

# 2022 EPAP General or Civic Engagement Grant



A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

# About EPAP and our Grants

# East Portland Action Plan (EPAP)

---



## **East Portland Action Plan**

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.

**268 Action Items**

# The Plan Strategy Areas

---



HOUSING AND DEVELOPMENT POLICY

COMMERCIAL AND MIXED USE

TRANSPORTATION

PUBLIC INFRASTRUCTURE AND UTILITIES

PARKS AND OPEN SPACE

NATURAL AREAS AND ENVIRONMENT

ECONOMIC DEVELOPMENT AND WORKFORCE TRAINING

EDUCATION INFRASTRUCTURE AND PROGRAMS

PUBLIC SAFETY

HOUSING ASSISTANCE AND SAFETY NET SERVICES

COMMUNITY BUILDING

EQUITY

# HOUSING AND DEVELOPMENT POLICY

---



HD.1 Improve the design and quality of new housing structures

HD.2 Improve the appearance, quality and safety of existing housing stock

HD.3 Improve public notification for new development and enhance community knowledge, capacity and influence

HD.4 Review and assess public policies and incentives for housing development

HD.5 Improve regulations and implementation of City code to increase benefit and reduce impacts

HD.6 Review and assess Comprehensive Plan Map and implementation in East Portland

# HD.1 Improve the design and quality of new housing structures

---



HD.1.1 Explore design tools and update Community Design standards tailored to East Portland development styles and neighborhoods.

HD.1.2 Explore design requirements and/or mandatory design overlays for multidwelling development in high-impact infill areas.

HD.1.3 Explore code provisions to improve corner-lot building orientation.

HD.1.4 Initiate pilot projects for development of high-quality housing compatible with existing development and natural features.

HD.1.5 Implement Courtyard Design Competition ideas and standards.

HD.1.6 Explore financial incentives or other mechanisms to upgrade materials and design quality of multi-dwelling development (MFR façade program).

## Grants Program

Community Support Fund Round  
One- \$15k

General Grant- \$55k

Civic Engagement Grant- \$55k

Partnership Grant- \$20k

Community Support Fund Round  
Two- \$5k

**Total- \$150k**

## Grants we will be discussing today

**EPAP General Grant Program's** purpose is to improve livability and prevent displacement in East Portland by funding projects that implement strategies and items identified in the Action Plan.

**EPAP Civic Engagement Grant Purpose:** 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.



# Grant Process Timeline

---

<b>Grant Support Session #1</b>	Friday, November 12, 2021 2:00 PM Online
<b>Grant Support Session #2</b>	Monday, November 15, 2021 6:00 PM Online
<b>Grant Support Session #3</b>	Tuesday, November 16, 2021 10:00 AM Online
<b>Application Due Date</b>	Wednesday, November 24, 2021 11:59 PM
<b>Grant Selection Committee Reviews Scores Applications</b>	December
<b>Grant Committee submits Recommendations to General EPAP</b>	January 2022
<b>Grant Committee submits Recommendations to City Council</b>	February 2022
<b>Project Funding Begins</b>	March 1, 2022
<b>Grant Period Ends</b>	February 28, 2023
<b>All Reports Due</b>	April 1, 2023 (or 30 days after completion of your project)

