



# East Portland Action Plan

## 2023 Partnership Grant

**Application deadline: Fri, Nov 18, 2022 by 11:59 PM**

*For projects happening between 5/1/23-5/1/24*

**East Portland Action Plan’s Mission:** The East Portland Action Plan (EPAP) is charged with providing leadership and guidance to public agencies on how to strategically address community-identified issues and allocate resources to improve livability for neighborhoods in East Portland.

**EPAP Partnership Grant Purpose:** to support new elements of an ongoing project or a pilot project that will be done in partnership with a government agency.

We are looking for projects that are ready to proceed **in partnership with a government agency. The government agency will provide a signed statement of partnership** saying it can take the lead and provide the funding after EPAP Grant funding has ended.

There are approximately **\$20,000 total funds available** for this funding cycle.

Partner Government Agencies can be, but not limited to, the City of Portland Bureaus, Multnomah County Departments, Metro Departments, State of Oregon Agencies, TriMet, and School Districts.

This grant must be submitted by an established Nonprofit Organization (with 501c3 status or fiscal sponsor) with the support/recommendation of at least one EPAP ‘Participating Agreement’(PA) signing member in good standing (anyone who has attended two EPAP general meetings and agrees to the PA stipulations may sign a PA).



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### Part 1: Information Packet

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## Grant Process

Grants are awarded through a competitive process. The application includes a narrative and supporting documents. Grant applications are reviewed and scored by a community-based EPAP Grant Review Committee based on the criteria listed in the application package. Then recommendations are sent to the EPAP General Meeting for approval. The Portland City Council makes the final decision.

Each application is scored individually using the Scoring Criteria included in the application packet. These items are a priority for the Grants Review Committee.

## Project Eligibility

You must answer yes to **ALL** of the following questions for your project to be considered for funding:

- ❑ Does the project address at least one EPAP strategy or item?
- ❑ Does the project assist or provide service to community members living in East Portland (EPAP Service Area)?
- ❑ Does the project have a government agency partner(s)?
- ❑ Does the application include a written support/recommendation of at least one EPAP 'Participating Agreement'(PA) signing member in good standing (anyone who has attended two EPAP general meetings and agrees to the PA stipulations may sign a PA)?
- ❑ Will the project be promoted in the community, including acknowledgement of funders?
- ❑ Is the organization or fiscal sponsor registered as a 501(c)3 nonprofit? Organization has 501c3 status at time of application or if status is in process should submit with a fiscal sponsor. Must submit paperwork accordingly.
- ❑ *If awarded a previous EPAP grant*, has your organization provided an interim or end-of-project evaluation?

**Funds may not be used for:**

- Costs that may be incurred in preparing this application.
- Direct social work, social services or emergency services, such as giving people things for personal use (e.g. food baskets, gift cards), health clinic services, staff providing direct services to individuals, etc.
- Organization general operating support or unrestricted funds (we request these funds be used for project cost with a max of 10% Admin Fees). Staff time, trainers, & rental cost should be incurred for this program’s expenses only.
- Direct grants, scholarships or loans for the benefit of specific individuals
- Loans or debt retirement for the organization.
- Expenses incurred before the start of the grant period.
- Activities held outside the boundaries of the East Portland Action Plan service area (see map under Supplemental Materials).
- Language interpretation without project staff that has experience working with under supported race and ethnic culturally specific communities specified in the grant application.

**Grant Process Timeline**

Grant Support Session #1	Thursday, September 29, 2022 10:00-11:00 AM
Grant Support Session #2	Thursday, October 13, 2022 5:00-6:00 PM
Grant Support Session #3	Tuesday, October 25, 2022 10:00-11:00 AM
Application Due Date	Friday, November 18, 2022 by 11:59 PM
Grant Selection Committee Reviews Scores Applications	December 2022
Grant Committee submits Recommendations to General EPAP	Wednesday, January 24, 2023
Grant Committee submits Recommendations to City Council	April 2023
Project Funding Begins	May 1, 2023
Grant Period Ends	May 1, 2024
All Reports Due	July 30, 2024 (or 30 days after completion of your project)

