

2023/ 2024 Community Support Fund Application & Cover Page

Please fill out all the information provided.

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

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

<i>This section is <u>ONLY</u> If you are using a Fiscal Sponsor for this project.</i>	
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.
 - What your project is about?
 - Please include all activities (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.
 - Why current programs are not addressing those needs.
 - Please include how/who your efforts will address these need(s) for.

- 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 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.

Please visit 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

Scoring Criteria Area	
1. 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
2. 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
3. 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
4. Project impacts/benefits vulnerable populations	15 points
5. Project will involve or address/benefit communities/identities that are historically under-resourced	20 points
6. Project budget appropriately supports the project activities. All expenses over \$100.00 are explained clearly.	15 points