

# Central Northeast Neighbors 2009 Portland Neighborhood Small Grants Program

The Office of Neighborhood Involvement and Central Northeast Neighbors are excited to offer the third year of the City of Portland's Neighborhood Small Grants Program. We invite Neighborhood Associations and community-based organizations in Portland to apply.

Our goal is to provide such groups an opportunity to build community, attract new and diverse members and sustain those already involved. We look forward to working with organizations sharing our community-building goal.

In the first two years of the grant program \$361,945, was awarded to 179 neighborhood and community-based organization projects. The average grant award was \$2,022. 81 neighborhood projects were funded along with 64 projects (36% of total) initiated by underrepresented organizations representing people of color, immigrants and refugees, low-income families, youth, people with disabilities, and lesbian, gay, bi, transgendered people.

*Our goal is to provide neighborhood and community organizations an opportunity to build community, attract new and diverse members and sustain those already involved.*

Thanks to the leadership of Mayor Tom Potter, the advocacy of the ONI Bureau Advisory Committee, and the support of City Council for funding this critical new resource for community-building purposes in Portland neighborhoods.

Sincerely,

Bob Ueland  
Board President of Central Northeast Neighbors

## **Submission Deadline:**

**Proposals must be received by:  
2 PM, Monday, November 3, 2008**

Applications received after the deadline will not be accepted.

### **Applications must be submitted in person or by mail to:**

Central Northeast Neighbors  
4415 NE 87<sup>th</sup> Avenue  
Portland, OR 97220

## **Grant-making process:**

\$20,000 will be made available to neighborhood and community-based organizations in the Central Northeast Neighbors area. Proposed grant dollar amounts may range from \$500 to \$5,000. Grants will be awarded through a competitive process. Grant applications will be reviewed by a community-based grant making committee made up of neighborhood and community-based organizational representatives.

## **Project timeframe for completion:**

Grants will be awarded for projects intended to commence after January 1, 2009 and be completed before December 31, 2009.

## **For More Information:**

The grant program is administered by each District Coalition for proposals affecting neighborhoods and communities within their geographical boundaries. For this grant application your grants manager and District Coalition contact is:

Sandra Lefrancois  
Community Program Director  
Central Northeast Neighbors  
503-823-2780  
[sandral@cnncoalition.org](mailto:sandral@cnncoalition.org)  
[www.cnncoalition.org](http://www.cnncoalition.org)

**More grant program info:** [www.portlandonline.com/oni](http://www.portlandonline.com/oni)

## Support for Grant Writers

Interested parties are invited to attend a grant information session. These sessions will help answer questions about the application, the committee review process, what funds can be used for, and unique priorities of each coalition area. Grant applications will be available at this workshop. Participation in one of these workshops is strongly recommended though not required. Grant writing resources will also be posted at [www.portlandonline.com/oni](http://www.portlandonline.com/oni).

**Wed. Sept. 24**  
6:00 PM – 8:00 PM

East Portland Neighborhood Office  
1017 NE 117<sup>th</sup> Ave., between Halsey & Glisan  
TRIMET: #77, #25 (stops at 7 PM)

**Thurs. Sept. 25**  
6:30 PM – 8:00 PM

Central NE Neighbors  
4415 NE 87<sup>th</sup>, behind Fire Station on Sandy Bl.  
TRIMET: #12, #71, #72

**Thurs. Sept. 25**  
6:30 PM – 8:30 PM

Oregon Zoo, Sunset Room  
4001 SW Canyon Rd.  
For Neighbors West/NW & SW Neighborhoods  
TRIMET: MAX Red/Blue, #63

**Mon. Sept. 29**  
6:30 PM – 8:00 PM

Northeast Coalition of Neighborhoods  
4815 NE 7<sup>th</sup> Ave., use 7<sup>th</sup> Ave. entrance  
TRIMET: #6, #72

**Tues. Sept. 30**  
7:00 PM – 8:00 PM

North Portland Neighborhood Services  
8105 N. Brandon, at N. Schofield  
TRIMET: MAX Yellow line, #4, #6

**Tues. Sept. 30**  
6:30 PM – 8:00 PM

Southeast Uplift  
3534 SE Main, two blocks south of Hawthorne  
Wheelchair access on west side of building.  
TRIMET: #14, #75

Please call seven days in advance for special needs accommodations, childcare vouchers, and/or language interpretation requests at 503-823-4519 or TTY 503-823-6868. All sites are wheelchair accessible.

