



Chloe Eudaly, *Commissioner*
Suk Rhee, *Director*
1221 SW 4th Avenue, Room 110
Portland, OR 97204
Phone: 503-823-9333
portlandoregon.gov/cannabis



FUNDING OPPORTUNITY ANNOUNCEMENT

for

2021 Social Equity & Educational Development (SEED)

GRANT FUND

Summary:

The City of Portland's Office of Community & Civic Life **invites you to apply for the 2021 Social Equity & Educational Development (SEED) Grant Fund** (*formerly the Cannabis Social Equity Grant*). This is an equity-driving, restorative justice and community reinvestment grant program funded by the City of Portland's 3 % local tax on adult-use cannabis retail sales. Racially-biased cannabis policies and disparate cannabis-related arrests, convictions, and sentencing have had long lasting legal, social, economic, and inter-generational consequences on Black and Brown communities. This fund aims to rectify some of these past harms and to reinvest in these communities directly.

In alignment with the Ballot Measure 26-180 passed in 2016, the SEED Grant Fund prioritizes BIPOC and women led/owned small business initiatives AND/OR projects, programs or services that support economic and educational development of Black and Brown communities, which were the most impacted by cannabis prohibition.

For the 2021 funding cycle, **\$800,000** is available for SEED Grant Fund through the following funding opportunities:

- FOUR (4) one-time grants at \$75,000 total per grant
- TWO (2) two-year grants at \$250,000 total per grant (\$125,000 per year)

Applicants may request funding for projects and programs in the following priority areas including but not limited to:

EDUCATION

- Youth Training & Development
- Workforce Development
- Community Education
- Health Education
- STEAMM Education (Science, Technology, Engineering, Agriculture, Math or Medical)

ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT

- Business incubation & acceleration
- Business Support for Entrepreneurs
- Co-working Spaces
- Networking & Mentorship

EXPUNGEMENT

- Criminal justice reform projects and services
- Legal services and case management support
- Re-entry housing support and services

The **SEED Grant Fund** seeks applications from non-profit and for-profit entities, of any size. Please note, newly formed groups or initiatives with fiscal sponsorship from a non-profit entity are also eligible to apply. Multi-entity collaborations, coalitions and/or consortium efforts are also encouraged to apply.

**Round 1 Applications must be submitted via email in WORD or PDF format by:
Friday, October 30, 2020 at 5PM PST**

Submit applications and refer questions to:
Dasheeda Dawson, Cannabis Program Supervisor
SEED@portlandoregon.gov

SECTION A – GENERAL GRANT INFORMATION

1. About SEED Initiatives & Grant Fund

In November 2016, City of Portland voters approved Portland Ballot Measure 26-180 to impose a 3% local tax on adult-use cannabis retail sales. Racially-biased cannabis policies and disparate cannabis-related arrests, convictions, and sentencing have had long lasting legal, social, economic, and inter-generational consequences to Black and Brown communities. In 2020, an ongoing portion of the cannabis tax revenue was allocated by the Portland City Council to the Office of Community & Civic Life's Cannabis Program to rectify some of these past harms and to reinvest in these communities directly.

Supported by an ongoing \$1 million in cannabis tax revenue funding, Social Equity & Educational Development (SEED) Initiatives was launched in 2020 and is the cannabis program's vehicle for the single-source monitoring, measuring & reporting on the city's cannabis tax revenue (specifically the 3% excise tax). In the United States, it is the first equity program of its kind integrated within the cannabis regulatory office. The 1st Annual SEED Initiatives Report, which will detail the city's historical cannabis tax revenue "return on *equity* investment" -- with specific focus on FY 2019-20 activities -- will be released in March 2021.

Through community engagement, feedback from previous cycles and insights from the May 2019 Cannabis Tax Revenue Audit, SEED Initiatives has been developed to include a larger grant fund and supporting initiatives during this pilot year. ***Changes to the grant design this cycle include a new multi-year funding option, a two-round application process, and enhanced technical support for SEED Grant recipients.***

The 2021 SEED Grant Fund, now in the 4th year of the grant fund, will have **\$800,000** available in grants. Another \$200,000 from SEED Initiatives funding will be dedicated to COVID-certified vendor contracts for the pilot SEED Technical Assistance Program, designed to support SEED Grant Fund recipients from day one.

In accordance with the voter intent of Ballot Measure 26-180 passed in 2016, the SEED Grant Fund prioritizes BIPOC and women led/owned small business initiatives AND/OR projects, programs or services that support economic and educational development of Black and Brown communities, which were most impacted by cannabis prohibition.

The development of SEED Initiatives, subsequent grant design changes and priority funding areas have been informed by stakeholder engagement through the Cannabis Policy Oversight Team (CPOT), and stakeholder feedback from: community listening sessions; past grant applicants; Cannabis Community Conversations; and information from City, regional, and national efforts in cannabis equity, community economic development and restorative justice.*

For more information about the history of the Social Equity & Educational Development (SEED) Grant Fund and past awardees, [please click HERE](#).

