



2023 Small Grants Program Handbook

Applications Due No Later Than:

Thursday, November 30, at 11:59PM

Northeast Coalition of Neighborhoods (NECN) with the Office of Community & Civic Life (OCCL) is providing small grants for **Community Engagement** and **Capacity Building** projects. This year a total of \$27,500 is available for Community Organizations and Neighborhood Associations. Award amounts are from \$500 up to \$4,500.

Small Grant Program Goals

- Involve and benefit a diverse group of people within the district area.
- Build and expand capacity for leadership skills, economic strength & stability, education, relationship building, environmental sustainability especially with and among underrepresented groups.
- Increase community capacity to influence public decisions & policy, civic engagement, and political involvement in order to shape the future of the NECN district area and beyond.
- Create unique projects with the potential to make an impact in communities of various sizes and access.
- Support community preparedness and resiliency building efforts in the face of change to create a more stable district.
- Expand capacity to make and care for various environments within NE PDX, such as placemaking and physical community care to environmental justice awareness and efforts.
- Projects must engage and benefit community members of the Northeast Coalition of Neighborhoods area in a way that is activating and beneficial. (see page 10)

Table of Contents

Small Grant Program Goals	1
About the small grants program (frequently asked questions)	3-4
Funds cannot be used for	4
Funding Priorities	4-5
Application Deadline & Submission	5
Selection Process	5
Grant Timeline	5
Responsibilities of Grant Recipients	6
Reporting requirements	6
Support for Grant Writers	6
Cover Page	6
Narrative	7
Budget	8
Application Checklist	9
Map of NECN area	10

If you have questions about the application or submission process email Grant Coordinator at admincoordinator@necoalition.org or contact the NECN office at 503-388-5044.

The Community & Civic Engagement Small Grants Program has been made possible by Northeast Coalition of Neighborhoods through funding from the City of Portland, Office of Community & Civic Life.

ABOUT THE SMALL GRANTS PROGRAM

What projects are eligible for this grant? Community-driven projects engaging community members in the NECN area that meet the Small Grant Program Goals. (See page 1)

What projects are ineligible for this grant? Projects that do not include a significant community engagement activity or by an individual without a partnering organization. Projects that do not meet Small Grant Program Goals. (See page 1)

When is funding available/ when do funds need to be spent? Awarded funds available On December 14, 2023. Projects must be completed and funds spent by March 1, 2024. Final Report and supporting documentation due by March 28, 2024

Who can apply? Community groups, Non-profit Organizations, Neighborhood Associations and collaborative project groups proposing projects in the NECN area. See map page 10. Individuals are not eligible to apply.

How much money to request? Grant proposals can range from \$500-\$4,500

When to apply? Applications are due November 30, 2023 by 11:59pm

How to apply? Applications can be emailed to admincoordinator@necoalition.org or mailed to the NECN office.

Do we need to have a 501(c) 3 nonprofit fiscal sponsor to apply? Yes, you must be a 501c3 or have a fiscal sponsor. Contact NECN no later than October 26,2023 for sponsorship.

Do we need to have a project partner to apply? Partnerships are encouraged but not required. The partnering organization must contribute to the project in a substantial and meaningful way; providing critical resources, services, or technical expertise, or collaboratively executing the project. Each organization identified as a partner, or applicant must submit a formal letter of support from the partnering organization that outlines their specific role in the project.

Proposals should describe any engagement of historically underserved communities which include but not limited to: We define historically underrepresented and underserved community organizations as those primarily led by and/or involving people of color, displaced communities, low-income individuals and families, youth, elders, people with disabilities, various gender representations and sexual orientations.

Can Past Small Grant Recipients Apply? Past NECN recipients must have completed their project and submitted their final reporting paperwork. Current NECN grant recipients must contact the NECN Grant Administrator prior to applying to verify sufficient progress towards completing their current grant project. No grant awards will be given after 3 consecutive years of funding.

FUNDS CANNOT BE USED FOR

- Costs that may be incurred in preparing this application or evaluating the project
- Direct social services such as food baskets or health clinic services
- Ongoing general organizational support such as rent, utilities, or staff
- Direct grants, scholarships or loans for the benefit of specific individuals
- Fundraising activities or community events that cost money to attend
- Capital projects, unless built by volunteers
- Items intended for sale

***Events may have a suggested donation

FUNDING PRIORITIES

Preference will be given applications:

Submitted by, or in direct partnership with, organizations predominately led by and/or involving people from historically underrepresented or underserved communities including Communities of color, immigrants and refugees, low-income individuals and families, youth, seniors, houseless, renters, people with disabilities and LGBTQ communities.