# Criteria for Selection & Requirements

You are highly encouraged to attend a grant information session listed on page 3 or to directly contact the grants manager for this coalition area listed on page 2.

## **Goal of the Neighborhood Small Grants Program:**

Our goal is to provide neighborhood and community organizations an opportunity to build community, attract new and diverse members and sustain those already involved.

## **Guidelines:**

Proposed projects must address one or more of the following guidelines in order to qualify for consideration:

- 1.) Projects that build community in Neighborhood Associations and communities within the designated District Coalition's area.
- 2.) Projects that build community in community-based organizations working with underrepresented populations within the designated District Coalition area.
- 3.) Projects that show partnerships between Neighborhood Associations and community-based organizations within the designated District Coalition area.
- 4.) Projects that show partnerships between Neighborhood Associations and under-represented organizations and communities within the designated District Coalition area.

## **Other eligibility requirements:**

1. An applicant must have 501 (c) 3 nonprofit status from the IRS, be a government entity or have sponsorship from one of the above to serve as fiscal sponsor.
2. Projects must take place in and benefit the residents of the Central Northeast Neighbors area within which they are applying. (See map on page 11).

## **Reporting Requirements:**

- 1) A two-page end-of-project evaluation and expense summary must be completed and returned to Central Northeast Neighbors by January 30, 2010. We encourage you to do so within 30 days of completion of your individual project.
- 2) Each project must provide a photograph of a project activity with completed evaluation.
- 3) Returning grantees must have completed and returned the evaluation and provided a photograph in order to be eligible to re-apply in the following grant cycle in 2011.

### **Important Notes:**

- 1) Applicants may be contacted during review process for additional information and/or potential partnership opportunities.
- 2) Proposals for neighborhood or culturally specific fairs and/or festival may only receive funding from the coalition within which the geographic boundaries the event is taking place.

### **Funds cannot be used for:**

- 1) Costs that may be 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
- 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

### **Typical types of community-building projects:**

- 1) Communications: designing new websites, email lists and forums, newsletter mailing to all households, etc.
- 2) Outreach mobilizations: door-to-door canvassing, A-frame signs, to build membership and outreach to neighbors and businesses.
- 3) Targeted outreach strategies to build ties with people traditionally not involved including low-income families, people of color, young adults, immigrants, and people with disabilities.
- 4) Projects that build relationships between neighborhoods and local organizations such as schools, PTA's, churches, non-profits, and businesses.
- 5) Providing language translation and interpretation, childcare, or other efforts to make neighborhood activities more accessible.
- 6) Community-building activities: street tree plantings, neighborhood clean-ups, etc.
- 7) Crime prevention activities: National Night Out, foot patrols, and block watches, etc.
- 8) Community design/build place-making projects such as planning for playgrounds, intersection repairs, and community gardens.
- 9) Neighborhood or culturally specific fairs and/or festivals.
- 10) Special one-time events and projects such as publishing community story books, block parties, neighborhood forums.

## Timeline

Request for Proposals Available	August 15, 2008
Grant Applications due	November 3, 2008
Awards Announced no later than	January 30, 2009
Projects must be completed no later than	December 31, 2009
Final report and documentation no later than	January 29, 2010

## Program sponsors:

This grant program is sponsored and administered by:

- ❑ City of Portland Office of Neighborhood Involvement
- ❑ Southeast Uplift
- ❑ East Portland Neighborhood Office
- ❑ Central NE Neighbors
- ❑ North Portland Neighborhood Services
- ❑ Northeast Coalition of Neighborhoods
- ❑ Neighbors West/Northwest
- ❑ Southwest Neighborhoods, Inc.

