

# Central Northeast Neighbors (CNN) Neighborhood Small Grants Program 2012

The Office of Neighborhood Involvement and Central Northeast Neighbors are excited to offer the sixth 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 neighborhood and community organizations the opportunity to build community, attract new and diverse members and sustain those already involved. We encourage applicants to accomplish this through building partnerships between neighborhood, business, and community-based organizations. Engagement of historically under-engaged communities is a high priority for this grant program.

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

In the first five years of this grant program, \$829,354 was awarded to 443 projects. The average grant award was \$1,812. 213 projects were led by neighborhood-based organizations. 168 projects were led by under-engaged organizations or 38% of total. We define under-engaged organizations as those primarily led by and/or serving people of color, immigrants and refugees, low income individuals and families, schools and youth, people with disabilities, and lesbian, gay, bi, transgendered people.

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

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

Sincerely,

Bob Ueland, Board Chair  
Central Northeast Neighbors, Inc.

# **Submission Deadline**

**Tuesday, November 1, 2011 by 2:00PM**

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**

A total of **\$16,895** is available to neighborhood and community-based organizations in the Central Northeast Neighbors area. Grant proposals 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.

## **Grant Selection Criteria & Requirements**

### **Project Criteria:**

Grant proposals should clearly describe how the project will help neighborhood and community organizations build livable, equitable, and sustainable neighborhoods and communities for all by meeting one or more of the following goals:

- Build community
- Attract new and diverse members
- Sustain current volunteers and members

### **Who Can Apply**

Neighborhood and community organizations are eligible to apply. Higher consideration will be given to proposals submitted on behalf of and in direct partnership with one or more of the following:

- Neighborhood associations
- Organizations predominantly led by people from historically under-engaged communities including communities of color, immigrants and refugees, youth, people with disabilities and lesbian, gay, bi and trans communities
- Business associations or business organizations

## **Eligibility Requirements**

Project proposals must meet the following requirements:

1. Projects must take place in and benefit the residents of the coalition area within which they are applying. ([See map](#)).
2. Applicants must partner with at least one organization on the project and show proof of partnership with a formal letter of support from the partner organization.
3. An applicant must have 501 (c) 3 nonprofit status from the IRS, be a government entity or have fiscal sponsorship from one of the above to apply.
4. Past grant recipients must have completed their project and submitted their final report and photo, or a mid-term report in the case of not yet completed projects from the 2011 grant cycle.

There is a limit of two grant awards per project. CNN will not provide a third grant award for the same project.

## **Reporting Requirements:**

1. Final Report: After the completion of the project, each grantee must complete and submit a two-page end-of-project evaluation and a budget summary. This final report must be turned in by January 31, 2013. If you complete your project earlier, we encourage you to complete and turn in your final report within 30 days of the completion of your project.
2. Photograph(s): Provide at least one photograph (preferably in electronic format) of your project activities along with your completed final report.

## **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

## **Important Notes**

1. Applicants may be contacted during review process for additional information and/or potential partnership opportunities.

## **Project Timeframe for Completion**

Grants will be awarded for projects intended to commence after January 1, 2012 and be completed by December 31, 2012.

## **Grant Workshop**

**Monday, September 19, 2011**

**6:00 PM-7:30 PM**

Central Northeast Neighbors

4415 NE 87<sup>th</sup> Avenue

TRIMET: #12, #71, #72

If you are interested in applying, we strongly encourage you to attend this grant workshop. This workshop will provide feedback on project ideas and will help answer questions about the CNN application, and what funds can be used for in our coalition area.

**If you can't attend this workshop and you are submitting an application, you must contact Sandra Lefrancois, [sandral@cnncoalition.org](mailto:sandral@cnncoalition.org) or 503-823-2780, CNN grant program manager.**

Please call seven days in advance for special needs accommodations, for people with disabilities at 503-823-4519 or TTY 503-823-6868. All sites are wheelchair accessible.

General grant writing resources are available at:  
[www.portlandonline.com/oni](http://www.portlandonline.com/oni).

## **Examples of Applicable Projects Funded in the Past**

Note: The list of projects below is not limited to what CNN may fund.

**New Community-Building Initiatives:** New projects that build ties between neighborhood groups, under-engaged communities, and low income families.