**We want to acknowledge and thank all the community members and organizations who've shared their thoughts and ideas for this grant. We value your suggestions and are working to thoughtfully integrate your feedback through this and future grant cycles.*

2. SEED Grant Fund Purpose

The SEED Grant Fund aims to aid, strengthen, and serve restorative justice, community reinvestment, and wealth creation in Black and Brown communities, which have been disproportionately impacted by over 80 years of cannabis prohibition laws. Cannabis policies and disparate cannabis-related arrests, convictions, and sentencing have had life-altering and inter-generational consequences for these specific communities. The grant fund is one small step for the City in acknowledging and addressing the decades of harm caused to Black, Indigenous, and communities of color by cannabis criminalization and stigmatization.

Moreover, intergenerational marginalization and community disinvestment are further continued by policies denying U.S. residency, child custody, voting rights, employment, business loans, business licensing, student financial aid, public housing and other public assistance to people with criminal convictions. The Office of Community & Civic Life recognizes that restorative efforts and repairing the harm caused by decades of racially-biased enforcement of cannabis prohibition law will take equally long to reverse the damage.

The SEED Grant Fund will distribute funding across a range of projects, programs and services within the designated priority areas. In accordance with voter intention of the Ballot Measure 26-180, additional priority will be given to BIPOC-led projects, programs and services AND/OR projects, programs and services that demonstrate institutional policies and practices in equity, community partnerships, and economic development in communities most negatively impacted by cannabis prohibition.

3. SEED Grant Fund Priorities

All programs and projects funded by the SEED Grant Fund will:

- Prioritize communities, businesses, and individuals who've been adversely impacted by cannabis prohibition in program/project services;
- Build sustainable capacity in BIPOC communities and BIPOC- and women-owned businesses or individuals;
- Reflect institutional commitment to outcomes in equity, collective impact, and economic development;
- Increase community building and civic engagement opportunities for communities working towards equitable outcomes.

The **SEED Grant Fund** seeks applications from non-profit and for-profit entities, of any size. This includes community-based organizations, individuals, firms, teams, or consultants. Please note, newly formed groups or initiatives with fiscal sponsorship from a non-profit entity are also eligible to apply. Multi-entity collaborations, coalitions and/or consortium efforts are also encouraged to apply.

Applicants may request funding for projects and programs in the following priority areas including but not limited to:

EDUCATION

- Youth Training & Development
- Workforce Development
- Community Education

- Health Education
- STEAMM Education (Science, Technology, Engineering, Agriculture, Math or Medical)

ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT

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These categories can be interpreted broadly and services are not limited to specific age groups. Applicants are encouraged to be innovative with existing services, explore new initiatives, or expand partnerships and clients served.

NOTE: We recognize that individuals and communities disproportionately impacted by cannabis prohibition may not want to participate in the cannabis industry. For this reason, SEED Grant Fund supports projects within and outside of the cannabis industry. All are eligible to apply for this funding.

4. Grant funding

For the 2021 funding cycle, **\$800,000** is available for SEED Grant Fund. Civic Life will return cannabis funds to the community through the following grants:

- FOUR (4) one-time grants at \$75,000 total per grant
- TWO (2) two-year grants at \$250,000 total per grant (\$125,000 per year)

New grant applicants are encouraged to apply for one-time grants. Past recipients should use their previous project/programs results, needs assessments, participant feedback, and outcomes measures, as the foundation for innovation and subsequent project/program proposals.

For 2021 SEED Grant recipients, work is expected to start on July 1, 2021.

Grants from the City of Portland generally operate within a reimbursement model. We realize that this can be challenging for some organizations. Advance payment may be possible for certain situations and will be evaluated on a case-by-case basis after announcement of grant recipients.

5. Timeline for grant process

Key dates for this grant opportunity are as follows:

MILESTONE	TIMELINE
Round 1 Applications Available	October 2, 2020
Information session #1	October 13, 2020
Information session #2	October 25, 2020
Round 1 Applications due by 5PM PST	October 30, 2020
Round 2 Notifications sent by 5PM PST	November 30, 2020
<i>Information session #3 (Round 2 only)</i>	<i>To Be Scheduled</i>
Round 2/Final Applications due by 5PM PST*	December 14, 2020
Preliminary notification to awardees	Late January 2021
Presentation to Council for Approval	March 2021
Public Announcement of 2021 recipients	May 2021
Notice to proceed – work begins	July 1, 2021

**Round 2 applications will be available online for preview and download by Friday, November 20, 2020. However, please note those selected to advance to Round 2 will be notified via email on November 30, 2020 and will have two (2) weeks to complete the Round 2/final applications.*

Additional timeline information will be available at a later date and shared in future communications from the Cannabis Program, including on the SEED Grant Fund website.

SECTION B – WORK REQUIREMENTS

City Support for Grant Recipients

The Cannabis Program will oversee all grant-funded projects/programs and all SEED Grant recipients will be supported by the SEED Technical Assistance Program.

