



# East Portland Action Plan

## 2023 Community Support Fund

### Application Deadline

1<sup>st</sup> Round – Fri, Sept 9 | 2<sup>nd</sup> Round- Fri, Apr 7

The East Portland Action Plan (EPAP) has set aside funds to support the efforts of our partners to address the needs of East Portland community members. This Community Support Fund's purpose is to help provide basic community needs, support essential services, and foster healthy community connections.

Projects we will consider supporting include:

- Supporting basic community needs and essential services, such as medical assistance, food and housing related services, transportation and mobility assistance, support services for the most vulnerable.
- Supporting healthy community relationships by creating/maintaining social connections, such as support for groups who need assistance in communicating with community members or developing methods for existing communities to remain connected.

There are approximately \$15,000 of funds available for each round and project requests may be for up to \$3,000 in funding. Everyone is welcome to apply.

### Timeline:

1st Round (for projects happening between 10/10/22-10/9/23)

Application Due Date: Fri, Sept 9, 2022, 11:59 PM

Decision Date: Thurs, Oct 6, 2022

2nd Round (for projects happening between 4/10/23-4/9/24)

Application Due Date: Fri, Mar 17, 2023, 11:59 PM

Decision Date: Mon, Apr 7, 2023

For more information please contact: JR Lilly, EPAP Advocate  
jr.lilly2@portlandoregon.gov, (503) 823-8027, 1017 NE 117th Ave, Portland.

## **Application Process**

The Community Support Fund will be awarded based on the availability of funds and be decided by a community-based review committee. Interested parties will be asked to submit an application that summarizes your proposed project, a detailed budget, and supporting documents for review.

- Immediately after the Application Due Date, each application will be scored individually using the Scoring Criteria included in the application packet by the Grants Review Committee members. The Grants Review Committee will then collectively decide on which projects to fund and announce awardees. Applicants may be contacted during the review process for additional information and/or to explore potential partnership opportunities.
- Once awards are announced the EPAP Advocate will coordinate with organizations to disburse funds and provide follow up information to awardees.
- Community Support Funds are provided through the City of Portland's annual allocation to EPAP. There, certain requirements apply to organizations recommended for funding by the Grants Committee. These requirements will be addressed by the EPAP Advocate once a proposal is recommended for funding. Among these requirements is proof of insurance to cover the proposed activity.

**Project Eligibility-** This Fund is set up to support projects that will:

- Help provide basic community needs, support essential services, and foster healthy community connections
- Assist or provide service to community members living in East Portland (EPAP Service Area)
- Execute all activities within the **Project Time Period**
  - 1st Round for projects happening between 10/10/22-10/9/23
  - 2nd Round for projects happening between 4/10/23-4/9/24
- Be supported by an existing 501(c)3 organization or have a fiscal sponsor
- Be supported by an organization that currently is or can become set up as a vendor with the City of Portland
- Newly formed groups as well as businesses are encouraged to apply. There is no length of time requirement for how long a group, organization or business has operated to qualify for this grant, but if you have work and experience relevant to the project you are submitting, we encourage you to tell us about it.

*Organizations who have received grant funds from EPAP in the past or have a current EPAP Grant are eligible to apply.*

### **Funds may NOT be used for:**

- Costs that may be incurred in preparing this application
- Organization general operating support or unrestricted funds (we request these funds be used for project cost with a max of 7% Admin Fees). Staff time, trainers, & rental cost should be incurred for this program's expenses only.
- Redistributing funds to individuals in forms of scholarships, loans, or direct grants for the benefit of specific individuals
- Loans or debt retirement for the organization
- Expenses incurred outside of the Grant Period
- Activities held outside the boundaries of the EPAP Service Area unless there is no facility within the service area
- Language Interpretation/Translation Services from individuals with no experience working with the under supported race and ethnic culturally specific communities specified in the application
- Organization Start Up Cost

**Reporting Requirements for Funded Projects-**Due upon 30 days after completion of project or 30 days after the end of the Grant Period. Templates will be provided.

The awardee must submit the following:

- A Budget Report Form of all expenses
- A Narrative Report that is no more than 3 pages which provides an end-of-project evaluation, summarizes successes and challenges, and includes details on impact (such as # of clients served, clients Zip Codes, # of gatherings, etc.)
- (*Optional*) digital photographs in jpg format of a project activity and/or share report to General EPAP Meeting.

