



# East Portland Action Plan (EPAP) Revised Dates 2012 – 13 Grants Program (\$54,000)

The City of Portland is awarding a fourth round of East Portland Action Plan (EPAP) Grants. We invite residents, Neighborhood and Business Associations, non-profits, and community-based organizations in Portland to apply.

The goal is to provide an opportunity to build East Portland community by funding projects that implement Action items identified EPAP (that can be found at: [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org)).

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

We look forward to working together to make real the Action Plan that was designed by the community to address the following in partnership with East Portland residents: Improve the quality of life; Foster strong community connections; Increase the area's regional significance; and Enhance equity.

**\$54,000** is available to support implementation of the Action Plan, which 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 10)**. Grant awards will range from **\$500 - \$5,000** and will support projects that implement Action Plan items identified in the EPAP.

The City of Portland recognizes the benefit of providing funding to engage, assist, and support the community to implement Action Plan items. By sponsoring these actions, the City of Portland is investing in both equitable community building and improvements for East Portland community livability.

Grant Applications are due on **Wednesday, November 9, 2011 by 5:00 PM**. The selection committee is looking for applications that have a clear and defined: response to Action Plan items; role for the participating organization(s); project timeline; and budget request that is proportional to the community benefit. Individuals or community organizations that don't have 501(c) 3 status or Liability Insurance may choose to partner with an East Portland Neighborhood Association, which will allow them to use East Portland Neighbors (EPN) as their fiscal sponsor.

## **Goal of the East Portland Action Plan Grants Program**

Our goal is to provide residents, Neighborhood Associations, Business Associations, non-profits, and community-based organizations the opportunity to build East Portland community by funding projects that contribute toward implementation of Actions identified in the East Portland Action Plan (which can be found at [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) ). **Contact the Grant Manager listed at the bottom of page 2 for further information.**

## **Submission Deadline**

**Proposals must be received by:**  
**5 PM, Wednesday, November 9, 2011**

Applications received after the deadline will not be accepted.

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

[lore.wintergreen@portlandoregon.gov](mailto:lore.wintergreen@portlandoregon.gov)

East Portland Neighborhood Office

1017 NE 117<sup>th</sup> Ave.

Portland, OR 97220

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

## **Grant-making process:**

\$54,000 will be made available to residents, and/or neighborhood, business, non-profits, and community-based organizations **in or serving the East Portland Neighborhood area**. Proposed grant dollar amounts may range from \$500 to \$5,000. Grants will be awarded through a competitive process. Grant applications will be reviewed by the East Portland Action Plan Grant Review Committee.

## **For More Information:**

The grant program is administered by the East Portland Action Plan Grant Review Committee. The Grant Manager contact is:

lore wintergreen

East Portland Action Plan Advocate

East Portland Neighborhood Office

1017 NE 117<sup>th</sup> Ave.

Portland, OR 97220

503.823.4035

[lore.wintergreen@portlandoregon.gov](mailto:lore.wintergreen@portlandoregon.gov)

**More grant program information at:** [www.eastportlandactionplan.org/grants](http://www.eastportlandactionplan.org/grants)

## Support for Grant Writers

The Grant Manager is available to assist, review, and provide input as you develop your grant application. 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 are posted at [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) .

You are ENCOURAGED to attend a grant information session listed below and to contact the Grant Manager. The sessions will help answer questions about the application, the committee review process, and how the funds can be used.

Call 503-823-4035 no less than five (5) business days in advance for childcare and/or language interpretation requests. To help ensure equal access to City Programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503.823.4035 or the City's TDD at 503-823-6868, or the Oregon Relay Service at 1-800-735-2900 with such requests no less than five (5) business days prior to the event. The building is mobility device accessible.

### **Thursday, October 13, 2011**

6:30 PM – 8:30 PM

East Portland Neighborhood Office  
1017 NE 117<sup>th</sup> Ave.  
Portland, Oregon 97220  
(between Halsey & Glisan at the foot of the  
watertower)  
TRI-MET Bus: #77, #25 (stops at 7 PM)

### **Wednesday, October 19, 2011**

9:30 AM – 11:30 AM

East Portland Neighborhood Office  
1017 NE 117<sup>th</sup> Ave.  
Portland, Oregon 97220  
(between Halsey & Glisan at the foot of the  
watertower)  
TRI-MET Bus: #77, #25

# Guidelines & Requirements

Proposed projects **MUST**:

1. Demonstrate how they address one or more of Action items identified in the East Portland Action Plan. This means specific Action Plan items, not descriptive titles. A specific item will have two numbers after the letter(s) designating the Strategy (e.g. A.1.1).
2. Have Liability Insurance, a 501 (c) 3 nonprofit status from the IRS, be a government entity, or have sponsorship from either entity to serve as fiscal sponsor. Community organizations that don't have 501(c) 3 status or liability insurance may choose to seek partnership with an East Portland Neighborhood Association, which can allow them to use East Portland Neighbors (EPN) as their fiscal sponsor.
3. Take place in and benefit the residents of the East Portland Neighborhood area. (See map on page 10).
4. Have filed an interim or end-of-project Evaluation if awarded a previous EPAP grant.