## **Administrative Requirements for Grantees in order to receive funds.**

1. **State of Oregon Corporation Division Registration**. Eligibility requirements and registration can be found at <http://sos.oregon.gov/business/Pages/register.aspx>
2. **City of Portland Business Registration**: Forms for free online business registration and tax exemption request can be found at: <http://www.portlandonline.com/omf/index.cfm?c=29558>
3. **Proof of Insurance**:
  - **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (unless exempt under ORS 656.027 [Independent Contractor's Workers' Comp Form](#)).
  - **General Liability Insurance** 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
  - **Auto Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage
  - **Additional Insured CG 20 26 Endorsement** form or the equivalent that stipulates coverage of the City of Portland
4. **Compliance with Previous Funding**: 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 selecting grant awards.
5. **Special Appropriations Grant Fund**: No grantee shall receive a competitive grant funding if that organization has received Special Appropriation funding through the competitive grant process in the prior **two** consecutive fiscal years.

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

## Reporting Requirements for Funded Projects

1. Project Coordinators are required to attend an East Portland Action Plan Grants Orientation session to be scheduled with your input by the EPAP Grants Manager.
2. A **Budget Report Form of Expenses** and a **Three Page Project Evaluation** must be submitted by July 30, 2024 (or 30 days after completion of your project) to the Grant Manager. 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 two digital photographs in jpg format of a project activity with the completed evaluation (the EPAP Grants Manager can loan you a digital camera if needed).
4. Present to EPAP General Meeting within 90 days of the event or completion of the project.

## Grant Application Support

- Grant support sessions:** You **MUST** attend a Grant Support Session listed in the timeline on the next page. The sessions will answer questions about the application, the committee review process, and any questions you might have about your project. (To request childcare, translation, interpretation or additional accommodations for a grant support session, contact JR Lilly at least three business days in advance.)
- Individual support session:** If you can't attend a scheduled support session, you may request one-on-one support from JR Lilly.
- Application Pre-review:** you are welcome to submit a draft of your application no later than 7 days prior to the deadline and receive feedback within 3 days.
  - NOTE: this is optional and does not guarantee application award.
- Language accommodation:** Proposals may be submitted in any language.
- A **computer and copier** are available for your grant-related use upon request.
- Handwritten** grant applications submissions are acceptable, as long as they can be read.
- Fiscal sponsorship:** if you don't have a fiscal sponsor, contact the EPAP Grant Manager and ask about options.
- Grant writing resources:** [www.eastportlandactionplan.org/grants](http://www.eastportlandactionplan.org/grants).

## Partnership Grant Application Checklist

**Note:** The Grants Review Committee will not consider any additional items or documents beyond this list.

**Format:** The Proposal Narrative must be in 12-point font; with margins no less than 1-inch; single spaced; in any language; and up to three (3) pages max. All additional supporting documents can be added as a separate attachment.

A Full Application MUST include the following:

- **Application Cover Page:** with all relevant information filled in. You are welcome to type this information on a separate sheet or include all relevant information in a cover sheet.
- **Proof of Organization IRS 501(c) 3 or confirmation of Fiscal Sponsor**
  - NOTE: If using a fiscal sponsor, make sure you have included all relevant material by application deadline. Include any pending 501(c)3 application paperwork.
  - **If not included, applications will not be considered for funding.**
- **Proposal Narrative:** Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max in the format described above.
- **Signed Statement of Partnership:** Application submission includes a completed and signed letter/email from Government Agency Partner.
- **Signed Statement of Partnership:** Application submission includes a completed and signed letter/email from EPAP PA Member in good standing.
- **Detailed Project Budget:** Complete project budget form using the form provided or in a format with all the information requested. Make sure that the budget reflects the narrative and refers to matching funds. See “Project Budget Guide for reference.
- **Interim/partial EPAP grant funded project evaluation** ONLY if you received an EPAP grant in the prior year and have not submitted a final evaluation.

**Submission-**application must be received by November 18, 2022 at 11:59 PM by either:

- Send electronic documents to: [jr.lilly2@portlandoregon.gov](mailto:jr.lilly2@portlandoregon.gov) (you are encouraged to phone 503-823-8027 to verify that your email was received).
- Or provide double-sided hard copy to the East Portland Action Plan Office at 1017 NE 117th Ave., Portland, OR 97220. Please note this office is **NOT** open currently, you can leave the copy in the mail slot.