---

# Application Process

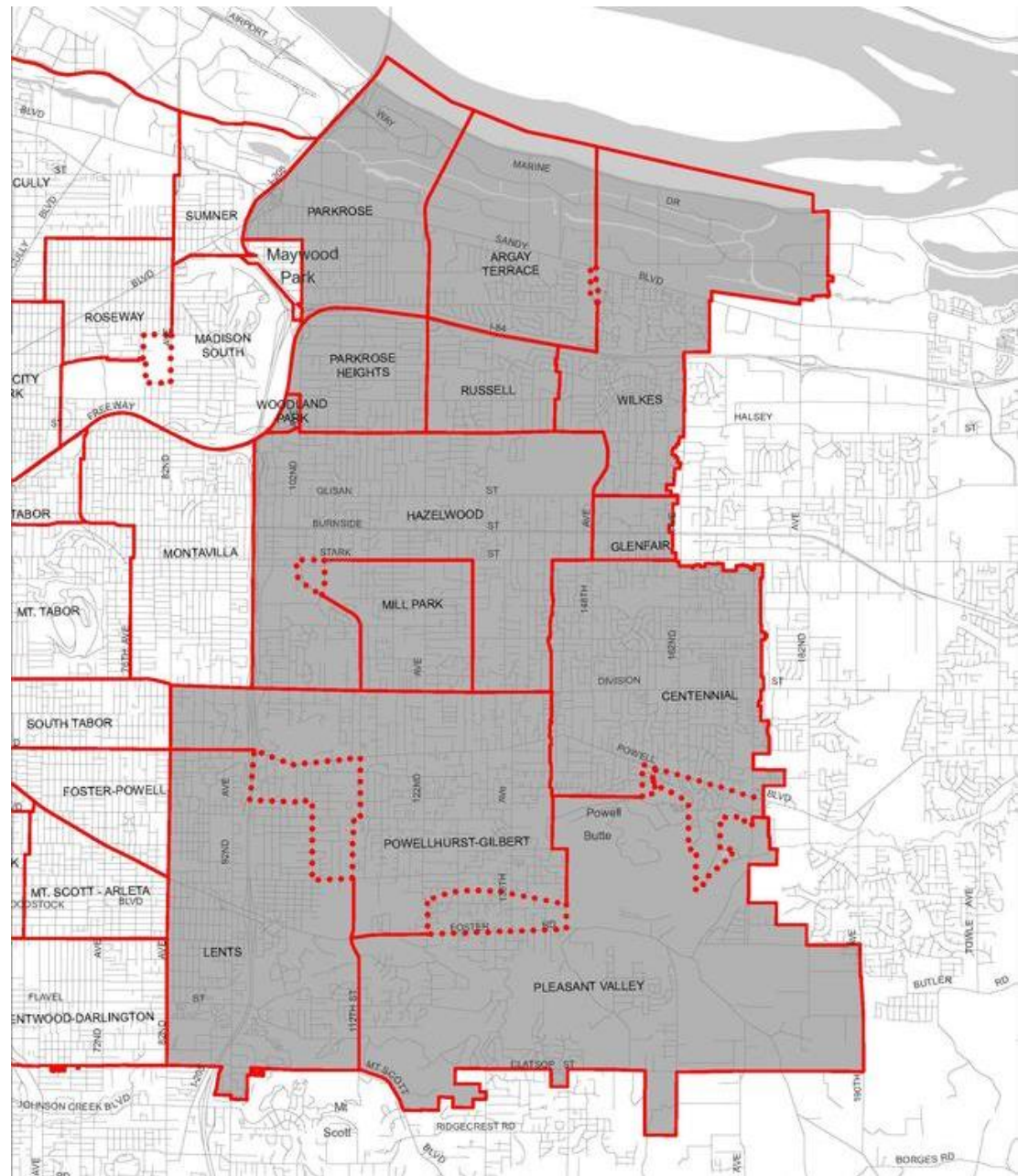
---

Grants 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.



# Project Eligibility:

---

Does the project address at least one EPAP strategy or item?

Is the work within the borders of East Portland for and with people living in East Portland?

Will the project serve or involve people living in East Portland?

Does the project have community partners?

Has your organization provided an interim or end-of-project evaluation if awarded a previous EPAP grant?

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?

*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

Direct social work, social services or emergency services, such as giving people things for personal use (e.g. food baskets), health clinic services, staff providing direct services to individuals, etc.

Ongoing general organizational support (such as rent or utilities)

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 Coalition Office district area (see map under Supplemental Materials)

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

# Administrative Requirements:

---

State of Oregon Corporation Division Registration

City of Portland Business Registration

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

Compliance with Previous Funding

Special Appropriations Grant Fund

# Reporting Requirements:

---

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.

A Budget Report Form of Expenses and a Three Page Project Evaluation must be submitted by April 1, 2023 (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.

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).

Present to EPAP General Meeting within 90 days of the event or completion of the project.

