



# East Portland Action Plan (EPAP)

**2019 Civic Engagement Grants Program**  
**Approximately \$52,000 total funds available**  
**(No project request amount restriction)**  
**Now we just need your projects!**

**Date Due: January 28<sup>th</sup>, 2019, at 5:00 PM**

The EPAP Civic Engagement Subcommittee releases this grant application to encourage civic engagement in under supported race and ethnic culturally specific communities with language appropriate communication that leads to further community involvement of people not usually included in decision making.

\$52,000 in total funds is available for projects that will:

1. address at least one East Portland Action Plan strategy or item in a culturally specific way with language appropriate communication with under-supported race and ethnic communities to further the community involvement of people not usually included in decision making. Action Plan strategies have letters followed by one number (e.g. A.1) and Action items have letters followed by two numbers (e.g. A.1.1) and can be found at: [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org);
2. take place within the borders of East Portland for and with people living in East Portland (see a map of the area on page 13 of this application);
3. actively guide East Portland community members to take advantage of opportunities for leadership building and civic engagement.

**EPAP** addresses community-identified issues and advocates for allocation of resources to improve livability and prevent displacement in the City of Portland East Portland Neighborhood Office area (see a map on page 13). Learn more at the EPAP website: [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) or contact Angela Previdelli: 503.823.5905 or [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov)

Individuals or community organizations that don't have a 501(c) 3, government sponsorship, or a State and City registered business sponsor with Liability Insurance may contact the EPAP Grant Manager for fiscal sponsor suggestions.

East Portland Action Plan Grants are provided with funding from the  
City of Portland Office of Neighborhood Involvement

## **Application Submission Deadline:**

**Proposals Must Be Received By  
January 28<sup>th</sup>, 2019 at 5:00 PM**

Applications received after the deadline will not be accepted.

**Applications may be submitted in any language by email, in person, or by mail to:**

[angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov) or

East Portland Action Plan

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

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

Portland, OR 97220

## **Grant-making process:**

Grants awards are made using a competitive process. Grant applications are reviewed by a community-based Grant Review Committee of East Portland Action Plan members who are not seeking grant funds. Each application is individually scored using the requirements and criteria found in the “Application Narrative” on pages 8 – 9.

The EPAP Grants Review Committee (GRC) meets to discuss their project scores and project content and comparative value. They will develop a final recommendation that will go before the next general EPAP meeting for approval. A presentation and request is made to the City of Portland Council for final approval.

## **Funds cannot be used for:**

1. Costs that may be incurred in preparing this application;
2. Direct social services (such as emergency 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 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. To address language interpretation without project staff that has experience working with under supported race and ethnic culturally specific communities specified in the grant application; or
8. Activities held outside the boundaries of the East Portland Neighborhood Office district area (see map on page 13 of this application).

## For More Information – Let Me Help You

### Grant Manager Contact:

Angela Previdelli  
East Portland Action Plan, 1017 NE 117<sup>th</sup> Ave.  
503.823.4035 and [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov)

### Application **SUPPORT** for Grant Writers:

- You are encouraged to individually contact the EPAP Grant Manager with questions and for support and input on your grant application.
- Grants may be submitted in any language (Submitting in a language other than English without reasonable time for translation services limits the ability of the Grant Manager to provide input).
- Interpretation services and childcare will be made available, with reasonable notice, for individual meetings, specially scheduled language-specific sessions, or at the "Grant Information Sessions" listed on page 4.
- A computer and copier are available for your grant-related use at the East Portland Community Office, 1017 NE 117<sup>th</sup> Ave., Portland, OR 97220.
- Handwritten grant application submissions are acceptable, as long as they can be read.
- Don't have a fiscal sponsor or not sure what one is? Don't let that stop a good project – contact the EPAP Grant Manager and ask about options.
- Grant writing resources are posted at:  
[www.eastportlandactionplan.org/grants](http://www.eastportlandactionplan.org/grants).
- **You are strongly ENCOURAGED to attend a "Grant Support Session"** (listed on page 4). Each session will answer questions about the application, the committee review process, and how the funds may be used. Please call five 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.

## **Grant Information Sessions (choose one):**

**Thursday, January 3rd, 2019**

6:30 PM – 8:00 PM **OR**

**Monday, January 14th, 2019**

11:30 AM – 1:00 PM **OR**

6:30 PM – 8:00 PM

at the East Portland Action Plan 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)

## **Projected Timeline:**

Request for Proposals Available: **December 26th, 2018**

Grant Applications are Due by 5:00 PM: **January 28th, 2019**

*(Applicants may be contacted during review process for additional information and/or exploration of potential partnership opportunities.)*

Award recommendations announced no later than: **February 25, 2019**

A grant award Orientation session will be scheduled at a commonly agreed upon time. At this mandatory Orientation session, grant awardees will be responsible to bring a signed contract; proof from your fiscal sponsor of 'General Liability' insurance certificate; a 'Certificate of Workers Compensation' if funding staff or the completed 'Independent Contractors Statement'; "Additionally Insured" form CG 20 26 and proof of automobile insurance if providing volunteer or participant transportation for the funded project.