## Partnership Grant Application Cover Page

Please fill out all the requested information.

<b>Project Title:</b>	
<b>Requested Amount:</b>	
<b>Project Summary</b> (2 sentences that sums up what you hope to do):	

<b>Nonprofit Partner Lead:</b>	
<b>EIN Number:</b>	
<b>Phone:</b>	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	

<b>EPAP Participating Agreement Member:</b>	
---------------------------------------------	--

<b>Government Agency Partner:</b>	
<b>Partner Contact Person:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	



## Partnership Grant Proposal Narrative

Responds to the questions and requested information describing your project in detail. This section must not exceed 4 pages max.

**1. Project Description-**share with us the details about your project and what you aim to accomplish. Please include all activity locations, target community members served, estimated timeline. Paint a picture for us that will help us understand how this project will roll out. How will this project be promoted? If there are any technical or expertise involved please provide information on how these requirements will be fulfilled (teachers, medical advice, counselors, etc.)

**2.** How does this project address EPAP's Charge to improve livability for neighborhoods in East Portland? Include references to EPAP Strategies and Action Items (state Action Item number ex. Housing 2.4) (see FAQ for documents referenced).

**3.** How this project counteracts displacement in East Portland. Include references to EPAP Displacement Prevention Recommendations and other EPAP Subcommittee Priorities. (see FAQ for documents referenced).

**4. Partnership Roles & Responsibilities-** Identify government partner and describe which roles each partner will play in this project. Explain if you will be signing official agreements (such as MOU or contract), how often you plan to check in, and what resources each party plans to contribute to the success of this project. List all community partners involved (Community Partners are not required).

- Include signed letters of partnership from the government partner and from an EPAP PA Member in good standing.: These letters will clearly state the commitment to participate being made by the government partner and will be signed by an authorized representative.

**5.** How will this project influence/impact the government agency beyond this specific project?

**6.** Explain to us how EPAP's funds will support the completion of this project and benefit East Portland community. In addition to the submitted budget, share with us any barriers that exist as to why this project has not been funded in the past.

## Partnership Grant Project Budget

Please list how you plan to spend the funds in detail with descriptions

**This section must not exceed 2 pages max.**

**1. Funds Requested-** please list all expenses you plan to have these funds pay for. Please include description for each line item that explains the reason for the purchase or gives more context into how this purchase will make this project a success. Provide an explanation for any expenses over \$100 and any stipends expenses. Include justification/reasoning why you would spend that amount.

\*NOTE: Admin Fees must not exceed 10% of total budget request

**2. Leveraged Funds-** please list, if any, other sources of funds that are contributing to the success of this project. This would include but not limited to other grants/funds used for this project, staff time/services provided by organization, matching funds, crowdsourcing and other fundraising efforts, etc. Leveraged Funds are not required to receive funds, however are strongly encouraged.

**3. In-Kind Support-** please list all expenses that will be contributed to this effort that may contribute to the success of the project at no cost. Please include estimated value of each contribution. These would include all non-financial donations, free use of space, volunteer time, project material donations, discounts, etc.

**4. Long Term Assets:** please provide (if any) your plans for any long-term assets purchased with these funds, especially for purchases over \$200. There is no requirement for what is to happen with these assets, but we would like to know how these items will be used after the completion of the project. Examples include laptops, sports equipment, project materials, etc.

## Partnership Grant Budget Template (*Optional*)

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

Expense Item	Grant Requested Funds	Leveraged Funds	Donated Services & Time
<b>Personnel:</b>			
<b>Promotional Materials/Printing:</b>			
<b>Event Related Expenses:</b>			
<b>Permitting &amp; Fees:</b>			
<b>Participant Support:</b>			
<b>Project Materials:</b>			
<b>Additional Expenses:</b>			
<b>Subtotals:</b> Total each column before administrative cost			
<b>Administration Cost:</b>			
<b>TOTAL:</b>			

## Project Budget Guide

A budget is a plan that communicates your funding needs. The budget form is created to help us see what you are asking for, what other funds are supporting your project, and what donations are being made.