- Cully Community Market
- Madison South Summer Block Parties
- Somali Sewing and Neighborhood Connections Project

**Communications and Outreach:** Projects that attract new and diverse members, and sustain those already involved.

- Welcome Packets for new Cully Residents in Four Languages
- Increasing the Latino Voice and the Latino Cultural Initiative
- Community Impact Assessment Project

**Community-Building Events:** Events that bring neighbors together to celebrate diversity, to strengthen neighborhood connections, to build relationships and more.

- International Day Festival
- Asian Elders Cultural Events
- Roseway Heights Back to School Celebration

**Leadership Development and Community Education:** Activities that promote community involvement and empowerment.

- Native/Indigenous Plant Education Project
- Rigler School Leadership and Cooking Class Projects
- My Story Youth Photo Project

## For More Information

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

Sandra Lefrancois  
Central Northeast Neighbors  
4415 NE 87<sup>th</sup> Avenue  
Portland, OR 97220  
503-823-2780  
sandra@cncoalition.org  
www.cncoalition.org

**General grant program information:** [www.portlandonline.com/oni](http://www.portlandonline.com/oni)

## Timeline

Request for Proposals Available	September 1, 2011
Grant Applications due	November 1, 2011
Awards Announced no later than	January 30, 2012
Projects must be completed no later than	December 31, 2012
Final report and documentation no later than	January 31, 2013

## Program sponsors

This grant program is sponsored and administered by:

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

# Application Checklist

**Required: Print double-sided pages**

## **Complete the following:**

**Cover page:** Include all information requested on a cover page in a format similar to page 8.

**Narrative:** Must follow the question format on page 9; 12 point font, margins no less than 1-inch, single spaced. **No more than two pages.**

**Eligibility:** Copy of IRS non-profit determination letter, or agreement with fiscal sponsor agency with copy of their IRS non-profit determination letter, or letter on department/bureau letterhead if government entity applicant.

**Budget:** Complete the budget on page 10. All line items in the budget must be explained clearly in your response to question #3 of the narrative, page 9.

**Proof of Partnership:** A letter of support is required from each partner organization of your proposed project.

**Packet:** Should include cover page, narrative, budget and confirmation of eligibility status (see required eligibility documents above) and a letter of support from each partner organization. Do not include any additional documents, i.e. photos, newsletters, etc. (The committee will not consider these additional items). Each packet must be complete and stapled together. **You must submit 7 complete copies of the application packet.**

**Deadline:** Submit **7 copies** of the packet by **2 PM Tuesday, November 1, 2011** to Central Northeast Neighbors, Attn: Sandra Lefrancois, 4415 NE 87<sup>th</sup> Avenue, Portland, OR 97220.

**Note: Incomplete Application Packets will not be considered.**

# Application Form

Applications must be mailed or hand delivered to Central Northeast Neighbors and received **by 2 PM, Tuesday, November 1, 2011.**

## Cover Page

Complete form below or create a new form with ALL elements listed in order.

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

Applicant \_\_\_\_\_

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

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

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

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

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

Fiscal Sponsor or Non-profit 501(c)(3) Tax ID # \_\_\_\_\_

Fiscal Sponsor Address \_\_\_\_\_

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

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

Partner organization(s) \_\_\_\_\_

\_\_\_\_\_

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

# Narrative

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

**1.) Describe your project and the anticipated outcomes.**

Your response must include how the project will help to build livable, equitable, and sustainable neighborhoods and communities for all by meeting one or more of the following goals:

- Build community
- Attract new and diverse members
- Sustain current volunteers and members

**2.) Identify each organizational partner involved in this project and describe their anticipated role.**

Please state whether this partnership is ongoing or whether this is a new partnership developed for your proposed project. NOTE: A letter of support is required from each project partner.

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

- a.) Describe how request funds will be used.
- b.) Describe any leveraged and donated resources. This could include volunteer time, in-kind donations, or other funds being sought or used for this project.

