



East Portland Action Plan

Community Support Fund

Application deadline: Friday, April 24, 11:59 PM

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 during this COVID-19 Virus pandemic.

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 during social distancing.

There are approximately \$20,000 total funds available at this time and project requests may be for up to \$2,000 in funding. The City is committed to providing equal access to all City programs, services, and activities, and in an effort to promote that goal priority will be given to organizations that serve historically underrepresented and underserved communities (e.g. communities of color or people with low income) or promote widely shared prosperity.

Timeline:

April 24- Applications Due by 11:59 PM

April 30- Award Decisions made

May 1- Grant Period Begins (funds available for disbursement)

Dec 31- Grant Period End

For more information please contact: JR Lilly, EPAP Advocate
jr.lilly@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 (April 24), 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 on April 30, 2020. 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.

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 of May 1, 2020 to Dec 31, 2020**
- 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

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 5% Admin Fees)
- 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 (May 1, 2020- Dec 31, 2020)
- Activities held outside the boundaries of the EPAP 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

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

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 details (To request translation, interpretation or additional accommodations contact JR Lilly at least three business days in advance.)
 - Tuesday, April 7th at 11:00 AM- Zoom Meeting ID: 421-822-748
 - Thursday, April 9th at 4:00 PM- Zoom Meeting ID: 231-715-263
- Individual support session: If you can't attend a scheduled support session, you may request one-on-one support from JR Lilly.
- 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.lilly@portlandoregon.gov or (503) 823-8027 and ask about options.
- Additional resources: www.eastportlandactionplan.org/grants

General Grant 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.
- **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.
 - *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 funds for the project.
- **Proof of Organization IRS 501(c) 3**

Submission-application must be received by April 24, 2020 at 11:59 PM by either:

- Send electronic documents to: jr.lilly@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.lilly@portlandoregon.gov or (503) 823-8027 for other options.

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

Scoring Criteria Area	
1. Project will help provide basic community needs, support essential services, or foster healthy community connections during this emergency	15 points
2. Project addresses needs/issues created by the COVID-19 Virus pandemic	20 points
3. Project builds community by involving/connecting existing resources, groups, volunteers, service providers, partners, clients, neighbors, families, etc.	15 points
4. Project impacts vulnerable populations	15 points
5. Project will involve or address communities/identities that are historically under-resourced	20 points
6. Project budget appropriately supports the project activities	15 points

Community Support Fund Application Cover Page

Please fill out all the information provided.

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

Project Coordinator:	
Phone:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Email:	
Mailing Address:	
City, State, Zip:	

*This section is **ONLY** if you are using a Fiscal Sponsor for this project.*

Fiscal Sponsor Organization:	
Fiscal Sponsor Tax ID #:	
Fiscal Sponsor Contact Person:	
Phone:	
Email:	
Mailing Address:	
City, State, Zip:	

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 during this COVID-19 Virus pandemic.

2. Needs Assessment- share with us the need you are aiming to address with this project. Please include how will this address issues created by the COVID-19 Virus pandemic.

3. Community Involvement- share with us who will all be involved with this project including staff, volunteers, partners, and clients. How does this project build community?

4. Impact- What will the Impact be in the East Portland Community, especially 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 involve or address 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.

**NOTE: Admin Fees must not exceed 5% 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, crowd scouring and other fundraising efforts, etc.

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.

Please visit www.eastportlandactionplan.org/grants for examples and Budget Template