### **Grant Application Support**

- Grant support sessions: You are strongly encouraged to attend a Grant Support Session listed below. The sessions will answer questions about the application, the committee review process, and any questions you might have about your project. This will be held virtually with a call-in option, see EPAP Website for Meeting Details. (To request translation, interpretation or additional accommodations contact JR Lilly at least three business days in advance.)
  - Tues, Aug 9 | 10 AM; Tues, Aug 23 | 5 PM; & Wed, Aug 31 | 4 PM
  - Wed, Feb 8 | 4 PM; Thurs, Feb 23 | 4 PM; & Thurs, Mar 9 | 10 AM
- 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.
- Handwritten grant applications submissions are acceptable, as long as they can be read.
- Fiscal sponsorship: if you don't have a fiscal sponsor, contact JR Lilly, EPAP Advocate, [jr.lilly2@portlandoregon.gov](mailto:jr.lilly2@portlandoregon.gov) or (503) 823-8027 and ask about options.
- Additional resources: [www.eastportlandactionplan.org/grants](http://www.eastportlandactionplan.org/grants)

## **Community Support Fund Application Checklist**

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

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.
  - **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 below.
  - *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 3 pages max.
- **Detailed Project Budget:** Any format is acceptable that shows and/or explains exactly how you plan to spend the EPAP funds for the project. We ask to explain any expenses over \$100 and explanation of any stipend request.

Submission-application must be received by 11:59 PM on Sept 9 for the 1<sup>st</sup> round or Mar 17<sup>th</sup> for the 2<sup>nd</sup> Round 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 coordinate with JR Lilly, EPAP Advocate, [jr.lilly2@portlandoregon.gov](mailto:jr.lilly2@portlandoregon.gov) or (503) 823-8027 for other options.

# Community Support Fund Application Cover Page

Please fill out all the information provided.

<b>Project Title:</b>	
<b>Requested Amount:</b>	
<b>Organization Name:</b>	
<b>Nonprofit Tax ID #:</b>	<input type="checkbox"/> We are using a Fiscal Sponsor
<b>Project Summary:</b>	

<b>Project Coordinator:</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>	

<i>This section is <b><u>ONLY</u></b> If you are using a Fiscal Sponsor for this project.</i>	
<b>Fiscal Sponsor Organization:</b>	
<b>Fiscal Sponsor Tax ID #:</b>	
<b>Fiscal Sponsor Contact Person:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	

## **Community Support Fund Project Narrative**

Responds to the questions and requested information describing your project in detail.

**This section must not exceed 3 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, and how this project will help provide basic community needs, support essential services, or foster healthy community connections. Please include a timeline on how this project will roll out. If there are any technical or expertise involved please provide information on how these requirements will be fulfilled (teachers, medical advice, counselors, etc.)

**2. Needs Assessment-** share with us the need(s) you are aiming to address with this project. Share data specific to East Portland, communities involved, and why current programs are not addressing them. Please include how your efforts will address these need(s).

**3. Community Involvement-** share with us who will be involved with this project including staff, volunteers, partners, and clients (including numbers of each). How does this project build community? List all partners involved and describe their role in the project.

**4. Impact-** What will be the specific impact/benefit in the East Portland Community, especially for vulnerable populations? Examples include but are not limited to children; seniors/elders; people of color; people with disabilities; people with low-income; people whose first language is other than English; military service veterans.

**5. Equity-** share with us how this project will specifically involve or address/benefit East Portland communities/identities that are historically under-resourced? Examples include but are not limited to Black, Indigenous, People of Color (BIPOC); Immigrants and Refugees; and L.G.B.T.Q.I.A.+ identities.

# Community Support Fund 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 7% 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.

Please visit [www.eastportlandactionplan.org/grants](http://www.eastportlandactionplan.org/grants) for examples and Budget Template

## **Community Support Fund Scoring Criteria**

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

<b>Scoring Criteria Area</b>	
<b>1.</b> Project addresses the goal of the Community Support Fund by supporting basic community needs and essential services and/or by supporting healthy community relationships by creating/maintaining social connections	15 points
<b>2.</b> Project addresses needs/issues in East Portland. Project is clear on who will be served, who will partner in the project (including necessary qualifications), and how efforts address need/issues.	20 points
<b>3.</b> Project builds community by involving/connecting existing resources, groups, volunteers, service providers, partners, clients, neighbors, families, etc. Partners are listed and roles are clear.	15 points
<b>4.</b> Project impacts/benefits vulnerable populations	15 points
<b>5.</b> Project will involve or address/benefit communities/identities that are historically under-resourced	20 points
<b>6.</b> Project budget appropriately supports the project activities. All expenses over \$100.00 are explained clearly.	15 points