



EAST PORTLAND ACTION PLAN (EPAP)

2011 – 2012 Civic Engagement Grants Program (\$55,000 – Date Due: May 23, 2011)

The EPAP Civic Engagement Sub-Committee is awarding special grants towards the implementation of projects that support culturally specific and language appropriate Civic Engagement workshop curriculum. We invite residents, Neighborhood, Business Associations, non-profits, communities of faith, and community-based organizations living in, or serving East Portland to apply.

Our goal is to provide an opportunity to build East Portland community by funding projects that implement actions identified in the East Portland Action Plan. The mission of the EPAP Civic Engagement Sub-Committee is to promote cultural diversity as an important community asset in East Portland. Our focus is to advocate for culturally specific and language appropriate civic engagement curriculum that provides entry level civic engagement opportunities that enhance public involvement participation in underserved communities.

Our goal is to provide an opportunity to build East Portland community by funding projects that implement actions identified in the East Portland Action Plan.

\$55,000 is available to address the following Action Plan item: **Community Building.2.3** Develop and hold leadership and civic engagement classes/programs for East Portland citizens to build capacity for participating in lobbying, advocacy, board participation, partnership, etc.

EPAP represents the area within the East Portland Neighborhood Office district that includes 13 neighborhoods and 5 business districts in the City of Portland (see *map on page 11*). **Grant awards will fund the equivalent of six (6) culturally specific and language appropriate entry-level Civic Engagement workshops addressing six (6) topic areas each session.**

The City of Portland recognizes the benefit of providing funding to engage, assist, and support the East Portland community to implement Action Plan items. This investment promotes equitable community building that improves the quality of life; fosters strong community connections; increases the area's regional significance; and enhances equity. Learn more at our website:

www.eastportlandactionplan.org .

Goal of the East Portland Action Plan Grants Program:

Our goal is to provide an opportunity to build East Portland community by funding projects that implement actions identified in the East Portland Action Plan. The mission of the EPAP Civic Engagement Sub-Committee is to promote cultural diversity as an important community asset in East Portland. Our focus is to advocate for culturally specific and language appropriate civic engagement curriculum that provides entry level civic engagement opportunities that enhance public involvement participation in underserved communities.

Further information about the Action Plan can be found at: www.eastportlandactionplan.org or you can **contact the Grant Manager listed on page 2.**

Submission Deadline:

**Proposals must be received by:
5:00 PM, Monday, May 23, 2011**

Applications received after the deadline will not be accepted.

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

lore.wintergreen@portlandoregon.gov or

East Portland Neighborhood Office

1017 NE 117th Ave

(117th between Halsey + Glisan at the foot of the water tower)

Portland, OR 97220

Grant-making process:

\$55,000 will be made available to residents, Neighborhood, Business Associations, non-profits, communities of faith, and community-based organizations living in, or serving the East Portland area. Grants will be awarded through a competitive process. Grant applications will be reviewed by a community-based grant making committee of East Portland Action Plan members.

For More Information:

The **Grant Manager** contact is:

lore wintergreen

East Portland Action Plan Advocate

East Portland Neighborhood Office

503.823.4035

lore.wintergreen@portlandoregon.gov

More grant program information: www.eastportlandactionplan.org/grant

Support for Grant Writers:

Grants can be submitted in a language other than English (this does limit the ability of the Grant Manager to provide review and assistance). There is a computer available for your use at the East Portland Neighborhood Office. Grant writing resources will also be posted at www.eastportlandactionplan.org/grant .

You are strongly encouraged to attend a grant information session listed below or to contact the Grant Manager. The session will help answer questions about the application, the committee review process, and how the funds can be used. Please call seven days in advance for special needs accommodations, childcare, and/or language interpretation requests at 503-823-4035 or TTY 503-823-6868. The building is mobility device accessible.

