



## NORTH PORTLAND

### Small Grants Program 2017

North Portland Neighborhood Services (NPNS) is excited to offer a grant funding opportunity for community building and civic engagement projects through the City of Portland's Neighborhood Small Grants Program. We invite neighborhood associations and community-based organizations working in the NPNS district to apply. See page 4.

#### Grant projects should plan to:

- Create and build community
- Engage new and diverse communities
- Sustain those already involved; strengthen existing programs
- Increase community and neighborhood impact on public decisions and community life

#### APPLICATION PACKET MUST INCLUDE:

- Page 7 (Section 1)** – Application Form Cover Sheet
- Pages 8-10 (Sections 2 through 8)** – Narrative
- Page 11** – Budget

#### Project Timeframe for Completion

Grants will be awarded for projects that will start after Jan.1, 2017 and be completed by Dec. 31, 2017.

#### TIMELINE

Request for Proposals available .....	September 27, 2016
Grant Applications due .....	November 14, 2016
Awards announced no later than .....	January 30, 2017
Projects must be completed no later than .....	December 31, 2017
Final report and documentation no later than .....	January 31, 2018

## SUBMISSION DEADLINE

**2pm, Monday,  
Nov. 14, 2016**

Applications received after the deadline will not be considered.

Applications must be submitted electronically or delivered to:

North Portland  
Neighborhood Services  
Historic Kenton Firehouse  
2209 N. Schofield  
Portland, OR 97217  
Attn: Mary Jaron Kelley  
or email the completed  
pdf file to:  
[mary@npnscommunity.org](mailto:mary@npnscommunity.org)

**Call 503-823-4099  
with questions.**

## HOW CAN I GET HELP WITH THE APPLICATION FORM?

**1)** Attend one of the free North Portland Neighborhood Services grant writing workshops. This workshop will provide feedback on project ideas and will help answer questions about the NPNS application, and what funds can be used in our coalition area. This is also an opportunity for you to network with other groups about projects. You'll learn about grant writing, the application and selection process, meet committee members, learn about other projects seeking grant funding for possible collaboration, and learn how to get individual help with your grant.

**2)** To sign up, contact grant program manager, Mary Jaron Kelley, [mary@npnscommunity.org](mailto:mary@npnscommunity.org) or 503-823-4099.

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.

## GRANT WORKSHOP

**Wednesday, October 19, 2016 • 7 – 8 pm**

North Portland Neighborhood Services

Historic Kenton Firehouse • 8105 N. Brandon • Portland, OR 97217

Please call seven days in advance for special needs accommodations for people with disabilities: 503-823-4519 or TTY 503-823-6868. The Historic Kenton Firehouse is wheelchair accessible.

PUBLIC TRANSIT: TriMet #4, #75, MAX Yellow Line

If you are not able to attend either workshop and you are submitting an application, please contact Mary Jaron Kelley, [mary@npnscommunity.org](mailto:mary@npnscommunity.org) or 503-823-4099, NPNS grant program manager.

**Please Note:** NPNS staff will not be available to assist with grant proposals on November 14, 2016 when the grant proposals are due.

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

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

## IS MY PROJECT ELIGIBLE FOR FUNDING?

**Grant funded projects must:**

1. Serve residents in the North Portland Neighborhood Services District (see map on page 4)
2. Start after January 2017 and be completed by December 2017.
3. Meet one or more of the following three criteria:
  - Create and build community
  - Engage new and diverse communities
  - Sustain those already involved; strengthen existing programs
  - 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
  - Increase community and neighborhood impact on public decisions and community life Collaboration with other organizations is encouraged.

North Portland Neighborhood Services grant funds may not be used for any costs the applicant may incur in preparing the application, direct social services, ongoing organizational operations, grants, loans, debt retirement, fund drives, emergency funding, and/or capital projects.

## HOW MUCH FUNDING IS AVAILABLE FOR MY ELIGIBLE PROJECT

\$11,500 in funds will be granted this funding cycle. Grants awarded are typically less than \$3,000. Over the past 15 years, North Portland Neighborhood Services has granted over \$400,000 to community programs in the North Portland Neighborhood Services District.

## 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:**

- Organizations engaged in community building and/or civic engagement activities
- Emerging grass roots community building and/or civic engagement organizations
- Neighborhood associations
- Business associations or business organizations engaged in community building activities and/or civic engagement activities
- Historically under-served communities including people of color, immigrants and refugees, low-income individuals and families, youth, houseless, people with disabilities, and lesbian, gay, bisexual, transgender and queer (LGBTQ) communities.

