

# **Central Northeast Neighbors (CNN) Neighborhood Small Grants Program 2016**

The Office of Neighborhood Involvement (ONI) and Central Northeast Neighbors 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 Central Northeast Neighbors Coalition area.

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, and transgendered people.

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

Sincerely,

Jo Schaefer, Board Chair  
Central Northeast Neighbors, Inc.

# **Submission Deadline**

**Monday, November 2, 2015 by 4:00PM**

**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

## **The Application Packet Must Include:**

- Cover page
- Two-page narrative
- Budget
- Copy of IRS non-profit determination letter
- Letter of support from each partner organization
- Signed checklist (see p. 12)

## **Grant-making process**

A total of **\$10,000** is available to neighborhood and community-based organizations in the Central Northeast Neighbors area. Grant proposals may range from **\$1,000 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 Central Northeast Neighbors Coalition 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 of and in direct partnership with one or more of the following:

- Neighborhood associations
- 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 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 Central Northeast Neighbors Coalition area. ([See map](#) p.8).
2. For the partnership(s) between organizations, applicants must 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 previous grant cycle.

**Please Note:** There is a limit of two grant awards per project. CNN will not provide a third grant award for the same project. CNN will only fund one project per grant cycle from the same applicant.

### **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, 2017. 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: structures, signs, equipment, and the like unless there is a social component for which a significant portion of the funds are used

### **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 January 1, 2016 and be completed by December 31, 2016.

## **Grant Workshop**

**Tuesday, September 22, 2015**

**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. 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 Sandra Lefrancois, [sandral@cnncoalition.org](mailto:sandral@cnncoalition.org) or 503-823-2780, CNN grant program manager.**

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

**Please Note:** CNN staff will not be available to assist with grant proposals on November 2, 2015 when the grant proposals are due.

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 by CNN in the Past

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

**New Community Connections:** Projects that build ties between groups that have not traditionally worked together.

- Cully Community Market
- Madison South Summer Block Parties
- Somali Sewing and Neighborhood Connections Project
- Andando en Bicicleta Bicycle Peer Education
- Somali, Latino, and Vietnamese Teen Focus Groups
- Madison High School Food Week

**Outreach to Under-Served Communities:** Projects that increase the number and diversity of people who are engaged in their communities.

- Welcome Packets for new Cully Residents in Four Languages
- Increasing the Latino Voice and the Latino Cultural Initiative
- Community Impact Assessment Project in Pdx International District
- NE Emergency Food Program Culturally Specific Outreach
- Attracting new Differently-abled Young Adults to Engage in Community Life

**Community-Building Events:** Events that bring diverse neighbors together to strengthen community identity and neighborhood connections.

- International Day Festival
- Asian Elders Cultural Events
- Roseway Heights Back to School Celebration
- Silver Screen Film Series for Low Income Seniors
- Health for All Fair
- Scott School Community Mural and Celebration

**Leadership and Skill Development:** Activities that increase community impact on public decisions and community life.

- Native/Indigenous Plant Education Project
- Rigler School Leadership and Cooking Class Projects
- My Story Youth Photo Project
- Cully Youth Action Team
- Providing a Forum for Latino Parent Advocacy in Schools
- Our 42<sup>nd</sup> Ave. Community Design Workshop and Literacy 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@cnncoalition.org  
www.cnncoalition.org