That have strong community support and involvement as demonstrated by volunteer hours and donated or discounted services over applications that are primarily coordinated and executed by volunteers.

APPLICATION DEADLINE & SUBMISSION

Applications may be received by email or mailed to the NECN office (address on application)

and must be received by 11:59 PM on Thursday, November 30, 2023. Applications received after the deadline will not be accepted. NECN recommends submitting the application at least 3 working days in advance to ensure you have time to respond if notified that the application is incomplete.

SELECTION PROCESS

Grants will be awarded through a competitive process. Applicants may be contacted during the review process to clarify information. Applications will be evaluated and scored based on their alignment with grant program goals and potential impact, level of community engagement, feasibility, budget and degree to which they advance equity.

GRANT TIMELINE

Grant meetings Q & A: Will be held individually. Email to call to schedule. This is recommended for all applicants!

Grant applications due: November 30, 2023 by 11:59PM

Awards announced no later than: December 14, 2023

Projects must be completed: March 1, 2024

Final report and documentation due: March 28, 2024

RESPONSIBILITIES OF GRANT RECIPIENTS

If awarded a grant, recipients are expected to:

- Complete Orientation prior to receiving funds.
- Clearly acknowledge support from NECN in their programs and all related promotional material including publications and websites.
- Complete the projects and spend all grant funds before or no later than March 1, 2024.

REPORTING REQUIREMENTS:

• Submit a final grant report that will include a 2-3-page narrative and evaluation, budget summary, and images of the project. The final report must be submitted within 14 days of the completion of the project and no later than March 28, 2024.

SUPPORT FOR GRANT WRITERS

We strongly encourage applicants to attend a one on one appointment with our Grant Coordinator to answer any questions. Receive feedback on project ideas and get your questions answered about the grant application, proper funding usage and eligibility. Please request assistance in a reasonable amount of time before the grant deadline so we can better assist you.

Application information

All Application Pages Must Be Complete for Consideration!

COVER PAGE (Page 1 of Application)

The Cover Page is the first page of your application. It will provide a reference and summary for reviewers.

NARRATIVE (Pages 2-3 of Application)

1. **Please provide a detailed description of your project.** List your core goals. Describe the activities you will undertake to meet your goals. Tell us what you expect to accomplish by undertaking this project.
2. **How does your project fit with NECN's mission?** NECN seeks to support building informed, culturally representative, and participatory neighborhoods that support our social and ecological well-being.
3. **What is your group's capacity to complete the project?** Include the qualifications of those who would carry out this project, and how they reflect the community you hope to engage.
4. **Who will participate in your project activities?** Describe the target audience(s) your project will engage. Where are they located? How will they be involved as active participants? Have they been involved in the design of your project prior to requesting funding? How many people do you expect to participate in your activities? Be specific about how your project will engage historically underrepresented and underserved community organizations as those primarily led by and/or involving people of color, displaced communities (such as refugees, immigrants, and people affected by gentrification), low-income individuals and families, renters, youth, elders, people with disabilities, various gender representations and sexual orientations.
5. **What is your plan to promote your project and recruit participants?** Include how you will build awareness of your project in the community and the outreach methods you will use to reach your target audience.
6. **Please describe how requested grant funds will be used.** How does the budget support your project and its successful completion?
7. **Project goals must describe how the project will meet at least one of the goals below;**
 - Involve and benefit a diverse group of people within the district area.

- Build and expand capacity for leadership skills, economic strength & stability, education, relationship building, environmental sustainability especially with and among underrepresented groups.
- Increase community capacity to influence public decisions & policy, civic engagement, and political involvement in order to shape the future of the NECN district area and beyond.
- Create unique projects with the potential to make an impact in communities of various sizes and access.
- Support community preparedness and resiliency building efforts in the face of change to create a more stable district.
- Expand capacity to make and care for various environments within NE PDX, such as placemaking and physical community care to environmental justice awareness and efforts.
- Projects must engage and benefit community members of the Northeast Coalition of Neighborhoods area in a way that is activating and beneficial. (see page 10)
- We leave space for ways that we are not able to articulate (or know of) in the efforts to reach varying communities within the NECN district area. So please reach out to us with questions or your ideas so that we can talk about how your project can fit within the scope of the goals listed above.

BUDGET (Page 4 of Application)

The following serves 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: specify line items for grant funding and items funded through other sources. Identify ALL costs associated with the project

Budget Item Description: Provide a brief description of items needed to complete the project.

Requested Funds: Amount of money requested from the Neighborhood Small Grants program.

Leveraged Funds: Any additional dollars supporting this project. May 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. Donations may include project materials, technical assistance from professionals, space rental, etc.

The following are descriptions of the line item categories in the budget form.