# Grant Application Support

---

## Grant support sessions

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



# Planning for the Grant

---

For projects happening between Mar 1, 2022-Feb 28, 2023

Jan 2022- you should know if you have been awarded

Feb 2022- City Council approves

Grants Agreements & Paperwork

Invoices received and processed

\* Spending must happen within Grant Period & activities can be more flexible

Reporting happens after end of project or end of grant period

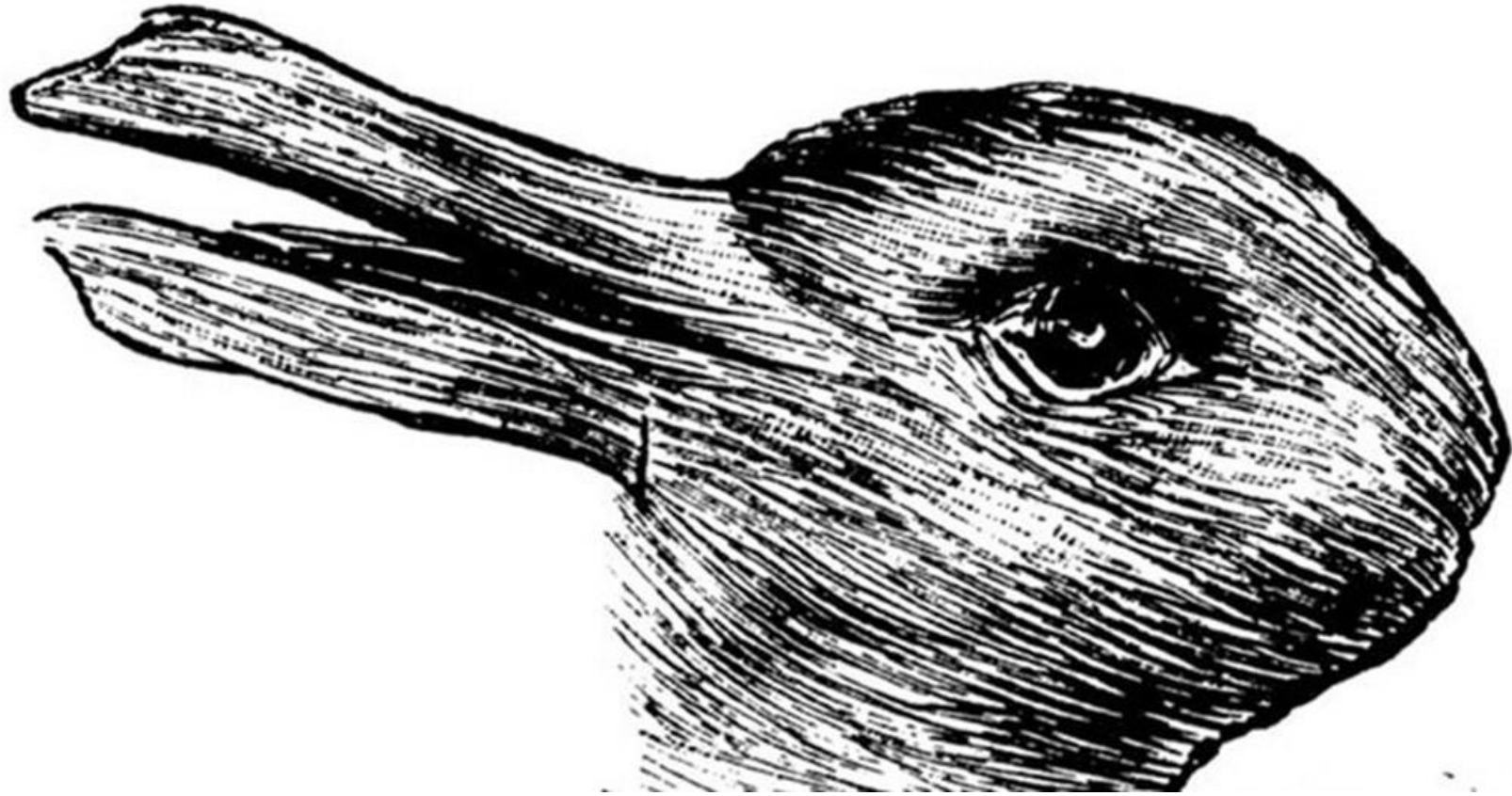
*NOTE: you might not be awarded the full amount request*

A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

# **Writing the Grant**

Tell us your  
story

# Rabbit or Duck?



<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 [ ] Work [ ] Cell
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>City, State, Zip:</b>	

<i>This section is <b>ONLY</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>	

# General Grant Proposal Narrative

1. Project Description-share with us the details about your project and what you aim to accomplish. Please include all event locations, target community members served, and how this project will help those within the EPAP Service Area. 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. Action Items- List the EPAP Action Items this project will be addressing. Must include Action Item Format & one item from EPAP Strategic Priorities (Note: 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))
3. Community Involvement- How does this project build community by leading to more community involvement? How does this project involve under-represented/ vulnerable populations?
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-incomes; people whose first language is other than English; military service veterans.
5. Time Spent- What is the number of people planned to be involved in your project; What is the amount of project time spent with them; and describe the way they will be engaged?
6. Partners and/or Resources- List all partners and/or resources that are included to leverage EPAP funding. All partners must have “Signed Statements of Partnership” provided and leveraged Resources should also be included in the Budget.
7. Under-Resourced-How does your project involve or address East Portland areas (services/programs) that are generally under-resourced?
8. Movement- How does your project move forward an issue or opportunity that needs to be addressed in East Portland?
9. Promotion- Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

# Civic Engagement Grant Proposal Narrative

1a. Project Description- Share with us the details about your project and what it aims to accomplish. Please include all event locations as the project must occur within the EPAP Service Area. Also, list the Action Items this project will be addressing -- Must include Action Item format and one item from EPAP Strategic Priorities. [Note: Action Plan strategies have letters followed by one number (e.g., A.1) and Action Items have letters followed by two number (e.g., A.1.1).]