Wednesday, May 11, 2011 East Portland Neighborhood Office
9:30 AM – 11:30 AM 1017 NE 117th Ave.
Portland, Oregon 97220
(between Halsey & Glisan - foot of the watertower)
TRI-MET: #77, #25

Thursday, May 12, 2011 East Portland Neighborhood Office
6:30 PM – 8:30 PM 1017 NE 117th Ave.
Portland, Oregon 97220
(between Halsey & Glisan - foot of the watertower)
TRI-MET: #77, #25 (stops at 7:00 PM)

Guidelines & Requirements:

Proposed projects **must**:

1. Address the implementation of the following Action Plan item: **Community Building.2.3** Develop and hold leadership and civic engagement classes/programs for East Portland citizens to build capacity for participating in lobbying, advocacy, board participation, partnership, etc.
2. Demonstrate an ability to involve culturally specific populations in language appropriate ways, with populations/communities that have not yet been as actively involved in city planning and projects.
3. **Address topic areas listed on page 4 of this grant announcement under “Topics for civic engagement workshop curriculum”, including the required topic #9. Next Step Community Involvement and Leadership Placement Opportunities.**
4. Demonstrate plans for involving participants after end of granted period.
5. Have 501 (c) 3 nonprofit status from the IRS, be a government entity, or have sponsorship from either entity to serve as fiscal sponsor. The 501 (c) 3 or government agency must have Liability Insurance within one week of being notified of the award. Community organizations that don't have 501(c) 3 status and Liability insurance can seek to partner with an East Portland Neighborhood Association, which will allow them to use East Portland Neighbors (EPN) as their fiscal sponsor. The Grants Manager can be of assistance to you in this process.
6. Take place in and benefit the residents of the East Portland Neighborhood area. (See map on page 10).

Criteria Used in Grant Selection:

The following criteria will be given special consideration in the grant review process:

| |
|---|
| Experience with cultural specific underserved populations with language appropriate communication |
| Experience leading entry level civic engagement training |
| Experience doing community involvement with cultural specific populations with language appropriate communication |
| Community building project leading to more community involvement |
| Number of people to be directly engaged |
| Ability to link to the existing services in the community tailored to the needs of cultural and language specific populations |
| Promotion of health and well-being of families, children, individuals and communities. |
| Involvement between multiple partners. |
| Demonstration of matching contributions of \$ or time. |

Topics for civic engagement workshop curriculum (You are expected to develop the content of the workshop to meet the needs of the community you are engaging):

1. The Law and Crime Prevention (including gang prevention and domestic violence)
2. Housing (rental + home ownership rights and responsibilities)
3. Jobs and Employment
4. Schools and Education
5. Transportation
6. Health
7. Children and Families
8. Immigration and Citizenship
9. Next Step Community Involvement and Leadership Placement Opportunities.

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, items for distribution for individual general use, staff providing direct services to individuals)
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 (paying bills existing before the grant is awarded)
6. Annual appeals, general fund drives
7. Emergency funding

Timeline:

Request for Proposals Available: Monday, April 25, 2011

Grant Applications due: Monday, May 23, 2011 at 5:00 PM

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

Awards Announced no later than: June 6, 2011

When awarded a grant you must immediately submit proof from your fiscal sponsor of General Liability insurance. Proof of workers compensation is required if funding staff, and proof of automobile insurance is required if providing volunteer or participant transportation for the funded project.

Funds must be encumbered (financially obligated) by: June 30, 2011

Interim Fiscal Budget Report: June 30, 2012

Final report and documentation no later than: December 31, 2012

Reporting Requirements:

1. A Budget Report Form of expenses to-date must be submitted by June 30, 2012 if the end-of-project evaluation and budget expense form has not been submitted.
2. A three-page end-of-project evaluation and budget expense form must be completed and returned to East Portland Neighborhood Office by December 31, 2012. We encourage you to submit your evaluation and expense summary within 30 days of completion of your individual project.
3. Each project must provide at least one digital photograph of a project activity with their completed evaluation.
4. Document your project success on the East Portland Action Plan Updates webpage under each of the relevant Action items:
www.eastportlandactionplan.org/updates

Program sponsors:

This grant program is sponsored and administered by:

- City of Portland Office of Neighborhood Involvement
- East Portland Action Plan

Application Form

Applications must be emailed to lore.wintergreen@portlandoregon.gov, or mailed or hand delivered to East Portland Neighborhood Office, 1017 NE 117th Avenue, Portland, OR 97220, and received by Monday, May 23, 2011 at 5:00 PM.

