



Chloe Eudaly,
Commissioner

Suk Rhee,
Director

City Hall
1221 SW Avenue,
Room 110
Portland, OR 97204
Phone: 503-823-9333

portlandoregon.gov/civic

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GRANT APPLICATION CALL for CONSTRUCTING CIVIC DIALOGUES

Summary:

Grant opportunity for up to five groups to offer multicultural, multilingual, and community-specific training and services. The grants will allow services to be provided at no charge to individuals and groups referred by City bureaus and community partners from entities with demonstrated experience in their area of action/expertise. Projects could include but are not limited to:

- Providing training in reflective listening, non-violent communication, facilitation, community dialogue, and good governance practices.
- Providing collaborative decision-making and problem-solving services for communities experiencing conflict;
- Providing public dialogue, experiences, and interactive opportunities that builds common understanding from unique perspectives.

Proposals due:

August 30, 2018 at 4:00pm, PST.

Submit proposals and Refer questions to:

Kari Koch

Phone: (503) 823-2294

Email: kari.koch@portlandoregon.gov





PART I – GRANT REQUIREMENTS

SECTION A – GENERAL INFORMATION

1. INTRODUCTION

For decades, the City of Portland has offered mediation, conflict resolution, and facilitation for challenging conversations at no charge to community members. These services have benefitted individuals and groups when they have identified the need for third-party support in discussing challenging topics and have been resourced through a grant for services with Resolutions Northwest. Now, we are expanding on these services.

The City of Portland Office of Community & Civic Life, hereafter called “Civic Life,” is seeking proposals to provide multicultural, multilingual, and community-specific training and/or services to build community capacity to promote the common good through constructive dialogue. This summer, we are offering a grant opportunity for up to five entities to offer services at no charge to individuals and groups to foster:

- understanding of differing perspectives,
- generative public dialogue, and
- constructive conflict.

2. SCOPE OF WORK

Civic Life seeks applications from non-profit and for-profit entities (*e.g.*, community-based organizations, individuals, firms, teams, or consultants), hereafter called “Applicant(s),” with demonstrated experience in their area of action/expertise in the following areas:

- a) Applying equity and inclusion to civic processes.
- b) Fostering interconnected communities and a sense of belonging among its diverse members.
- c) Providing multicultural, multilingual, and community-specific engagement.

Projects could include but are not limited to:

- a) Providing training in reflective listening, non-violent communication, facilitation, community dialogue, and good governance practices.
- b) Providing collaborative decision-making and problem-solving services for communities experiencing conflict.
- c) Providing public dialogue, experiences, and interactive opportunities that builds common understanding from unique perspectives.



3. TARGET AUDIENCE

Successful projects will serve community members in the City of Portland, with emphasis on reaching Portlanders through City networks, e.g., bureaus, programs, advisory boards and commissions and community partners such as neighborhood coalitions and community-based organizations. Civic Life will select a cohort of grantees that represents a balance of projects that provides a continuum of services.

4. GRANT FUNDING

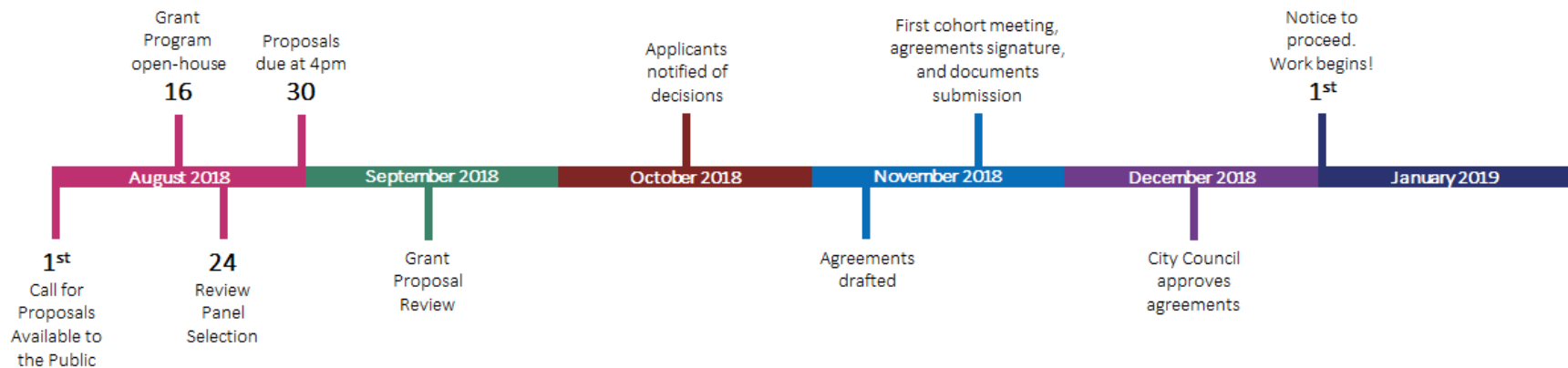
In fiscal year 2018-2019, the Constructing Civic Dialogues program will invest up to \$130,000 for up to five new partnerships ranging from \$15,000 to \$65,000. Our intention is to renew these partnerships for up to two more fiscal years – 2019-2020 and 2020-2021 – contingent upon first year outcomes and available bureau budgets.