Earliest project funds will be fully City approved for payment by: **July 15, 2019**

Interim 'Project Accounting Invoice' must be submitted on: **DATE TO BE ANNOUNCED**

Final report and documentation no later than: **DATE TO BE ANNOUNCED**

## **Project Reporting Requirements:**

1. Project Coordinators are required to attend an East Portland Action Plan Grants Orientation session to be scheduled with the EPAP Grants Manager.
2. A Budget Report Form of expenses to-date must be submitted on fiscal sponsor letterhead by (DATE TO BE ANNOUNCED) if the end-of-project evaluation and budget expense form has not already been submitted.
3. A three-page end-of-project evaluation and a budget report expense form on fiscal sponsor letterhead must be completed and returned to the Grant Manager by (DATE TO BE ANNOUNCED). 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 jpg formatted photographs of a project activity with the completed evaluation (the EPAP Grants Manager can loan you a digital camera if needed).
5. Documentation of the project's success on the East Portland Action Plan Updates webpage under application identified Action strategies (if available through a website update) or items (available now): [www.eastportlandactionplan.org/updates](http://www.eastportlandactionplan.org/updates)

## **Cover Page:**

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

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

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

**Number of employees and average annual operating budget:** \_\_\_\_\_

**Project Coordinator – Primary Contact:** \_\_\_\_\_

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

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

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

**Fiscal Sponsor Organization:** \_\_\_\_\_

**Business or Non-profit 501(c) 3/ Fiscal Sponsor Tax ID:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

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

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

**List additional partner (s) and organization(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Plan strategy and/or item(s) to be addressed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Attach IRS non- profit status eligibility letter/agreement, state or city business license verification or Statement on government letter-head**

**Requirements:** Proposed projects **MUST have the following:**

1. Address at least one East Portland Action Plan strategy or item. The Action Plan can be seen at [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) or paper copies can be picked-up at the address above. Action Plan strategies have letters followed by one number (e.g. A.1) and Action items have letters followed by two numbers (e.g. A.1.1).
2. Demonstrate an ability to involve under supported race and ethnic culturally specific communities with language appropriate communication that leads to further community involvement of people not usually included in decision making.
3. Actively guide participants in next steps for community involvement and leadership placement opportunities when the grant project is done.
4. **Have a fiscal sponsor with the following:**
  - A. 501 (c) 3 nonprofit status from the IRS, government/municipal status, or have sponsorship from a registered State of Oregon business entity;
  - B. Current eligibility as a State of Oregon Corporation Division registration as a nonprofit corporation or business:  
<http://sos.oregon.gov/business/Pages/register.aspx>;
  - C. City of Portland registered business. Forms for online business registration and tax exemption request can be found at:  
<http://www.portlandonline.com/omf/index.cfm?c=29558>. Questions can best be answered by Allen Buller, City of Portland Revenue Bureau coordinator for unregistered vendor compliance, at 503.865.2475;
  - D. General Liability Insurance statement covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection in a per-occurrence limit of not less than \$1,000,000 and aggregate limit of not less than \$2,000,000 with a CG 20 26 Endorsement form or the equivalent that stipulates coverage of the City of Portland; and
  - E. Certificate of Workers Compensation statement document and/or a signed Independent Contractor's Statement.
5. Take place in and benefit the residents of the East Portland Neighborhood Office district area (See map on page 13 of this application).
6. File an interim or end-of-project Evaluation if awarded a previous EPAP grant. Past and current evaluations for EPAP grants will be considered by the Grants Review Committee when selecting grant awards.

## **Application Narrative/Project Description:**

Your response to the following questions are to be single-spaced, 12 point font, 1-inch margins, and **cannot be more than 3 pages.**  
(Any response to the questions over the 3-page limit will not be read)

The 'Cover Page' and 'Project Budget'  
are separate from this response and have no page limits.