Here are some descriptions for terms on the form:

- **Personnel:** These are all the expenses that are cost related to Direct project management, contracting for special services, volunteer time, etc.
- **Promotional Materials/Printing:** These are all the expenses that are cost related to Flyers, brochures, advertisements, etc.
- **Event Related Expenses:** These are all the expenses that are cost related to Renting table/chairs, reserving space, food, paper cups, transportation for presenters, etc.
- **Permitting & Fees:** These are all the expenses that are cost related to Reserving facilities, noise variances, capping meters, street closures, etc.
- **Participant Support:** These are all the expenses that are cost related to Travel costs, stipends, etc.
- **Project Materials:** These are all the expenses that are cost related to Wood, paints, flowers, bags, etc.—the materials needed to complete the project.
- **Additional Expenses:** These are all the expenses that are cost related to items not listed in the other categories.
- **Administration:** These are all the expenses that are cost related to Fiscal sponsorship, administrative project management, accounting. **Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget.**

The 3 columns of this form are:

- **Grant Requested Funds-** these are the funds you are asking for
- **Leveraged Funds-** this includes additional dollars supporting this project—for example, additional grants or direct support from your organization.
- **Donated Services & Time-** 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/oesor.htm> to identify a median per hour volunteer rate.

## Grant FAQs

**Q: Where can I find the list of Action Items in The East Portland Action Plan?**

A: You can find them in several ways, the most common would be to go to our website and check out the DOCUMENTS tab. Here is a link:

<https://eastportlandactionplan.org/related-documents>

You can also stop by the EPAP Offices or contact our Advocate directly to receive a detailed list of the Action Items.

**Q: What kinds of projects are funded by the East Portland Action Plan?**

A: Projects funded by the East Portland Action Plan cover a broad range of activities representative of the intersectionality of the Action Plan. Projects must address at least one East Portland Action Plan strategy or item. 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) You can find the Action Plan document by

visiting: [www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) .

**Q: Where can a project take place?**

A: All East Portland Action Plan grant dollars must be spent within the boundaries of East Portland, and serve people living in East Portland. If you have funding from other groups, that funding does not have to be used in East Portland. The East Portland Action Plan should be able to read your application and say, "the funding asked for in this application will directly be used within East Portland and will primarily serve East Portland community members."

Here is an official map of East Portland boundaries: <http://eastportland.org/map-east-portland-neighborhoods>

**Q: When can we expect to hear back from East Portland Action Plan after we submit our application?**

A: After the submission deadline, the EPAP Grants Review Committee will meet to discuss the project scores and assess the projects. They will develop a final recommendation that will go before the next EPAP General Meeting for approval. Portland City Council is then required to approve the recommendations before the grant awards are finalized.

**Q: My organization currently has an active funding opportunity with East Portland Action Plan. Are we eligible to apply for additional funds?**

A: If you have current funding from the East Portland Action Plan, you are eligible to apply for new funding opportunities as long as your organization is still in good standing. Your organization is considered in good standing if it is on track to complete its project as described in the funded contract and has completed the interim and final grant report by the announced deadlines.

*View More FAQ on our website: <http://eastportlandactionplan.org/node/5542>*

## Partnership Grant Scoring Criteria

When reviewing your application, the following criteria (measurable reasons) will be used to be scored by the Grants Review Committee.

Scoring Criteria Area		
<b>1.</b>	Project details are clearly understood, and it demonstrates how this project will serve East Portland.	20 points
<b>2.</b>	Explains how the project addresses EPAP’s Charge to improve livability for neighborhoods in East Portland and includes references to EPAP Strategies and Action Items.	20 points
<b>3.</b>	Project counteracts displacement in East Portland. Include references to EPAP Displacement Prevention Recommendations and/or other EPAP Subcommittee Priorities.	20 points
<b>4.</b>	All Partners roles and responsibilities are made clear and there is a plan on how they will work together.	15 points
<b>5.</b>	Explains how the project will influence/impact the government agency beyond this specific project.	15 points
<b>6.</b>	Project financial need is clear and budget demonstrates how these funds will impact project success.	10 points

Project budget appropriately supports the project activities. All expenses over \$100.00 are explained clearly.

# East Portland Action Plan Area Map

