



# **New and Diverse Voices for Community Engagement & Capacity Building Projects**

## **2016 Small Grants Call for Proposals**

**Project requests may be for up to \$5,000  
(\$63,000 available)**

**Application Due Date: Monday, June 13, 5:00 PM**

### **What this is:**

The Diversity and Civic Leadership (DCL) Program with the City of Portland's Office of Neighborhood Involvement (ONI) is providing one-time small grants for community engagement and capacity building projects for community-based organizations led by or serving people of color, immigrants and refugees.

This grant project expands upon the existing DCL program which currently serves six larger community-based organizations providing a broader range of community engagement and leadership development services. ONI has identified a gap in services meeting the needs of smaller, emerging and/or mostly volunteer-led community-based organizations and/or Mutual Assistance Associations (MAAs).

## Goals of ONI and DCL Program:

This project is one of many community engagement programs within ONI's Community and Neighborhood Involvement Center (CNIC) guided by the City Council adopted *Five Year Plan to Increase Community Involvement* organized around three interdependent community involvement goals (Learn more about ONI's mission, goals and values at <https://www.portlandoregon.gov/oni/29128>):

1. Increase the number and diversity of people involved in their communities,
2. Strengthen community capacity, and,
3. Increase community impact on public decisions.

## Eligibility:

1. Projects must address at least one the above goals of ONI and the DCL program.
2. Projects must address one or more of the types of community engagement activities listed on page 3.
3. Projects must take place in and/or benefit residents within the boundaries of the City of Portland.
4. An applicant must have 501 (c) 3 nonprofit status from the IRS or be fiscally sponsored by a 501 (c) 3 nonprofit.

## Funds cannot be used for:

1. Costs that may be incurred in preparing this application.
2. Direct social services or emergency services (such as food baskets, health clinic services, items for distribution for individual general use, staff providing direct services to individuals).
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 for the organization (paying bills existing before the grant is awarded).
6. Annual appeals, requests for funding, or general fund drives.

## **Types of community engagement activities to be funded:**

Projects must address one or more of the community engagement activities identified within ONI's *Five Year Plan to Increase Community Involvement* (learn more at <https://www.portlandoregon.gov/oni/43119>):

1. Leadership development for members of under-represented groups,
2. Make organizational meetings and events accessible and welcome to all,
3. Overcoming logistical barriers to participation,
4. Facilitate communication and information sharing,
5. Promote dialog and communication through new technologies,
6. Promote culturally responsive outreach and communication strategies,
7. Community building events to foster mutual understanding,
8. Promote community identities and assets,
9. Create and preserve physical spaces and design features,
10. Promote opportunities for communities to come together city-wide,
11. Promote collaboration between organizations,
12. Bringing together different communities to build a shared understanding, and/or,
13. Engagement in the City's budgeting process.

## **Grant making process:**

Grants of up to \$5,000 will be awarded through a competitive process. Proposals will be reviewed by a committee of community members and ONI staff who are not seeking grant funds. Each application will be individually scored using the "Criteria for scoring applications" on page 10. The maximum amount of points available is identified after each item.

The grant review committee will meet to discuss the project scores and assess the projects for approval. The Office of Neighborhood Involvement Director then receives the recommendations for final approval.

## **Submission Deadline:**

**Monday, June 13, 2016 by 5:00 PM**

**Applications received after the deadline will not be accepted.**

**Applications can be submitted by email, in person or by mail to:**

[jeri.jimenez@portlandoregon.gov](mailto:jeri.jimenez@portlandoregon.gov)  
Office of Neighborhood Involvement  
Attn: Jeri Jimenez, DCL Program Coordinator  
City Hall, 1221 SW 4<sup>th</sup> Ave., Rm 110  
Portland, Oregon 97204

Room 110 is located on the ground floor. Office is open from 8 AM – 5 PM.

Note: Applications mailed through US Postal Service must also be received by deadline Monday, June 13, 2016 by 5:00 PM.