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

## Timeline

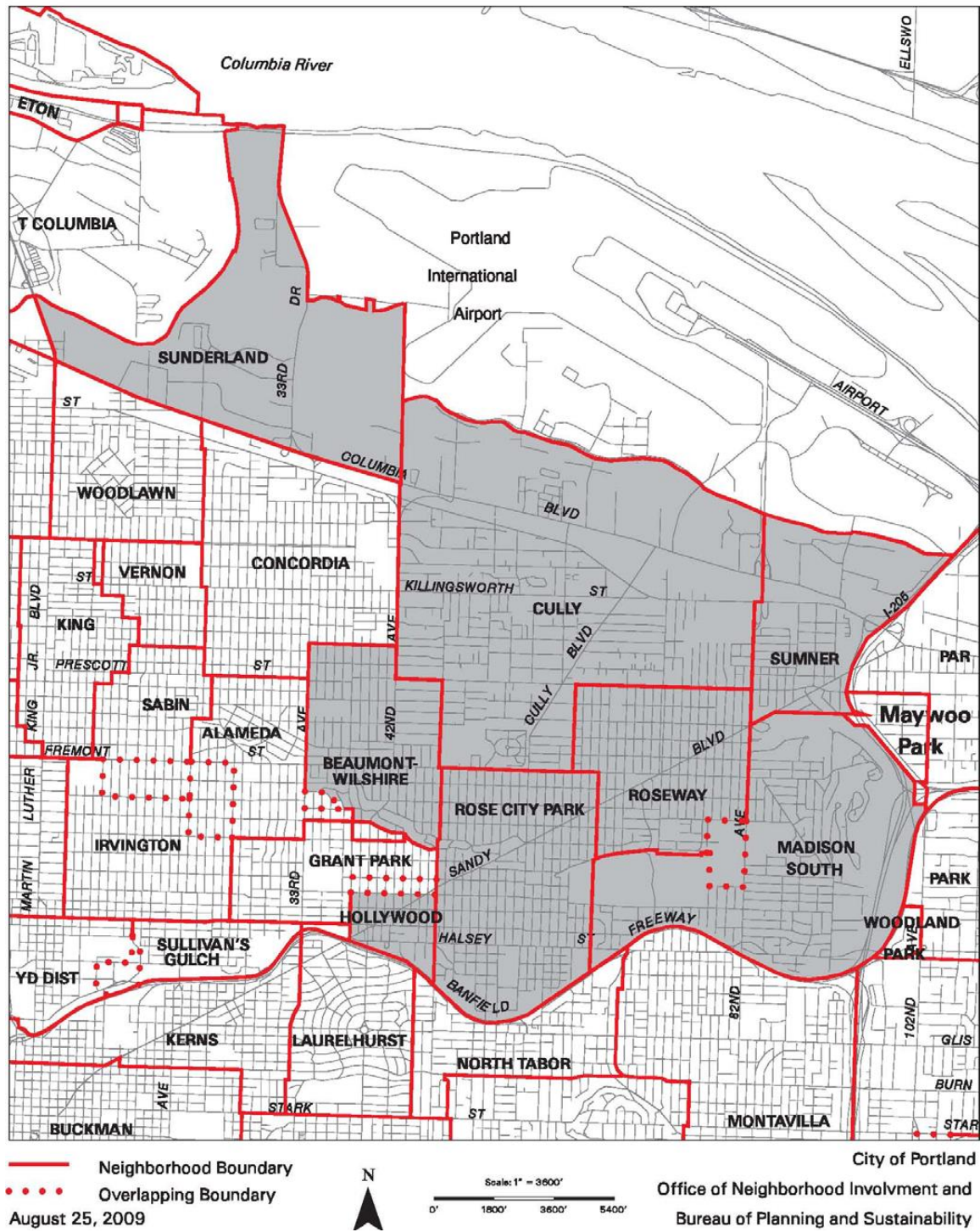
Request for Proposals Available	August, 2015
Grant Applications due	November 2, 2015
Awards Announced no later than	January 30, 2016
Projects must be completed no later than	December 31, 2016
Final report and documentation no later than	January 31, 2017

## 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.

## CENTRAL NORTHEAST NEIGHBORS



# Application Form

Applications must be mailed or hand delivered to Central Northeast Neighbors and received **by 4 PM Monday, November 2, 2015.**

## Cover Page

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

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

Applicant\_\_\_\_\_

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 Address\_\_\_\_\_

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

Phone\_\_\_\_\_Email\_\_\_\_\_

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

\_\_\_\_\_

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

# Narrative

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

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

Your response must describe how the project:

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

**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 partner organization.

**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 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 \$1,000 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**
<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 \$21.99 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.

## Incomplete Application Packets Will Not Be Considered.

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

<b>Required: Print double-sided pages</b>	
<b>Cover page:</b> Include all information requested on a cover page in a format similar to page 9.	
<b>Narrative:</b> Must follow the question format on page 10; 12 point font, margins no less than 1-inch, single spaced. <b>No more than two pages.</b>	
<b>Eligibility: Copy of IRS non-profit determination letter, or agreement with fiscal sponsor agency with copy of their IRS non-profit determination letter,</b> or letter on department/bureau letterhead if government entity applicant.	
<b>Budget:</b> Complete the budget on page 11. All line items in the budget must be explained clearly in your response to question #3 of the narrative, page 10.	
<b>Proof of Partnership: A letter of support is required from each partner organization</b> of your proposed project.	
<b>Application Packet:</b> Must include cover page, narrative, budget, the confirmation of eligibility status (see required eligibility documents above), a letter of support from each partner organization, and this signed checklist. <b>Do not include any additional documents</b> (The committee will not consider these additional items). Each packet must be complete. <b>You must submit <u>6 complete double-sided copies with 3 hole punch</u> of the application packet.</b>	
<b>Deadline:</b> Submit 6 copies of the packet by <b>4 PM Monday, November 2, 2015</b> to Central Northeast Neighbors, Attn: Sandra Lefrancois, 4415 NE 87 <sup>th</sup> Avenue, Portland, OR 97220.	
<b>I read, checked the boxes and completed all of the above.</b> <b>Signature:</b> _____	