## Criteria for Selection & Requirements

Special consideration will be given to projects that address the following Criteria established at the September 12, 2011 East Portland Action Plan Grants Review Subcommittee meeting. Those marked "\*" were identified as VERY IMPORTANT.

### Prioritization Criteria

* Community building projects leading to more community involvement
* Leverage resources and partners involved in the EPAP process
* Low cost/high impact
* Broad visibility
* East Portland geographic area equity
*Demonstrate ability to involve under-represented populations
Stepping stone/foundational action that is economically sustainable
High impact on children
Number of people engaged in relation to quality of the relationship
Does it advance a current issue or opportunity not being addressed now?
Does it prevent or mitigate a future problem?

## 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, bus tickets, items for distribution to individuals, 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
6. Annual appeals, general fund drives
7. Emergency funding

## Timeline

Request for Proposals Available	October 5, 2011
Grant Applications due <i>(Applicants may be contacted during review process for additional information and/or exploration of potential partnership opportunities.)</i>	November 9, 2011
Awards Announced no later than	December 22, 2011
Project funds released and encumbered by	June 30, 2012
Final report and documentation no later than	December 31, 2013

## Reporting Requirements

1. Project Coordinators are required to attend an East Portland Action Plan Grants Orientation session to be scheduled by the EPAP Grants Manager.
2. A Budget Report Form of expenses to-date must be submitted on June 1, 2013 if the end-of-project evaluation and budget expense form has not already been submitted.
3. A three-page end-of-project evaluation and expense summary must be completed and returned to East Portland Neighborhood Office by December 31, 2013. We encourage you to submit your evaluation and expense summary within 30 days of completion of your individual project.
4. Each project must provide at least two digital photographs of a project activity with the completed evaluation (the EPAP Grants Manager can loan you a digital camera if needed).
5. Documentation of your project success on the East Portland Action Plan Updates webpage under each Action item identified in your grant application: [www.eastportlandactionplan.org/updates](http://www.eastportlandactionplan.org/updates) .

## Program sponsors

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

# Application Form

Applications must be emailed to [lore.wintergreen@portlandoregon.gov](mailto:lore.wintergreen@portlandoregon.gov), or mailed or hand delivered to East Portland Neighborhood Office, 1017 NE 117<sup>th</sup> Avenue, Portland, OR 97220, and received by **5:00 PM on Wednesday, November 9, 2011.**

Optional but **ENCOURAGED**: Attend a grant information session and/or contact the grants manager.

**Required**: If submitted by hard copy instead of electronic document emailed, print 10 copies on double-sided pages.

**Cover page**: Include all information requested on a cover page in a format similar to and including all information on page 7 of this application.

**Narrative**: Must follow the question format on page 8 of this application; 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 with sponsoring agency or letter on department/bureau letterhead if government entity applicant.

**Budget**: Complete a **one-page** budget using a format with **all** the information requested on page 9 of this application. Ensure budget reflects the narrative and makes reference to matching funds (\$ or time donated).

**Packet**: Should include cover page, narrative, eligibility letter or agreement, and budget only. Do not include any additional documents, i.e. photos, newsletters, letter of support etc. The committee will not consider these additional items.

**Deadline**: Submit by 5:00 PM on Wednesday, November 9, 2011. Electronic documents should be emailed to [lore.wintergreen@portlandoregon.gov](mailto:lore.wintergreen@portlandoregon.gov) (please phone 503.823.4035 to verify that she received the email), or provide 10 hard copies by mail or hand delivered to the East Portland Neighborhood Office: 1017 NE 117<sup>th</sup> Ave., Portland, OR 97220.

**Cover Page**

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

**Organization:** \_\_\_\_\_

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

**Project Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

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

**Non-profit 501-c-3/ Fiscal Sponsor Tax ID #:** \_\_\_\_\_

**Fiscal Sponsor** (if different from above):  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

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

**Action Plan Items being addressed:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List additional partner organizations:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Attach IRS Non-profit status eligibility letter/agreement, or statement on government letter head.**

# Narrative

Narrative to be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages. Cover page and budget are separate pages. Proposals exceeding this length will not be considered for funding.**

**1. Describe your project and how it addresses at least one East Portland Action Plan item.**

Be sure your response includes:

- a. A description of what East Portland Action Plan item(s) to be addressed
- b. How the project builds inclusive community
- c. Targeted communities you intend to engage
- d. Anticipated number of people engaged
- e. Full description of methods to be used in outreach if this is included in the project
- f. How this project addresses criteria on page 4 of this application packet

Within your answer you may want to further identify:

- Any organizational leadership development
- How this project supports your organization's goals and priorities

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

Letters of support are not required.

**3. Describe how the budget supports the project described above:**

- a. How the money you are request will be spent
- b. Any leveraged and donated resources. This can include volunteer time, facility usage, partnership contributions, in-kind donations, and other funds being used for this project.

**4. Describe the plan to promote your project, including acknowledgement of funders -- East Portland Action Plan, City of Portland Office of Neighborhood Involvement.**

# Project Budget

Project requests can range from \$500 to \$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, transportation, etc)			
<b>Permitting &amp; Fees</b> (Reserving facilities, 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>			
<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 \$17 per hour. For professional or skilled volunteer work, visit [http://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. This includes neighborhoods speaking with the coalition office.