Application Checklist

| | |
|--|--|
| Optional but encouraged: Attend a grant information session and/or contact the grants manager. | |
| Required: If submitted by hard copy instead of electronic email, print double-sided pages | |
| Complete the following: | |
| Cover page: Include <u>all</u> information requested on a cover page in a format similar to page 8. | |
| Narrative: Must follow the question format on page 9; 12 point font, margins no less than 1-inch, single spaced. No more than two pages. | |
| Eligibility: Copy of IRS non-profit determination letter or agreement from fiscal sponsorship agency and, or letter on department/bureau letterhead if government entity applicant. | |
| Budget: Complete a one-page budget using a format with <u>all</u> the information requested on page 10. Ensure budget reflects the narrative and makes reference to matching funds (\$ or time donated). | |
| Packet: Should include cover page; narrative; IRS eligibility letter/agreement, or government letterhead statement; and budget. These four elements stapled or paper-clipped only. <i>Do not include any additional documents, i.e. photos, newsletters, letter of support etc. The committee will not consider these additional items.</i> | |
| Deadline: Submit electronically by email to lore.wintergreen@portlandoregon.gov or provide <u>10 copies</u> to East Portland Neighborhood Office: 1017 NE 117 th Ave., Portland, OR 97220 by Monday, May 23, 2011 at 5:00 PM. | |

Cover Page

Complete this provided template, or create a new form with ALL elements listed in order.

Project Title: _____

Organization: _____

Project Coordinator: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

Fiscal Sponsor: _____

Non-profit 501-c-3/ Fiscal Sponsor Tax ID #: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City, State, Zip: _____

List additional partner organizations:

Requested Amount: _____

Attach IRS non- profit status eligibility letter/agreement, or government leader head statement.

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

Be sure your response includes:

- a) How the project builds inclusive community
- b) How you plan to engage with cultural-specific communities in a language specific and meaningful way
- c) Community you intend to engage
- d) Anticipated number of people engaged
- e) Describe the structure of the workshops/classes (topics being covered, duration, how many workshops/classes, intended attendance)
- f) How you plan to continue to build community involvement or leadership placement opportunities for participants in the program after the grant cycle

Within your answer you may want to further identify:

- Any organizational leadership development
- How this project supports your organization's goals and priorities
- How this project addresses criteria on page 4 of this application packet

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

Highlight all organizational partnerships. (Letters of support are not required.)

3.) Describe how the budget supports the project described above.

- a) Describe how you will spend the money
- b) Describe any leveraged and donated resources. This could include volunteer time, facility usage, evidence of partnership involvement, in-kind donations, or other funds being used for this project.

4.) Describe the plan to promote your project, including acknowledgement of funders -- City of Portland and East Portland Action Plan