## Application Checklist

Optional but encouraged: Attend a grant information session and/or contact the grants manager for your coalition area.	
Required: Print double-sided pages	
<b>Complete the following:</b>	
<b>Cover page:</b> Include all information requested on a cover page in a format similar to page 8.	
<b>Narrative:</b> Must follow the question format on page 9; 12 point font, margins no less than 1-inch, single spaced. No more than two pages.	
<b>Eligibility:</b> Copy of IRS non-profit determination letter or agreement with sponsoring agency or letter on department/bureau letterhead if government entity applicant.	
<b>Budget:</b> Complete a <b>one-page</b> budget. Ensure budget reflects the narrative.	
<b>Packet:</b> Should include cover page, narrative, eligibility letter or agreement, and budget. These four elements stapled or paper-clipped only. Do not include any additional documents, i.e. photos, newsletters, letter of support etc. The committee will not consider these additional items.	
<b>Deadline:</b> Submit 5 copies by 2:00 PM Monday, November 3, 2008 to Central Northeast Neighbors 4415 NE 87 <sup>th</sup> Avenue, Portland, OR 97220	

### Applying to other District Coalitions?

Are you applying for neighborhood small grants this year with other District Coalitions? If so please check which coalition(s) below:

- Central NE Neighbors
- East Portland Neighborhood Office
- Neighbors West/Northwest
- Northeast Coalition of Neighborhoods
- North Portland Neighborhood Services
- Southeast Uplift
- Southwest Neighborhoods, Inc.

# Application Form

Applications must be mailed or hand delivered to Central Northeast Neighbors and received by **2:00PM, Monday, November 3, 2008.**

## Cover Page

Complete template provided, or create a new form with ALL elements listed in order.

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

Neighborhood/ Organization \_\_\_\_\_

Project Coordinator \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fiscal Sponsor (if applicable) \_\_\_\_\_

Non-profit 501-c-3/ Fiscal Sponsor Tax ID # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

List additional partner organizations: \_\_\_\_\_

\_\_\_\_\_

Requested Amount: \_\_\_\_\_

# Narrative

Narrative to be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages** - excluding cover page and budget. Proposals exceeding this length **will not be considered for funding**.

**1.) Describe your project and at least one lasting outcome you anticipate as a result of this project.**

Be sure your response includes:

- a) A description of how the project builds community.
- b) A description of how the project attracts new and diverse membership and/or builds leadership for your organization?
- c) A description of how the project sustains your membership and leadership to stay involved with the organization?

Within your answer you may want to further identify:

- Targeted communities you intend to engage,
- Anticipated number of people engaged,
- Any organizational leadership development,
- How this project supports your organization's goals and priorities.

**2.) Identify community organization partners involved in this project and describe their anticipated role(s).**

(Highlight any new organizational partnerships. Letters of support not required.)

**3.) Describe how the budget supports the project described above.**

- a.) Describe what you are spending the money on.
- b.) Describe any leveraged and donated resources. This could include volunteer time, evidence of partnerships, in-kind donations, or other funds being used for this project.

**4.) Describe the plan to promote your project, including acknowledgement of funders (Central Northeast Neighbors and ONI.)**

# Project Budget

Project requests can range from \$500 to \$5,000.

Below are general budget categories. Projects are not required to include items in every section.

