East Portland Action Plan

2022 Civic Engagement Grant Opportunity
Application deadline: Wednesday, November 24, 2021
For projects happening between Mar 1, 2022-Feb 28, 2023

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.

The Action Plan was designed by and for the community to:
- Improve the quality of life for East Portland residents
- Foster strong community connections
- Increase the area's regional significance
- Enhance equity and prevent displacement

The full Action Plan document is available at eastportlandactionplan.org.

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.

There are approximately **$55,000 total funds available** for this funding cycle. **Project requests may be for up to $10,000 in funding**. Two additional grant programs are available: **General Grant** and **Municipal Partnerships**. EPAP Grants are funded by the City of Portland.

Grant Manager Contact: JR Lilly, EPAP Advocate
jr.lilly2@portlandoregon.gov, (503) 823-8027, 1017 NE 117th Ave, Portland.

East Portland Action Plan

2022 Civic Engagement Grant Opportunity
Application deadline: Wednesday, November 24, 2021
For projects happening between Mar 1, 2022-Feb 28, 2023

Part 1: Information Packet

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. Grant funding is approved through consensus at the EPAP General Meeting. 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. Applicants may be contacted during the review process for additional information and/or to explore potential partnership opportunities.

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?
- ❑ 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?

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 for Grantees:

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.
   *EPAP grants moved into Special Appropriations in FY 2018-19, meaning there is one year of SA funding through the EPAP grant program prior to this year).

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 April 1, 2023 (or 30 days after completion of your project) to the Grant Manager. <u>We encourage you to submit your evaluation and expense summary within 30 days of completion of your individual project</u>.
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 are strongly _encouraged_ to 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.

☐ **Language accommodation**: Proposals may be submitted in any language.

☐ A **computer and copier** are available for your grant-related use at EPAP Office, 1017 NE 117th Ave, Portland, OR 97220.

☐ **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.

Grant Process Timeline

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

East Portland Action Plan

2022 Civic Engagement Grant Opportunity
Application deadline: Wednesday, November 24, 2021
For projects happening between Mar 1, 2022-Feb 28, 2023

Part 2: Application Packet

Table of Contents

Civic Engagement 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:
- o **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.
- o **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.
- o **Signed Statement of Partnership:** Application submission includes a completed and signed form for each identified partner (included in this application packet).
- o **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.
- o **Proof of IRS 501(c) 3 or State Business License**
- o **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 Wed, Nov 24, 2021 at 11:59 PM by either:
- o Send electronic documents to: jr.lilly2@portlandoregon.gov (you are encouraged to phone 503-823-8027 to verify that your email was received).
- o Or provide eight (2) double-sided hard copies 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 copies in the mail slot.

Civic Engagement Grant Application Cover Page

Please fill out all the information provided.

Project Title:	
Organization Name:	
Tax ID #:	[ ] We are using a Fiscal Sponsor
Requested Amount:	
Summary:	

Project Coordinator:	
Phone:	[ ] Home [ ] Work [ ] 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:	

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.).]

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 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.

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

Civic Engagement Grant Project Budget Template

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

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

Signed Statement of Partnership

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

As a representative of _____, I commit
<div align="center">Agency Name</div>

to partner with _____
<div align="center">Name of the 'Organization' on Cover Page</div>

by providing individual, monetary, or resource support to their 2022 East

Portland Action Plan Civic Engagement Grant application project:

_____.
<div align="center">Project Title</div>

_____

Printed Name

_____

Title/Community Role

_____

Signed Name

_____

Date

2022 Civic Engagement Grant Opportunity
Application deadline: Wednesday, November 24, 2021
For projects happening between Mar 1, 2022-Feb 28, 2023

Part 3: Supplemental Materials

Civic Engagement Grant FAQ

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 .

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

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.

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 cultural 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

East Portland Action Plan Area Map