**The following 4 questions and documents are reviewed on a  
Pass or Fail basis.**

**(This means that if you do not address the following 4 items, your  
project application will not be reviewed any further)**

- |   |
|---|
| <p><b>1.</b> Where in East Portland will the project take place? How will this project serve or involve people living within the borders of East Portland as defined by the map on page 13 of this application?</p> |
| <p><b>2.</b> Provide a 'Signed Statement of Partnership' for each partner referenced on the Cover Letter (see the form on Page 11 of this application packet).</p>  |
| <p><b>3.</b> Provide an interim or end-of-project Evaluation if awarded a previous EPAP grant project that has not yet been submitted for review.</p>   |
| <p><b>4.</b> Briefly describe your plan to promote the project, including acknowledgement of –the East Portland Action Plan, City of Portland Office of Neighborhood Involvement.</p>                               |

***CONTINUED***



**The following 10 items serve as criteria to be scored by the Grants Review Committee. Numbers \*1, \*2, and \*3 are also considered on a Pass/Fail basis.**

**Each item is followed by the maximum points available when scored by the East Portland Action Plan Grant Review Committee.**

**\*1.** Experience and plan to work with under supported race and ethnic culturally specific communities with language appropriate communication. *15 points available*

**\*2.** Experience and plan for doing community involvement with race and ethnically specific communities with underrepresented and under supported cultural specific populations with language appropriate communication. *15 points available*

**\*3.** Community building project that leads to more community involvement. How will you actively guide participants in next steps for community involvement and leadership placement opportunities when the grant project is done? *15 points available*

**4.** Experience organizing community activities. *15 points available*

**5.** Identify the number of people to be involved in the project, the amount of project time spent with them, and describe the way they will be engaged. *10 points available*

**6.** Emerging organization with ten (10) or fewer employees and/or \$250,000 or less operating budget. *10 points available*

**7.** Ability to link to the existing services in the community tailored to the needs of under supported race and ethnic culturally specific communities with language appropriate communication. *5 points available*

**8.** Promotion of health and well-being of families, children, individuals and communities. *5 points available*

**9.** Involvement between multiple partners. What partners or resources does the project leverage (offer in addition to EPAP funding)? *5 points available*

**10.** Explain how the budget supports the project activities. Identify sources and use of matching and leveraged funds and donated hours and resources. *5 points available*

# Project Budget

Below are budget categories;  
projects are not required to include items in every section.

Item	EPAP Requested Funds	Leveraged Funds and/or Additional Grant \$*	Donated Services & Time expressed as \$**
<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 for presenters, 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>			
<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 \$18 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.

# Signed Statement of Partnership

As a representative of \_\_\_\_\_,  
Agency Name

I commitment to partner with \_\_\_\_\_  
Name of the 'Organization' on Cover Page

by providing individual, monetary, or resource support to their East

Portland Action Plan 2019 Civic Engagement Grant application project:

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

## **Application Checklist:**

**ENCOURAGED:** Attend a 'Grant Support Session' (see Page 4 of this application packet) and/or contact the grants manager.

### **REQUIRED:**

**Format:** Send electronic documents to: [angela.previdelli@portlandoregon.gov](mailto:angela.previdelli@portlandoregon.gov) (you are encouraged to phone 503-823-5905 to verify that your email was received), or provide eight (8) double-sided hard copies to East Portland Action Plan, 1017 NE 117<sup>th</sup> Ave., Portland, OR 97220.

**Cover Page:** Include all information requested on the cover page in a format similar to and including all information on Page 6 of this application packet (no page limit). Remember to include: Fiscal Sponsor Contact Person who can verify that 'Requirements' listed on Page 7 of this application.

**Narrative/Project Description:** Respond to the questions and requested information on Pages 8 and 9 of this application packet; in 12 point font; with margins no less than 1-inch; single spaced; and up to three (3) pages at the most. Hand-written response and response in any language welcomed.

**Project Budget:** Complete project budget form using the form provided or in a format with all the information requested on Page 10 of this application packet (no page limit). Make sure that the budget reflects the narrative and makes reference to matching funds (\$ or time donated expressed in budget as \$, not hours).

**Signed Statement of Partnership:** Application submission includes a completed and signed form (available on Page 11 of this application packet), for each identified partner.

**Eligibility:** Attached copy of IRS non-profit determination letter, letter on department/bureau letterhead if government entity applicant, or proof of State and City business license.  
Submission of an interim or end-of-project evaluation if awarded a previous EPAP grant and evaluation has not yet been submitted

**Packet: 1)** Include cover page; **2)** narrative; **3)** budget; **4)** 'Signed Statement (s) of Partnership', **5)** proof of IRS 503(c)3, government status, or State and City business license; and **6)** an interim/partial EPAP grant funded project evaluation if you received an EPAP grant and have not submitted a final evaluation. The Committee will not consider additional documentation.

**Deadline:** Submissions must be received by **January 28<sup>th</sup>, 2019 by 5:00pm.**

# East Portland Action Plan Area