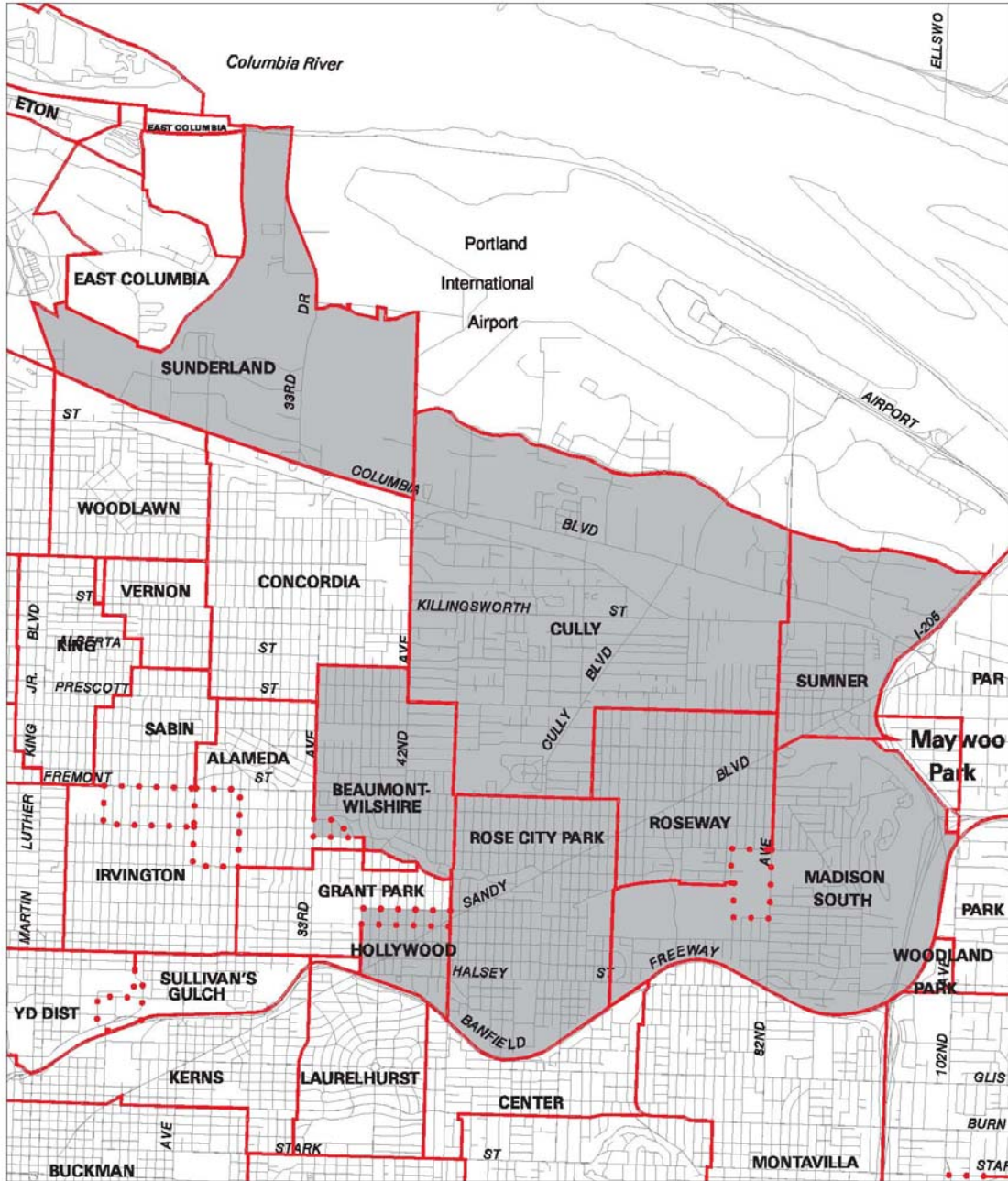
Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
<b>Personnel</b> (Direct project management, contracting for special services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Flyers, brochures, advertisements, etc.)			
<b>Event Related Expenses</b> (Renting table/chairs, reserving space, food, paper cups, etc)			
<b>Permitting &amp; Fees</b> (Reserving park space, noise variances, capping meters, street closures, etc.)			
<b>Participant Support</b> (Travel costs, stipends, etc)			
<b>Project Materials</b> (Wood, paints, flowers, bags, etc—the materials needed to complete the project.)			
<b>Additional Expenses</b>			
<b>Subtotals</b>			
<b>Administration***</b> (Fiscal sponsorship, administrative project management, accounting)			
<b>TOTALS</b>			

\* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.

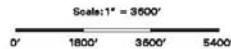
\*\* Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$17 per hour. For professional or skilled volunteer work, visit [www.bls.gov/oes/current/oes\\_or.htm](http://www.bls.gov/oes/current/oes_or.htm) to identify a median per hour volunteer rate.

\*\*\* Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget. This includes neighborhoods speaking with the coalition office.

# CENTRAL NORTHEAST NEIGHBORS



— Neighborhood Boundary  
••••• Overlapping Boundary  
 July 07, 2006



City of Portland  
 Office of Neighborhood Involvement and  
 Bureau of Planning