**4.) Describe your plan to promote your project in the community, including acknowledgement of Central Northeast Neighbors and the Neighborhood Small Grants Program.**

**5.) Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones.**

# 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.

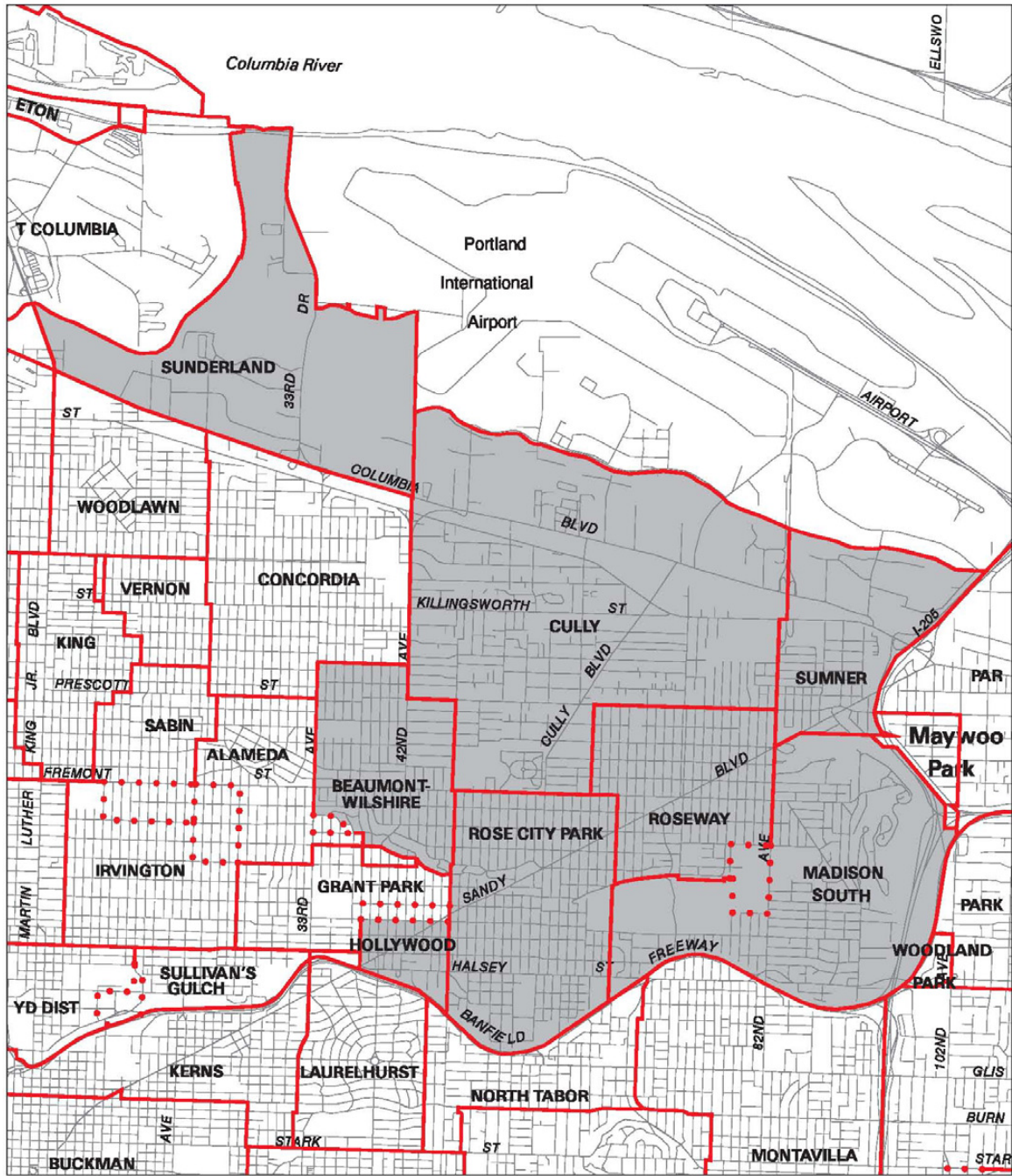
Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
<b>Personnel</b> (Direct project management, contracting for special services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Flyers, brochures, advertisements, etc.)			
<b>Event Related Expenses</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 \$18 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.

# CENTRAL NORTHEAST NEIGHBORS



— Neighborhood Boundary  
••••• Overlapping Boundary  
 August 25, 2009



Scale: 1" = 3600'  
 0' 1800' 3600' 5400'

City of Portland  
 Office of Neighborhood Involvement and  
 Bureau of Planning and Sustainability