5. TIMELINE FOR GRANT PROCESS

Key dates for this grant opportunity are as follows:

	Timeline
Call for Grant Proposals Available to the Public	Aug 2, 2018
Potential Applicant Open-House	Aug 16, 2018
Identify Review Panel	Aug 1-24, 2018
Written Proposals due at 4:00 pm	Aug 30, 2018
Review panel receives application documents	Aug 31, 2018
Applicants notified of decision	Oct, 2018
Grant agreements drafted, signed. Additional documentation submitted	Nov, 2018
Grant agreements to City Council for approval	Dec, 2018
Notice to proceed – work begins	Jan 1, 2019





SECTION B – WORK REQUIREMENTS

1. CITY GRANT SUPPORT

The City has assigned staff to oversee grant-funded projects and provide support as needed. Specific duties the City will perform include:

- a) Administer and monitor the grant agreements for compliance with the City’s administrative policies and procedures. Civic Life shall confer with the grantees regarding any problem areas relating to the performance of the agreement by either party;
- b) Convene grantee cohort and provide limited technical support as needed to meet grant requirements;
- c) Facilitate cohort meetings to promote collaboration and shared learning;
- d) Provide opportunities to promote each grantee’s work through existing bureau communication channels;
- e) Provide referrals to the program as appropriate.

2. DELIVERABLES AND SCHEDULE

Deliverables shall be work products that are to be delivered to the City such as reports, draft documents, data, interim findings, trainings, meeting presentations, etc. Grant-funded partners are encouraged to provide deliverables in accordance with the City’s Sustainable Paper Use Policy, as appropriate. The policy can be viewed at: <http://www.portlandonline.com/omf/index.cfm?c=37732>

Deliverables and schedule for this project in fiscal year 2018-2019 shall include:

- a) A final report accounting for the delivery of services and output measures including:
 - i. Total number of participants and referral information per project activity.
 - ii. Aggregate data and analysis of confidential and voluntarily-contributed demographic information of service participants (demographics form provided).
 - iii. List of email contacts for program participants for future program evaluation.
 - iv. Other metrics to be defined by the Applicant(s) (in the application process).
 - v. Other metrics to be defined collaboratively by the cohort and Civic Life.

All deliverables and resulting work products from this grant agreement will become the property of the City of Portland.

3. PLACE OF PERFORMANCE

The work must serve Portland community members and be delivered within Portland city limits.

4. PERIOD OF PERFORMANCE

Project start date for fiscal year 2018-2019 is January 1st, 2019 for a period of six months until June 30, 2019, with option for extension for additional years contingent upon deliverables and available funding.



5. MINIMUM REQUIREMENTS TO APPLY

a) Insurance Requirements

Grantees shall agree to maintain continuous, uninterrupted coverage of all insurance as required by the City. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without a 30-day written notice from the grantee or its insurer(s) to the City.

- i. **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (firms with one or more employees, unless exempt under ORS 656.027).
- ii. **General Liability Insurance** with a combined single limit of not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage. It shall include liability coverage for the indemnity provided under this grant agreement, and shall provide that the City of Portland, and its agents, officers, and employees are Additional Insureds but only with respect to the successful Applicant's services to be provided under this Agreement.
- iii. **Automobile Liability Insurance** with a combined single limit of not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- iv. **Certificates of Insurance:** As evidence of the insurance coverages, the successful Applicant(s) shall furnish acceptable insurance certificates to the City at the time signed agreements are returned to the City. The certificate will specify all of the parties who are Additional Insureds and will include the 30-day cancellation clause as identified above. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The successful Applicant(s) shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.
- v. **Additional Insured:** The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the GRANTEE's or its contractor's activities to be performed or services to be provided. Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to City. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.



SECTION C – APPLICATION FORM

Descriptive Title of
Your Project/Program:

Brief Description of
Your Project/Program
(100 words):

Requested Amount

1. Applicant(s)

Organization Name:

Organization
Address:

Tax ID Number/SSN
Number:

Contact Name:
Phone:
E-mail:

2. Background and Mission of your entity (100 words):



OFFICE OF
**Community
& Civic Life**

3. Project/Program Narrative

The purpose of the Constructive Civic Dialogue grant program is to build community capacity to promote the common good through constructive dialogue. This includes fostering:

- understanding of differing perspectives,
- generative public dialogue, and
- constructive conflict

How does your project/program meet this purpose? *(max. 200 words)*

Who will benefit from your proposed work? *(max. 100 words)*

Is this a project/program your organization currently provides?

- Yes
- No

If “yes”, please share an example of when this project/program was successful (*max. 200 words*)

If “no”, please demonstrate why this project/program has a likelihood of success in the current timeline of six months? (*max. 200 words*)



In addition to meeting the purpose of the grant program, Applicant(s) must also demonstrate their experience in the following three areas. Please describe your experience in at least one of these areas? *(max. 200 words)*

- Applying equity and inclusion to civic processes;
- Creating interconnected communities and generating a sense of belonging;
- Providing multicultural, multilingual, and community-specific engagement.