## **The Application packet must include:**

- Cover page – Application Form (page 7)
- Application Narrative – up to a maximum of three pages (pages 8 and 9)
- Project Budget (page 11)

## **Timeline:**

- Call for proposals available May 13, 2016
- Grant applications due June 13, 2016
- Awards announced no later than July 15, 2016
- Funds distributed Aug. to Sept.
- Projects must be completed no later than Oct. 31, 2017
- Final report and documentation no later than Nov. 30, 2017

## For more information:

### Grant Support Sessions (choose one)

Monday, May 23, 2016  
6:00 – 8:00 PM  
Asian Family Center  
8040 NE Sandy Blvd.  
BUS LINE #12, #72

OR

Tuesday, May 24, 2016  
6:00 – 8:00 PM  
Center for Intercultural Organizing  
700 NE Killingsworth St.  
BUS LINE #4, #72

Please call five business days in advance for special needs accommodations, childcare, and/or language interpretation requests at 503-823-5827 or TTY 503-823-6868. The buildings are mobility device accessible.

### Grant Manager Contact:

Jeri Jimenez  
Diversity and Civic Leadership Program Coordinator  
Office of Neighborhood Involvement  
Community and Neighborhood Involvement Center  
City Hall, 1221 SW 4<sup>th</sup> Ave., Rm 325  
Phone: 503-823-5827  
Email: [jeri.jimenez@portlandoregon.gov](mailto:jeri.jimenez@portlandoregon.gov)

### Application SUPPORT for Grant Writers:

- You are encouraged to individually contact the Grant Manager with questions and for support and input on your grant application.
- Don't have a fiscal sponsor or not sure what one is? Don't let that stop a good project, contact the Grant Manager and ask about options.
- **You are strongly ENCOURAGED to attend a Grant Support Session listed above.** The session will answer questions about the application, the committee review process, and how the funds may be used.

## **Reporting Requirements for Funded Projects:**

1. An expense summary of expenses to-date must be submitted by June 1, 2017 for ONI's end of fiscal year reporting. Report template and expense forms to be provided by Grant Manager.
2. An end-of-project evaluation and final expense summary must be submitted by November 30, 2017. Report template and expense forms to be provided by Grant Manager.
3. Each project must provide at least two digital photographs in jpg format of a project activity with the completed evaluation.

# Cover Page - Application Form

Applications must be emailed, mailed or hand delivered to the Office of Neighborhood Involvement, ATTN. Jeri Jimenez and received **by Monday, June 13, 2016, 5 PM.**

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

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

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

## **Applicant information**

Applicant/Organization: \_\_\_\_\_

Project Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

## **Fiscal sponsor information**

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

Fiscal Sponsor or Nonprofit 501(c)(3) Tax ID #: \_\_\_\_\_

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

Fiscal Sponsor City, State, Zip: \_\_\_\_\_

Fiscal Sponsor Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Application Narrative

Narrative to be single-spaced, 12 point font, margins no less than 1- inch, and cannot exceed three (3) pages – excluding cover page/application form and project budget. Narratives exceeding this length will not be considered.

1. Describe your Organizational need for community engagement and capacity building in your community, the project and the outcomes you anticipate.

Your response must describe how the project:

- A. Aligns with one or more of the goals of the Office of Neighborhood Involvement and the Diversity and Civic Leadership Program (see page 2):

- i. Increase the number and diversity of people involved in your community,
- ii. Strengthen community capacity, and,
- iii. Increase community impact on public decisions.