1b. Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

2. Community Involvement: Explain how your project’s plan for doing community involvement with race and/or ethnically specific communities with underrepresented and under-supported cultural specific populations with language appropriate communication.

3. Continued Community Involvement: How does this project build community by leading to more community involvement both in the project and in the future. How will you actively guide participants in next steps for community involvement and leadership placement opportunities when the grant project is completed?

4. Experience Organizing Community Events/Activities: Share with us any previous experiences your organization has had working and organizing with racially and ethnically specific communities with underrepresented and under-supported cultural specific populations. Include any community activities/events that your organization has organized and experiences your organization has had with promoting and fostering community involvement.

5. Time Spent/Numbers Served: What is the number of people planned to be involved in your project? What is the amount of project time spent with them? Describe the way they will be engaged.

6. Organization: Tell us about your organization -- When was it established, how many employees it has and what their roles are, what its annual operating budget is.

7. Link to Existing Services: How are the services you program is providing tailored to the needs of under supported race and ethnic culturally specific communities with language appropriate communication? How does your organization link to existing community services?

8. Health and Well-being: How will your program/project promote the health and well-being of families, children, individuals and communities?

9. Partners and Resources: List all partners and/or resources that are included to leverage EPAP funding (make sure all partners have “Signed Statements of Partnership” provided).

10. Budget: Briefly explain how the budget supports the project activities. Please make sure to identify budget sources and use of matching and leveraged funds and donated hours and other resources. In addition, please complete and submit the “Civic Engagement Grant Project Budget.”

## Civic Engagement Grant Proposal Narrative

Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max.

**1a.** We want to host a neighborhood soup kitchen for those in need including the houseless and afterschool youth programs. This will take place in the Russell Neighborhood at the local church.

**1b.** Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

## Civic Engagement Grant Proposal Narrative

Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max.

**1a. Project Description-** We want to host a neighborhood soup kitchen for those in need including the houseless and afterschool youth programs. This will take place in the Russell Neighborhood at the local church.

**1b.** Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

## Civic Engagement Grant Proposal Narrative

Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max.

**1a. Project Description-** Share with us the details about your project and what it aims to accomplish. Please include all event locations as the project must occur within the EPAP Service Area. Also, list the Action Items this project will be addressing -- Must include Action Item format and one item from EPAP Strategic Priorities. [Note: Action Plan strategies have letters followed by one number (e.g., A.1) and Action Items have letters followed by two number (e.g., A.1.1.).]

We want to host a neighborhood soup kitchen for those in need including the houseless and afterschool youth programs. This will take place in the Russell Neighborhood at the local church.

**1b.** Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

# Narrative Tip

---

Project Description- Description-share with us the details about your project and what you aim to accomplish. Please include all event locations, target community members served, and how this project will help those within the EPAP Service Area. 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.)

**Answer the questions before they ask**

**Keep it simple, just share the details**

**Include details- keep in mind the reader**

**List the Action Item**



# Narrative Tip

---

Community Involvement- Explain how your project's plan for doing community involvement with race and/or ethnically specific communities with underrepresented and under-supported cultural specific populations with language appropriate communication.

**Share how you are working with the community**

**Participants, Volunteers, Outreach, etc.**

# Narrative Tip

---

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-incomes; people whose first language is other than English; military service veterans.

**Be genuine about who this work will impact, don't stretch it out**

**The answer of this should be in line with the program description, needs assessment, and community involvement**

**Share what your expectation are or what you hope to accomplish**

# Narrative Tip

---

Link to Existing Services: How are the services your program is providing tailored to the needs of underserved race and ethnic culturally specific communities with language appropriate communication? How does your organization link to existing community services?

**Mention other services provided by Government agencies, other nonprofits, etc.**

**Share how your program is different- filling a need or lack of service**

# Narrative Tip

---

Partners and/or Resources- List all partners and/or resources that are included to leverage EPAP funding. All partners must have “Signed Statements of Partnership” provided and leveraged Resources should also be included in the Budget.

