



Neighborhood Small Grants Program 2017

The Office of Neighborhood Involvement (ONI) and Neighbors West-Northwest are excited to offer another year of the City of Portland's Neighborhood Small Grants Program. We invite Neighborhood Associations and community-based organizations in Portland to apply.

This program seeks to:

- increase the number and diversity of people who are involved and engaged in their communities and neighborhoods;
- strengthen neighborhood and community capacity to build community leadership, identity, skills, relationships and partnerships;
- increase community and neighborhood impact on public decisions and community life.

The Small Grants Program emphasizes building strong community participation, especially through partnerships between neighborhood, business, and community-based organizations. Engagement of historically under-represented and under-served communities is a high priority for this grant program. Projects should engage and benefit community members in the Neighbors West-Northwest area.

We look forward to working with organizations that share our goal of building livable, equitable, and sustainable neighborhoods and communities for all.

We define historically under-represented and under-served community organizations as those primarily led by and/or involving people of color, immigrants and refugees, low-income individuals and families, youth, people with disabilities, and lesbian, gay, bi, transgendered people.

Thank you to Mayor Charlie Hales, the ONI Bureau Advisory Committee, and the Portland City Council for advocating for and funding this critical resource for community-building in Portland.

Sincerely,

Neighbors West-Northwest Review Board

Application Deadline & Submission

Thursday, November 3rd, 4 p.m.

Applications received after the deadline will not be accepted. See application checklist (pg. 5) for details.

Submit applications in person, by mail, or by e-mail to:

For More Information

Jen Kirk

503-823-4265

jen@nwnw.org

www.nwnw.org/small-grants-program

jen@nwnw.org

-or-

Neighbors West-Northwest

2257 NW Raleigh St

Portland, OR 97210

Attn: Jen Kirk

Grant-making process

A total of **\$11,902** is available to neighborhood and community-based organizations in the Neighbors West-Northwest area. Grant proposals may request from **\$100 to \$2,500**. Maximum awards are available for strong projects that meet all program goals.

Applications will be reviewed by a volunteer review committee. Applicants may be contacted during the review process for additional information. Applications will be evaluated on potential impact, fit with grant program goals, project feasibility and budget, and inspiring qualities. Additional consideration will be given to projects that involve or engage historically under-represented and under-served communities.

Eligibility Requirements

Neighborhood and community organizations are eligible to apply.

- Applicants must either have federal tax-exempt (501(c)(3)) status or obtain a fiscal sponsorship from a federally tax-exempt organization or government entity.

Timeline

| | |
|--|-------------------------------------|
| Grant Applications available | September 15, 2016 |
| Grant Information Sessions | October 3 & 4, 2016 (RSVP required) |
| Grant Applications due | November 3, 2016 (4 p.m.) |
| Awards Announced no later than | January 31, 2017 |
| Projects must be completed no later than | December 31, 2017 |
| Final report and documentation no later than | January 31, 2018 |

Project Criteria

1. To be considered for funding, project proposals should describe clearly how the project will involve and engage the community and achieve one or more of the following goals:
 - a. increase the number and diversity of people who are involved and engaged in their communities and neighborhoods
 - b. strengthen neighborhood and community capacity to build community leadership, identity, skills, relationships and partnerships
 - c. increase community and neighborhood impact on public decisions and community life
2. Projects must start after January 1, 2017 and be completed before December 31, 2017.
3. Projects must take place in and benefit the NWNW community. ([map](#))

Requirements

Project proposals must meet the following requirements:

1. Applicants must show proof of partnership, if applicable. A partnership means organizations must work together to implement the project and to ensure the project's success. Each organization should submit a "proof of partnership" letter that describes individual and shared roles. This letter should be on each organization's letterhead. Partnerships are not required but are strongly encouraged.
2. Provide a detailed project budget including dollar amounts for purchases, leveraged funds, donations, and volunteer time. Supply supporting documentation or explain how your figures were calculated.
3. Past NWNW Neighborhood Small Grant Program grant recipients must have completed their project and submitted their final report prior to January 31, 2017.

Funds cannot be used for

1. Costs incurred in preparing this application
2. Direct social services such as food baskets, health clinic services
3. Ongoing general organizational support such as rent, utilities, staff
4. Direct grants, scholarships or loans for the benefit of specific individuals
5. Loans or debt retirement
6. Annual appeals, general fund drives
7. Emergency funding
8. Capital projects

Preferences

Building Partnerships. Projects that include partnerships between at least one neighborhood association and at least one community organization, business association or historically under engaged group will be given additional consideration in the evaluation process, this includes organizations predominantly led by and/or involving people from historically under-represented or under-served communities including communities of color, immigrants and refugees, low-income individuals and families, youth, people with disabilities, and lesbian, gay, bi, transgendered people.

