

Southwest Neighborhoods, Inc Neighborhood Small Grants Program 2015

The Office of Neighborhood Involvement (ONI) and Southwest Neighborhoods, Inc. (SWNI) 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.

The goals of this grant program are 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; and increase community and neighborhood impact on public decisions and community life.

We encourage applicants to accomplish this through building strong community participation, and 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 Southwest Coalition 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,

Sam Pearson, Board President
Southwest Neighborhoods, Inc.

Submission Deadline:

Proposals must be received by:

Friday, January 16, 2015 by 5:00 pm

Applications received after the deadline will not be accepted.

Applications must be submitted in person:

Southwest Neighborhoods, Inc.
7688 SW Capitol Hwy.
Portland, OR 97219

Grant-making process:

A total of **\$10,676** is available to neighborhood and community-based organizations in the Southwest Neighborhoods, Inc. area.

Grant proposals may range from **\$200 to \$2,000**.

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 organization representatives.

Grant Selection Criteria & Requirements

Project Criteria:

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:

- 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; and
- Increase community and neighborhood impact on public decisions and community life.

Proposals should describe how the project will engage and benefit community members in the Southwest Neighborhoods, Inc. area. Proposals also should describe any engagement of historically under-represented and under-served communities.

Who Can Apply?

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

- Neighborhood Association.
- 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.
- Business Association or business organizations.

Eligibility Requirements

Project proposals must meet the following requirements:

1. Projects must take place in and benefit the residents of the geographic area of the Southwest Neighborhoods coalition area. (See map p.8).
2. In the case of partnerships between organizations, applicants must show proof of partnership with a formal letter of support from the partner organization.
3. Each applicant must either have federal tax-exempt (501(c)(3)) status from the IRS or obtain a fiscal sponsorship from a nonprofit, federal tax exempt organization.
4. Past grant recipients must have completed their project and submitted their final report.

Reporting Requirements:

1. Final Report: After the completion of the project, each grantee must complete a two-page end-of-project evaluation and expense report and submit it to the coalition office that awarded the grant. This final report must be turned in by January 31, 2016. 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 that will start after February 15, 2015 and be completed by January 15, 2016.

Southwest Neighborhoods, Inc. Grant Workshop:

Thursday, October 16, 2014

7:00 pm to 8:30 pm

Multnomah Arts Center

7688 SW Capitol Hwy.

Portland, OR 97219

RSVP: 503-823-4592 or Sylvia@swni.org

TriMet Lines: #44 and #45

If you are interested in applying, we strongly encourage you to attend the grant workshop. This workshop will provide feedback on project ideas and will help answer questions about the SWNI application, and what funds can be used for in our coalition area. This is also an opportunity for you to network with other groups about projects.

If you are not available to attend this workshop and you are submitting an application, please contact Sylvia Bogert, Sylvia@swni.org or 503-823-4592, SWNI executive director.

Requesting grant assistance is highly encouraged. Please schedule a time to discuss grant ideas, requirements, eligibility, and application process by contacting Sylvia Bogert.

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.

Types of Projects Funded in the Past:

- 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.

For More Information:

The Neighborhood Small Grant program is administered by each District Coalition. Grant proposals must affect neighborhoods and communities within the District Coalition's geographical boundaries. For this grant application your grant manager and District Coalition contact is:

Sylvia Bogert
Southwest Neighborhoods, Inc
7688 SW Capitol Hwy
Portland, OR 97219
Sylvia@swni.org
www.swni.org

General grant program information: www.portlandonline.com/oni

Timeline

Grant Applications available:	October 3, 2014
Grant Applications due	January 16, 2015
Awards Announced no later than	February 15, 2015
Projects must be completed no later than	January 15, 2016
Final report and documentation no later than	January 31, 2016

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
- ❑ North Portland Neighborhood Services
- ❑ Northeast Coalition of Neighborhoods
- ❑ Neighbors West/Northwest
- ❑ Southwest Neighborhoods, Inc.

Application Form

Applications must be hand delivered to Southwest Neighborhoods, Inc. and received by **5:00 pm Friday, January 16, 2015.**

Cover Page

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

Project Title _____

Neighborhood/Organization _____

Project Coordinator _____

Phone _____ Email _____

Applicant Mailing Address _____

City, State, Zip _____

Fiscal Sponsor Organization (if applicable) _____

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

Fiscal Sponsor Mailing Address _____

City, State, Zip _____

Phone _____ Email _____

Partner organizations (if applicable)

List additional partner organizations: _____

Grant Amount Requested: \$ _____

Narrative

Your narrative should be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages** (excluding cover page, budget and partner letters). **Proposals exceeding this length will not be considered for funding.**

1.) Describe your project and the outcomes you anticipate.

Your response must describe how the project:

- a) increases the number and diversity of people involved in their communities and neighborhoods;
- b) strengthens neighborhood and community capacity to build community identity, skills, relationships and partnerships; and/or
- c) increases community and neighborhood impact on public decisions.

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

- a.) 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 partner organization.

3.) Describe how the budget supports the project.

- a.) Describe how requested 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 Southwest Neighborhoods, Inc. and the Office of Neighborhood Involvement.

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 \$200 to \$2,000.

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

* Leveraged Funds include 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 \$21.50 per hour. For professional or skilled volunteer work, visit 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.

Incomplete Application Packets Will Not Be Considered.

Application Checklist: Please check the boxes below, sign and submit with application.

Required: Print double-sided pages	
Cover page: Include all information requested on a cover page in a format similar to <u>page 8</u> .	
Narrative: Must follow the question format on <u>page 9</u> ; 12 point font, margins no less than 1-inch, single spaced. No more than two pages.	
Proof of Fiscal Sponsorship: Copy of your organization's IRS nonprofit determination letter, or copy of your formal agreement with your fiscal sponsor agency and a copy of their IRS nonprofit determination.	
Budget: Complete a one-page budget. Ensure that all line items in the budget are explained clearly in your response to question #3 of the narrative.	
Proof of Partnership: A letter of support is required from each major partner organization of your proposed project.	
Packet: Should include cover page, narrative, budget, proof of fiscal sponsorship, and a letter of support from major partner organization, and this signed checklist. Do not include any additional documents, i.e. photos, newsletters, etc. The committee will not consider these additional items.	
Deadline: <u>Hand Deliver</u> entire grant application packet by 5 pm, Friday, January 16, 2015 to Southwest Neighborhoods, Inc, 7688 SW Capitol Hwy, Portland, OR 97219, Attn: Sylvia Bogert.	
I read, checked the boxes and completed all of the above. Signature: _____	