- B. Strengthens organizational capacity and/or ability to engage your community within the City of Portland by utilizing one or more of the community engagement activities listed below (see page 3 – Types of projects to be funded):

- i. Organizing leadership training for members of under-represented groups,
- ii. Making organizational meetings and events accessible and welcome to all,
- iii. Overcoming logistical barriers to participation,
- iv. Facilitating communication and information sharing,
- v. Promoting dialog and communication through new technologies,
- vi. Promoting culturally responsive outreach and communication strategies,
- vii. Organizing community building events to foster mutual understanding,



- viii. Promoting community identities and assets,
- ix. Creating and preserving physical spaces and design features,
- x. Promoting opportunities for communities to come together city-wide,
- xi. Promoting collaboration between organizations
- xii. Promoting community identities and assets,
- xiii. Creating and preserving physical spaces and design features,
- xiv. Promoting opportunities for communities to come together city-wide,
- xv. Promoting collaboration between organizations,
- xvi. Bringing together different communities to build a shared understanding, and/or,
- xvii. Engaging in the City's budgeting process.

2. 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.

3. Describe your plan to promote your project in the community, including acknowledgement of the Office of Neighborhood Involvement and the City of Portland.

4. Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones. (Must be completed by October 30, 2017.)

## Criteria for scoring applications:

The following items serve as criteria that will be scored by the Grants Review Committee. Each item is followed by the maximum points available when scored. Total score = 100 points.

1. Describes how the project builds your <u>organizational capacity</u> to increase your voice within your community in the City of Portland. 25 points available
2. Does the project address <u>goals</u> of ONI and Diversity and Civic Leadership Program? (See page 2) 15 points available
3. Does the project address one or more of the <u>community engagement activities</u> identified within the City Council adopted <i>Five Year Plan to Increase Community Involvement</i> ? (See page 3) 20 points available
4. Describes the <u>involvement</u> of and <u>impact</u> on people of color, immigrants and refugees). 30 points available <ul style="list-style-type: none"><li>• Identifies the number of people to be involved in the project and describe the ways they will be engaged.</li><li>• Describes volunteer leadership and/or workforce diversity within your organization and/or working on this project.</li></ul>
5. Explain how the <u>budget</u> supports the project activities. Identify sources and use of matching and leveraged funds and donated hours and resources. 10 points available

# Project Budget

Project requests can range up to a maximum of \$5,000. 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> (Direct project management, contracting for special services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Flyers, brochures, advertisements, etc.)			
<b>Event Related Expenses</b> (Renting table/chairs, reserving space, food, paper cups, etc)			
<b>Permitting &amp; Fees</b> (Reserving park space, noise variances, capping meters, street closures, etc.)			
<b>Participant Support</b> (Travel costs, stipends, etc)			
<b>Project Materials</b> (Wood, paints, flowers, bags, etc—the materials needed to complete the project.)			
<b>Additional Expenses</b>			
<b>Subtotals</b> (Total each column here before adding administrative costs)			
<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 \$23.56 per hour. For professional or skilled volunteer work 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.

## Application Checklist

**ENCOURAGED:** Attend a Grant Support Session (see page 5 of this application packet) and/or contact the grants manager.

### **REQUIRED:**

**Format:** Send electronic documents to [jeri.jimenez@portland.oregon.gov](mailto:jeri.jimenez@portland.oregon.gov) (you are encouraged to phone 503-823-5827 to verify that your email was received by the Grants Manager.)

Or provide eight (8) double-sided hard-copies to the Office of Neighborhood Involvement, ATTN: Jeri Jimenez, 1221 SW 4<sup>th</sup> Ave., Room 110, Portland, OR 97231.

**Cover page:** Include all information requested on a cover page in a format similar to the sample on page 7 of this application packet. Remember to include the Fiscal Sponsor Contact Person and their contact information.

**Narrative:** Must follow the question format on pages 8 and 9; be 12 point font, margins no less than 1-inch, single spaced, in any language, and up to three (3) pages at the most.

**Budget:** Complete a one-page budget on page 11 of this application packet. Ensure that all line items in the budget are explained clearly in your response to question #2 of the narrative.

**Complete Packet:** 1) cover page, 2) narrative, and 3) budget. These elements stapled or paper-clipped only. Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The Grant Review Committee will not consider any additional items or documents.

**Deadline:** Applications must be received by Monday, June 13, 2016 at 5:00 PM.