Community events & activities. Preference in the evaluation process will be given to events and activities that bring people together.

Creative, new programs. NWNW prefers to seed new community projects. If you request funds for the same project for a second year, you must demonstrate how additional funds will help your project evolve beyond the first year's accomplishments. *The same project will not be funded more than two consecutive years.*

Put the money to work. Only apply for the amount of funds you need to do your project. The maximum award is available for the strongest projects that build community, create new partnerships, reach diverse communities, attract new members **and** support existing members. If your project meets fewer goals, it may be considered for a lesser award. Please indicate project priorities.

Reporting Requirements

Final Report including:

- Two-page end-of-project evaluation
- Expense report
- At least one photograph (preferably in electronic format) of your project activities

This final report must be turned to NWNW within 30 days of project completion or by January 31, 2018.

Support for Grant Writers

First-time grant-writer? New to the Small Grants Program? NWNW strongly encourages all potential applicants to schedule a meeting with the program manager. This will help answer questions about the application, the committee review process, what funds can be used for, and NWNW's priorities.

The program manager is **available by appointment Mon. – Fri. 9 a.m. to 4 p.m.** Additional evening hours are being offered for grant conferences.

Monday, October 3rd
4:00 – 7:30 p.m.

Tuesday, October 4th
4:00 – 7:30 p.m.

Neighbors West-Northwest Office
2257 NW Raleigh St. Portland, OR 97210

RSVP Required. Email: jen@nwnw.org or call 503-823-4265.

On-site parking is available but limited. There are several transit options nearby. The NS Streetcar line and the 15 and 77 Trimet bus lines stop within walking distance. Bike parking and a bike share station are available on NW Raleigh St.

General grant writing guidance is available at: www.portlandonline.com/oni.

Application Instructions

Complete this checklist to ensure you've included all the components of a complete application.

| | |
|---|--|
| <p>Packet: Include cover page, proof of fiscal sponsorship, narrative, budget, and proof of partnership (if applicable). Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The committee will not consider additional items.</p> | |
| <p>Cover page: Include all information requested on the application form</p> | |
| <p>Proof of Fiscal Sponsorship: Include either your organization's IRS non-profit determination letter or a copy of your formal agreement with your fiscal sponsor agency.</p> | |
| <p>Narrative: Answer all the questions in the order they are listed on the narrative form.</p> <p>No more than two pages: 12 point font, margins no less than 1-inch, single spaced.</p> | |
| <p>Budget: Complete all relevant columns of the budget form. Reference all items in your response to narrative question #3. Include supporting documentation.</p> | |
| <p>Partnership Letter: <u>Each</u> organization should submit a "<u>proof of partnership</u>" letter that describes individual and shared roles. This letter should be on each organization's letterhead.</p> | |
| <p>Deadline:</p> <p>Applications are due no later than Thursday November 3rd, 4 p.m. All components must be received by the deadline to ensure a complete application. Emailed applications will receive a confirmation receipt.</p> <p>Submittals may be emailed, mailed, or hand delivered to:</p> <p>jen@nwnw.org</p> <p>-or-</p> <p>Neighbors West-Northwest 2257 NW Raleigh St. Portland, OR 97210 Attn: Jen Kirk</p> | |

Application Description

Cover Page

The cover page should be the first page of your application and will provide a reference and summary for reviewers.

Project Title: A brief descriptive title for your proposed project.

Applicant: The lead organization or group responsible for submitting the application, coordinating the project, and meeting all grant requirements. Please note that if the applicant is a neighborhood association, the proposed project must first be formally voted on and approved by the board.

Project Coordinator/Contact Name: The name of the primary contact person for the application and grant administration.

Phone: The contact person's telephone number.

Email: The contact person's email address.

Mailing Address: The contact person's mailing address. Please note, this is the location where formal correspondence (including potential award letters) will be sent.

Applicant or Fiscal Sponsor 501(c)3 Tax-ID #: This is the employer identification number (EIN) of the applicant or fiscal sponsor.

Fiscal Sponsor & Contact Name: If applicant is not a federally tax-exempt organization, write the name of the organization or government entity providing fiscal sponsorship. Please identify the name of the contact person at your fiscal sponsor.