**List the partners and how they will participate**

- **Example: EPCO- provide space for meetings**

**Especially any technical support (areas where you are bringing in experts)**

**Partnerships are your friend- many hands make lite work**

**If you are doing this work, there is a chance someone else is doing something similar**

### **Signed Statement of Partnership**

*Emails Verification acceptable- include copy of email with this form completed*

As a representative of \_\_\_\_\_, I commit  
Agency Name  
to partner with \_\_\_\_\_  
Name of the 'Organization' on Cover Page

by providing individual, monetary, or resource support to their 2022 East  
Portland Action Plan Civic Engagement Grant application project:

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

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

\_\_\_\_\_  
Title/Community Role

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

\_\_\_\_\_  
Date

# Budget

---

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.

You are also welcome to answer these questions using the Budget Template provided.

### **Civic Engagement 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*

- Food (\$1,000)- we will purchase food from the local WinCo
- Tables (\$200)- we will purchase folding tables for serving
- Chairs (\$100)- we will purchase chairs for participants to sit

### **Civic Engagement 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*

Food	\$1,000	we will purchase food from the local WinCo
Tables	\$200	we will purchase folding tables for serving
Chairs	\$100	we will purchase chairs for participants to sit

Expense Item	Grant Requested Funds	Leveraged Funds	Donated Services & Time
<b>Personnel:</b>			
<b>Promotional Materials/Printing:</b>			
<b>Event Related Expenses:</b>	<ul style="list-style-type: none"> <li>• Food (\$1,000)- we will purchase food from the local WinCo</li> <li>• Tables (\$200)- we will purchase folding tables for serving</li> <li>• Chairs (\$100)- we will purchase chairs for participants to sit</li> </ul>		
<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>			



# Budget Tips

---

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.

**You can use headline totals, but the more details you share the better the review committee can understand**

**Providing explanations on how you will use this item in your program the more helpful it will be**

**Please consult your fiscal sponsor or fiscal policy on stipends, contracts, and tax laws**

# Budget Tips

---

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.

**If you are going to purchase something with these funds let us know what will happen with those items after the program is complete**

**They could be donated to the host nonprofit, given away to the community members or volunteers, or resold and fund given to host organization**

**Keep in mind, once these items are purchased, they are to be handled in the guidance of the Nonprofit (including In-Kind Donations)**

### General 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		
1.	The details of the project and what the project aims to accomplish are included in the description. All event locations are included and are within the EPAP service area.	10 points
2.	The project addresses an "EPAP Strategic Priority" and Action Item listed in the East Portland Action Plan. The strategic priority and action item(s) are listed in the application.	15 points
3.	This project builds community by leading to more community involvement and involves identified underrepresented/vulnerable populations.	15 points
4.	This project impacts vulnerable populations in East Portland (Examples include, but are not limited to, children, seniors/elders, people of color, people with disabilities, people with low-incomes, people whose first language is other than English, military service veterans). The application makes clear how the affected group is impacted.	20 points
5.	This project identifies the number of people to be involved in the project, the amount of time spent with them, and describes the way they will be engaged.	10 points
6.	Partners and/or Other Resources are included to leverage EPAP funding. "Signed Statements of Partnership" are included	10 points
7.	The response/application explains how the project involves or addresses East Portland areas that are generally under-resourced.	5 points
8.	The project moves forward an issue or opportunity not being that needs to be addressed in East Portland	5 points
9.	The application includes plans to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.	5 points
10.	The budget supports the project activities. Sources and use of matching and leveraged funds and donated hours and resources are identified.	5 points

### Civic Engagement 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		
1.	Plan to work with under supported race and ethnic specific communities with language appropriate communication. Inclusion of EPAP Action Items and plan for promotion	15 points
2.	Plan for doing community involvement with race and ethnically specific communities with underrepresented and under supported <u>cultural</u> specific populations with language appropriate communication	15 points
3.	Community building projects that leads to more community involvement. Plan for actively guiding participants in next steps for community involvement and leadership placement opportunities when the grant project is done	15 points
4.	Experience organizing community activities and promoting community involvement	15 points
5.	Identify the number of people to be involved in the project, the amount of time spent with them, and describe the way they will be engaged.	10 points
6.	Emerging organization with ten (10) or fewer employees and/or \$250,000 or less annual operating budget	10 points
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
8.	Promotion of health and well-being of families, children, individuals, and communities.	5 points
9.	Involvement between multiple partners. What partners or resources does the project leverage (offer in addition to EPAP funding)?	5 points
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

# Questions?

GRANT MANAGER  
CONTACT: JR LILLY,  
EPAP ADVOCATE

[JR.LILLY2@PORTLAND  
OREGON.GOV](mailto:JR.LILLY2@PORTLAND.OREGON.GOV)

(503) 823-8027 (TEXT  
OK)