Why is your entity uniquely qualified to deliver this service? *(100 words)*

4. Scope of Work

Please describe the following:

What are the expected results for this project/program? This includes:

o Output measures

List the activities to be completed (max. 200 words)

What data will you collect to show progress? (For example, how many people do you plan to serve?) (max. 100 words)

○ Outcome measures

What is the expected impact of each of the listed activities? (max. 200 words)

What data will you collect to show progress? (For example, what percent of participants reported a change in behavior before and after the activity?) (max. 100 words)

Please note: If awarded funding, you will be required to include the status of your outcome measures and milestones on each progress report.

5. Timeline

Please provide a timeline for your project/program.

What are potential challenges to this project/program, and how do you plan to mitigate those risks?
(max. 100 words)

How could the City of Portland support your project/program in being successful?



Budget Narrative: Please describe the anticipated costs and their role in carrying out the project/program. (max. 200 words)

[A large light green rectangular area intended for the budget narrative text.]

If I am selected to receive grant funds, I agree to:

1. Submit final progress report, including status of performance measures
2. Attend two required cohort meetings in fiscal year 2018-2019.

Accepted by:

Signature

date

Typed/printed name



SECTION D – EVALUATION PROCESS

Minimum Requirements:

Each grant application is screened for minimum requirements prior to submission to the Grant Review Committee for scoring. Proposals which fulfill the following minimum requirements will be moved forward to Grant Review Committee and considered for funding:

1. Timely submission of grant application. No late entries will be reviewed.
2. Completed grant application. Sections left blank without explanation or incomplete sections or information will disqualify application.
3. Contact information for lead staff person will be up-to-date and complete.
4. Project Budget will be complete. Missing or incomplete budget will disqualify application.
5. Application is filled out accurately. Providing falsified information will automatically disqualify application.

Please note that the final grant decisions will be made based on the following criteria:

- The overall score of the grant proposal based on the guideline detailed in this document.
- The overall evaluation of grant proposals to ensure a balanced cohort of grantees serving both community members and groups within the City of Portland.

Scoring Criteria and Levels:

Proposals will be ranked on the quality of the application as a whole, and how well the specified criteria are addressed. The committee will score from 0-10 for each criterion:

[10 Excellent] [7-9 Good] [4-6 Fair] [1-3 Poor] [0 Unacceptable]

1. Narrative, Purpose, and Qualifications (10pts max possible)

- Excellent: Project is thoroughly described leaving no doubt as to intention of project. Narrative indicates a well-planned project with purpose, and description of qualifications meets the grant mission.
- Good: Similar to above but lacking detail about the project description, purpose and/or justification. Has description of qualifications and how it meets the grant mission.
- Fair: Project intent is stated, but narrative description is limited, leaving questions regarding certain aspects of the project.
- Poor: Project intent is vague and poorly planned. Needs are not well-defined. Planning and preparing for this work appears to have been an afterthought.
- Unacceptable: Project intent is not stated. Narrative does not have specific focus. Serious doubt as to whether Applicant(s) could successfully implement the project.



2. Scope of Work, Data, and Measures (10pts max possible)

- Excellent: Thorough description of scope of work and implementation. Includes a detailed plan of work and timeframe indicating approximately when each activity will be carried out and when work will be completed. Shows thorough understanding of how and what data should be collected to measure outputs and outcomes.
- Good: Similar to above but may lack timeframe, tasks that need to be completed, or other minor information. Understands how and what data should be collected but less detail on measuring outputs and outcomes.
- Fair: Includes a project implementation description but lacks many details. Project implementation plan or timeframe is vague. Doesn't understand measuring outputs and outcomes. Capacity to do this work is weak.
- Poor: Project will probably get done but planning appears to be lacking. Information is missing or shows significant lack of understanding of data, measuring outputs or outcomes.
- Unacceptable: Project implementation plan is unrealistic or nonexistent. Doubtful that project will be completed.

3. Timeline and feasibility of the project (10pts max possible)

- Excellent: Has clear and detailed timeline, with milestones for getting the work done and demonstrated organizational commitment that supports accomplishment of the work in that timeline.
- Good: Similar to above but may not provide as much detail.
- Fair: Has timeline but doesn't show enough detail that efforts will be completed, or demonstrated milestones, or lack of organizational commitment for completion of work.
- Poor: It is very unlikely efforts will be completed. No intentionality in how work will be accomplished.
- Unacceptable: Shows no timeline at all.

4. Budget (10pts max possible)

- Excellent: Project budget leaves no doubt that the associated costs are adequate and realistic. Budget is completed, and descriptions are provided and relevant.
- Good: Similar to above but less detail.
- Fair: Some questions regarding the use of budget funds though still a good project.



Poor: Vague detail as to the use of budget funds.

Unacceptable: Lack of justification for utilization of funds, organization doesn't seem capable of managing money appropriately.

Partnerships & Collaboration

Partnerships and collaboration are highly encouraged but not a requirement of this grant. Cohort participation as previously outlined in this document is a requirement.