Personnel: Include costs for professional services; participant stipends, 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 \$29.95/hr.

Supplies & Materials: List all items needed to build and complete the project. 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.

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

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.

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

Other: List any costs that are not specific to any of the above categories.

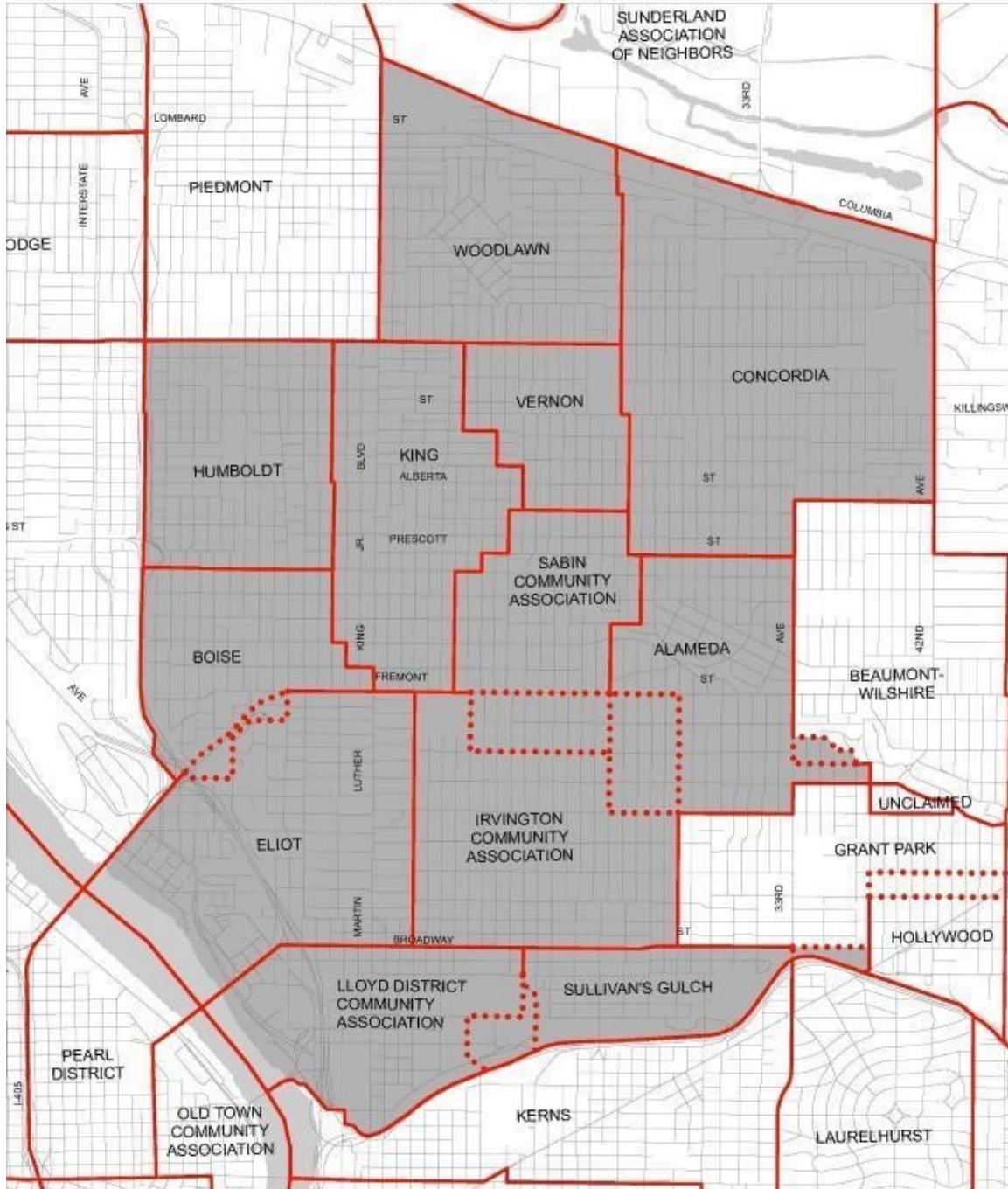
Administration: List fiscal sponsorship fees associated with project management or accounting. Administration costs cannot exceed 10% of the grant request amount. NECN provides fiscal sponsorship for 7.5% of award amount.

Application Checklist (page 5 of Application)

Initial each box and sign Page 5 on the application. Please do not include any additional documents beyond what is requested.

A complete grant application must include the components listed above. The application can be found at necoalition.org/grants

NORTHEAST COALITION OF NEIGHBORS



— Neighborhood Boundary
 - - - - - Overlapping Boundary



August 14, 2018

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