SEED Technical Assistance Program include:

- Assigned SEED Technical Assistance Program grant manager
- Administration and monitoring of the grant agreements for compliance with the City's administrative policies and procedures from day 1
- Coordinated and pre-scheduled quarterly SEED Grant recipient cohort meetings
- Coordinated and pre-scheduled individualized monthly check-ins during Year 1
- Technical support as needed to meet grant requirements from day 1
- Regular schedule "office hours" for additional individualized training
- Opportunities for free and/or low-cost additional business basics education
- Opportunities to network with, collaborate with, support and promote other SEED Grant recipient work through existing program communication channels.

Deliverables and schedule

Deliverables are work products and information that will be provided to the City such as reports, draft documents, data, interim findings, trainings, meeting presentations, etc. SEED Grant Fund recipients are encouraged to provide deliverables via email, as appropriate, following the [City's Sustainable Paper Use Policy](#).

Deliverables SEED Grant Fund recipients shall include (but not limited to):

- Monthly mini-progress reports aligned with pre-scheduled individualized check-in meetings
- One major progress report at the halfway point to account for the delivery of services, output measures, and any programmatic observations or highlights.
- An itemized account of expenditures submitted with each invoice for reimbursement.
 - *Note: subsequent-year awardees may not submit their first invoice for reimbursement until Civic Life has received, reviewed, and approved the final report from the previous cycle.*
- A final report to account for the delivery of services and output measures including:
 - Total number of participants and information about participants referred per project/program activity.
 - Aggregate data and analysis of confidential and voluntarily-contributed demographic information of service participants (demographics form will be provided).
 - List of email contacts for program participants for future program evaluation.
 - Other metrics defined by the Applicant(s) in their application.
 - Other metrics to be defined collaboratively by the SEED Grant Recipient and SEED Initiatives.

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

Place of Activity

The project/program work must benefit the City of Portland community members and primarily be delivered within Portland city limits.

Period of Activity

- The expected project/program start date for the one-time cycle is July 1, 2021 for a period of 12 months until June 30, 2022.
- The expected project/program start date for the two-year cycle is July 1, 2021 for a period of 24 months until June 30, 2023.

Allowable and Unallowable Costs for SEED Grants

Activities, efforts, and materials needed for the performance of the grant program/project are generally allowable costs for reimbursement. Costs accrued solely to promote or advance the awardee business or organization may not be eligible for reimbursement.

Unallowable costs include (but are not limited to): some political activities (for example, activities to promote a specific candidate); purchase of cannabis inventory; purchase of alcoholic beverages; purchase of real estate. **Please check with your assigned SEED Technical Assistance manager if you have questions about a specific item in your proposed budget.**

Minimum City of Portland Grant Recipient Requirements

All grant recipients shall obtain and maintain, throughout the duration of the Grant Agreement and any extension periods, the required insurance identified below. Grant recipients shall not commence work until it has met the insurance requirements below and provided insurance certificates approved by the City Attorney. ***Applicants are encouraged to start early on this requirement and to acquire insurance cost estimates prior to submitting Round 2 application if selected.***

Insurance Certificate. As evidence of the required insurance coverage, Grantee shall provide compliant insurance certificates, including required endorsements, to the City prior to execution of the Agreement. The certificates shall list the City as certificate holder. Grantee shall maintain continuous, uninterrupted coverage and to provide insurance certificates demonstrating the required coverage for the Term of this Agreement. Additional Insureds. For commercial general liability coverage, Grantee shall provide City with a blanket additional insured endorsement form that names the City of Portland, Oregon, and its officers, agents and employees, as an additional insured. The additional insured endorsement must be attached to the general liability certificate of insurance.

Coverage Requirements. Grantee shall comply with the following insurance requirements:

- A. Commercial General Liability. Grantee shall acquire commercial general liability and property damage insurance coverage in an amount **not less than \$2 million per**

occurrence for damage to property or personal injury arising from Grantee's work under this Agreement.

- B. Automobile Liability. Grantee shall acquire automobile liability insurance to cover bodily injury and property damage in an amount **not less than \$2 million for each accident**. Grantee's insurance must cover damages or injuries arising out of Grantee's use of any vehicle.
- C. Workers' Compensation. Grantee shall comply with Oregon workers' compensation law, ORS Chapter 656, as it may be amended. If Grantee is required by ORS Chapter 656 to carry workers' compensation insurance, Grantee shall acquire workers' compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current, valid certificate of workers' compensation insurance on file with the City for the entire period during which work is performed under this Agreement. Grantee shall acquire workers compensation coverage in an amount **not less than \$1 million each accident, \$1 million disease each employee, and \$1 million disease policy limit**.
- D. Physical Abuse and Sexual Molestation Liability (required for organizations serving vulnerable clients, such as children, elderly adults, and those with intellectual and developmental difficulties). Grantee shall acquire, at Grantee's expense and keep in effect during the term of this Agreement, Physical abuse and sexual molestation liability insurance as an endorsement to the commercial general liability policy in a form and with coverage that are satisfactory to the City covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Grantee is responsible including but not limited to Grantee and Grantee's employees and volunteers. Policy endorsement's definition of an insured shall include the Grantee, and the Grantee's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of **not less than \$1 million per occurrence. Any annual aggregate limit shall not be less than \$3 million**