Fiscal Sponsor Mailing Address: The fiscal sponsor organization mailing address. If applicant is a tax-exempt organization, write 'N/A' in this space.

Fiscal Sponsor Phone: Fiscal sponsor contact's telephone number.

Fiscal Sponsor Email: Fiscal sponsor contact's email address.

Partner Organizations: The names of any organizations officially partnering on the proposed project. Please note that a partnership with a neighborhood association requires a formal vote and approval by the board. Partnerships are optional.

Requested Funding Amount: The total dollar amount being requested.

Project Summary: The project summary should be fewer than 50 words and provide a short, stand-alone description of the project.

Narrative

The project narrative should not exceed two pages single-spaced, 12 point font, 1-inch margins. Please answer all the questions in the order they are listed on the narrative form.

1. Project description, goals, and anticipated outcomes: This section will likely be the longest part of your narrative and should include a detailed description of your project's scope, design and components. Include any relevant project background information, such as how the need

for the project was identified. Most importantly, discuss how your project will achieve one or more of the following:

- Increase the number and diversity of people who are involved and engaged in their communities and neighborhoods
- Strengthen neighborhood and community capacity to build community leadership, identity, skills, relationships and partnerships
- Increase community and neighborhood impact on public decisions and community life

2. Group Capacity: Describe your group’s qualifications for carrying out this project. Include any specific skills, resources, and partnerships that will help complete the project.

3. Grant Funds: Describe how budget items are required to complete your project.

4. Promotion: Describe your group’s plan to get the word out about your project.

5. Timeline: Provide a timeline for your project. Include your expected start and completion dates, any project milestones, and the major stages of your project such as planning, preparing, creation, events, etc.

Budget

The following is intended to serve as a guide for preparing the project budget. It includes information on identifying and clarifying overall project costs and instructions for preparing the required budget documentation. The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks and be consistent with the project narrative.

The budget form is divided into 4 different columns and is designed so you can specify which line items grant funding is needed for and which will be funded through other sources. Add rows as needed in each category.

Budget Item Description: Provide a brief description of each item needed to complete the proposed project.

Requested Funds: Amount of money requested for each line item from the Neighborhood Small Grant.

Leveraged Funds: Any additional dollars supporting this project. This could include grants from other organizations or direct financial support (cash donations) from other sources.

In-Kind Donations, Services & Time: Estimate the value of any in-kind donations and/or volunteer hours. In-kind donations may include project materials, technical assistance from professionals, space rental, etc.

Personnel: Include costs for professional services, participant stipends for items such as travel, donated services and labor, and general volunteer hours. Donated services or labor should be valued at the rate these individuals would have been paid for their services. General volunteer hours should be valued at \$21.50/hr.

Supplies & Materials: List supplies and materials costs. Quotes can help determine costs. Donated equipment and supplies should be valued at the retail market rate these materials or equipment would cost if purchased. For discounted materials made available at a reduced rate

by a retailer, the difference between the retail and discount price may be counted as an in-kind donation.

Event Related Expenses: List any event costs such as space rental, equipment rental, food, etc. Loaned equipment and donated rental space should be valued at the market rate.

Outreach & Publicity: List costs associated with advertising, printing, and mailing.