Project Budget

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

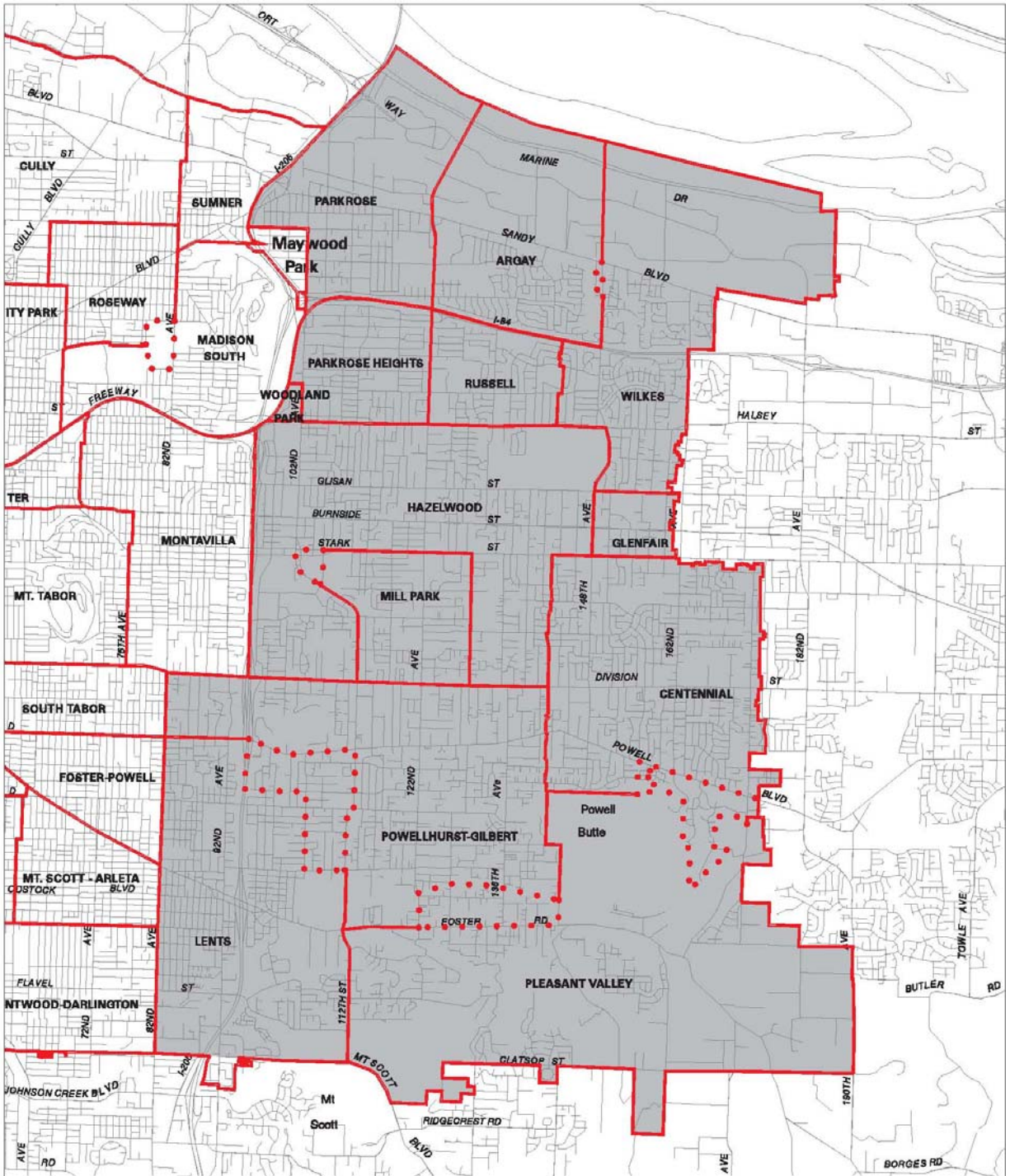
| Item | Requested Funds | Leveraged Funds and/or Additional Grants* | Donated Services & Time** |
|---|-----------------|---|---------------------------|
| Personnel (Direct project management, contracting for special services, volunteer time**, etc.) | | | |
| Promotional Materials/Printing (Flyers,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

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.

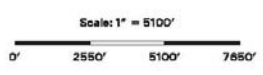
** Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$17 per hour. For professional or skilled volunteer work, visit http://www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.

*** Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget. This includes neighborhoods speaking with the coalition office.

EAST PORTLAND NEIGHBORHOOD OFFICE



—— Neighborhood Boundary
..... Overlapping Boundary
 July 07, 2006



City of Portland
 Office of Neighborhood Involvement and
 Bureau of Planning