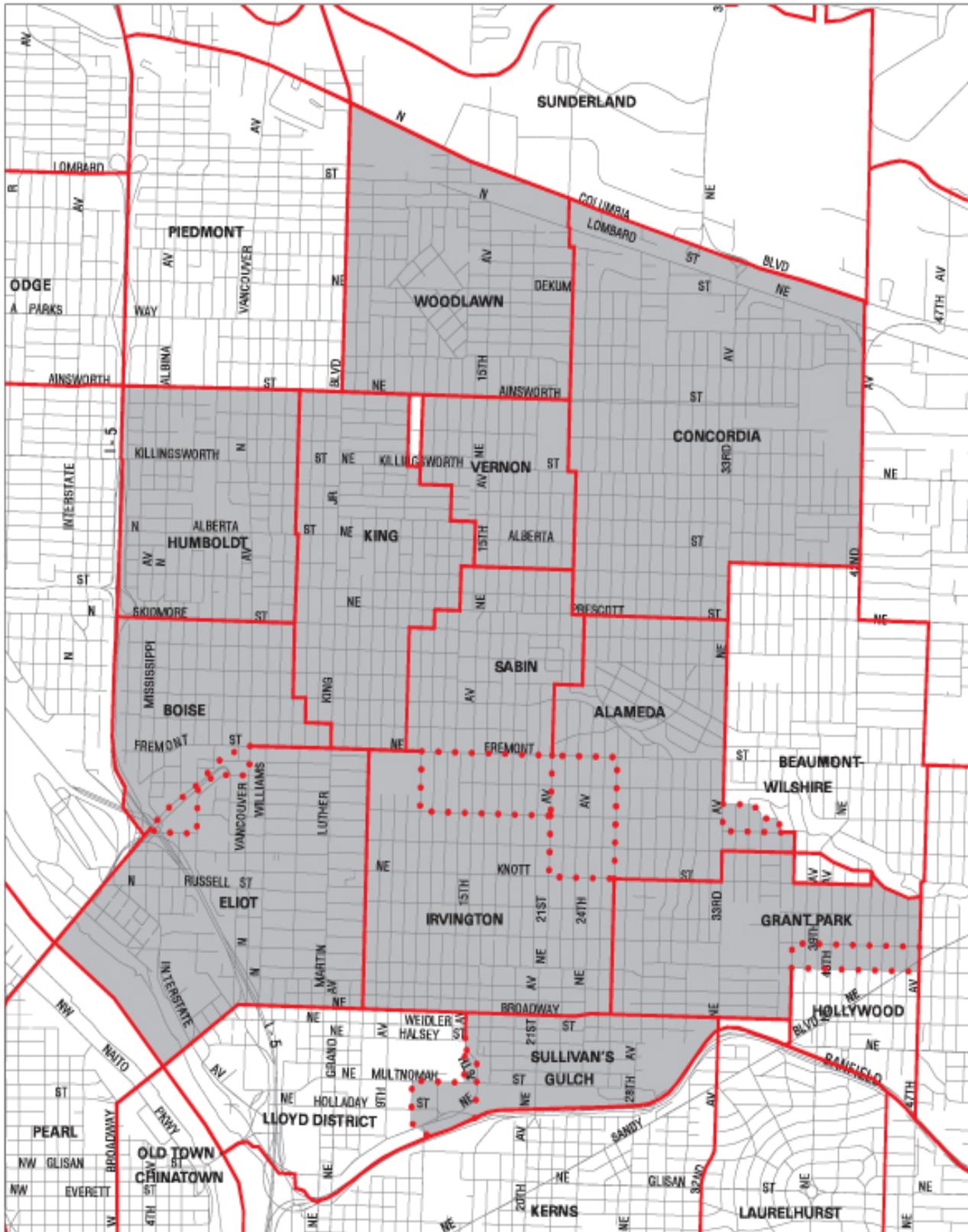
Project requests can range from \$500 to \$2000

Below are general budget categories. Projects are not required to include items in every section.

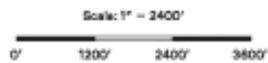
| Item   | Requested Funds | Leveraged Funds and/or Additional Grants * | Donated Services & Time ** |
|--|-----------------|--|----------------------------|
| <b>Personnel</b><br>(Direct project management, contracting for special services, volunteer time**, etc.)      |                 |  |       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

# NORTHEAST COALITION OF NEIGHBORHOODS



- Neighborhood Boundary
  - ⋯ Overlapping Boundary
- August 25, 2009



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