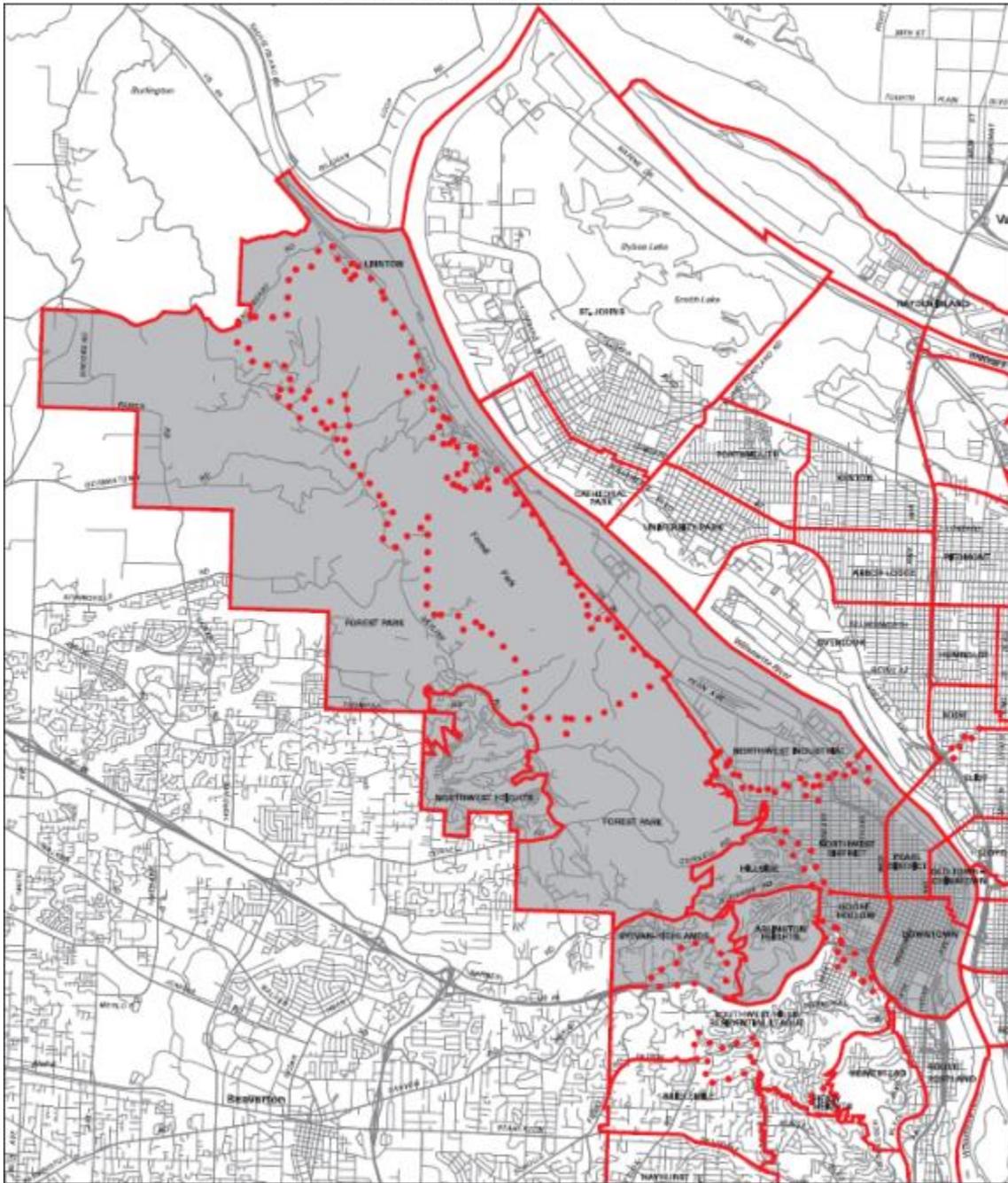
Permits: List any fees associated with permits for events, installation, etc.

Administration: List any fiscal sponsorship fees or costs associated with project management or accounting. Administration cannot exceed 10% of the grant request amount.

To complete the budget, identify ALL costs associated with the project and list them under the appropriate category. The following are descriptions of the line item categories in the budget form. Feel free to add and delete rows to best fit your project. **Please provide documentation of costs, such as: work orders, estimates, and price lists.**

| | Budget Item Description | Requested Funds | Leveraged Funds | In Kind Donations, Services & Time |
|---------------------------------|--------------------------------|-----------------|---|---|
| Personnel | Lead Artist Fee | \$1,000 | \$2,000 (RACC grant & business donations) | \$500 (discounted fee) |
| | Volunteer Painters | | | \$2,580 (~120 hrs x \$21.50) |
| | Volunteer project coordinators | | | \$4,300 (4 coord. x ~50 hrs each x \$21.50) |
| Supplies & Materials | Paint and paint supplies | \$200 | \$2,250 (donations from businesses) | \$400 (donated by Sherman-Williams) |
| Event Related Expenses | | | | |
| Outreach & Publicity | Flyers | \$200 | | \$430 (flyer distribution 20 hrs x \$21.50) |
| Permitting & Fees | Mural Fee | | | \$50 (waived by RACC) |
| Subtotals | | \$1,400 | \$4,250 | \$8,260 |
| Admin | | | | |
| TOTALS | | \$1,400 | \$4,250 | \$8,260 |

NEIGHBORS WEST/NORTHWEST



— Neighborhood Boundary
••••• Overlapping Boundary
 May 01, 2008



Scale 1" = 5700'
 0 3350' 6700' 10050'

City of Portland
 Office of Neighborhood Involvement and
 Bureau of Planning