## HOW DO I APPLY?

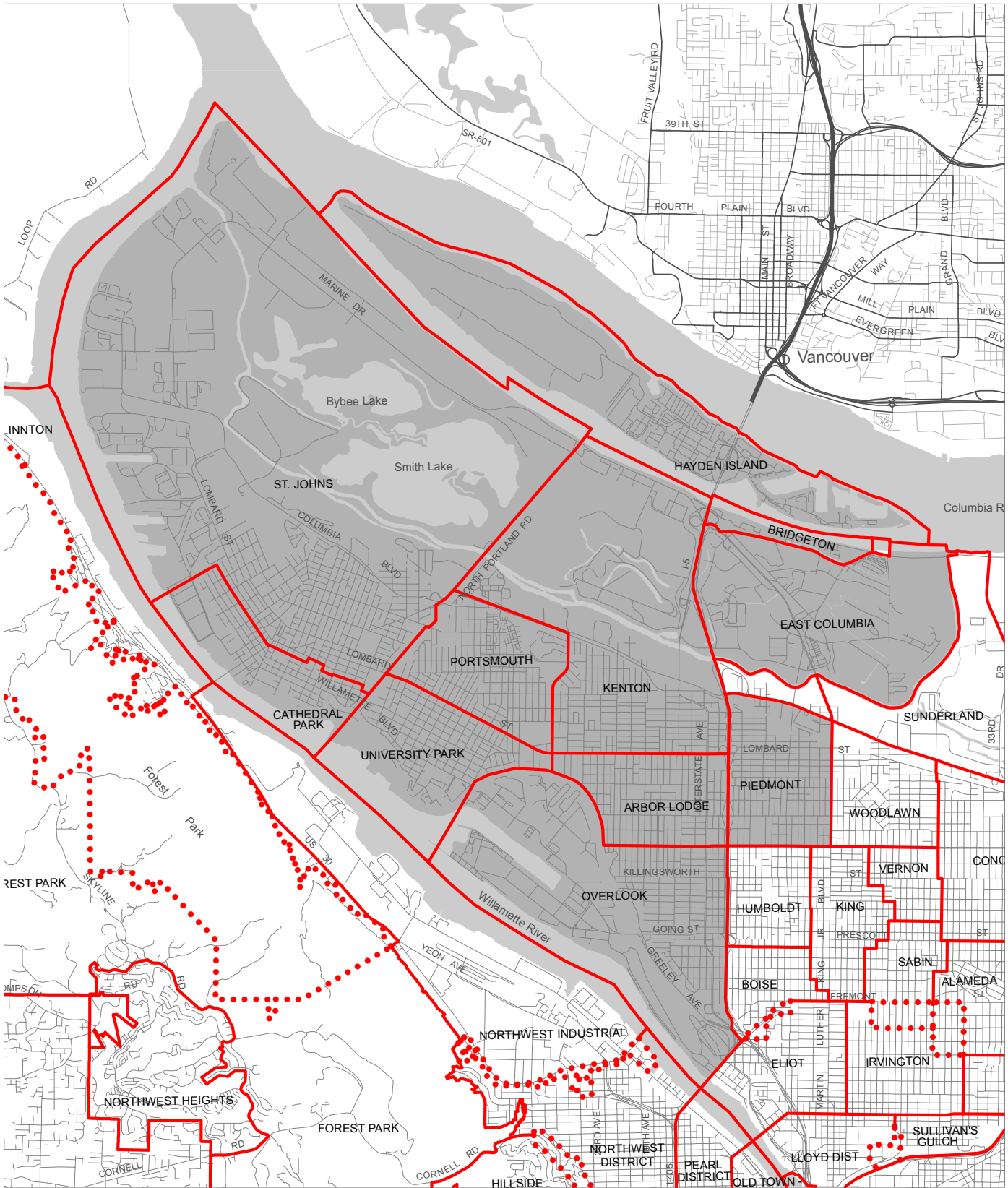
**An application must be submitted for a project to be considered for award.**

The responses to the application questions should give the selection committee of North Portland Neighborhood Service District residents an understanding of the proposed project, project funding priorities, as well as the size, scope and partnerships involved. Committee members may contact grant applicants during the review process for additional information and/or to suggest potential partnership opportunities. The selection committee is comprised of 7 people who represent the diverse culture and community of North Portland.

Applications and instructions are available at [www.npnscommunity.org](http://www.npnscommunity.org) or by contacting [mary@npnscommunity.org](mailto:mary@npnscommunity.org)

Printed copies are available from North Portland Neighborhood Services, 2209 N. Schofield St. 503.823.4099.

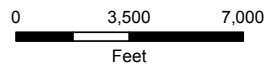
**Applications must be submitted no later than 2 pm Monday, Nov. 14, 2016. Applications submitted after the 2pm deadline will not be considered.**



— Neighborhood Boundary

••••• Overlapping Boundary

November 18, 2015



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

North Portland Neighborhood Services seeks applications for projects that benefit North Portland residents and neighborhoods. The information requested in each section of the application is described below. The application must be submitted electronically unless an exception is requested. Email your application to [mary@npnscommunity.org](mailto:mary@npnscommunity.org). We will confirm receipt of your application. If more clarification is needed, call Mary Jaron Kelley at 503.823.4099.

## GENERAL GUIDELINES

- Answer all questions and complete the budget. Do not submit additional materials.
- Limit answers to space provided. Use 10 or 12 point font.
- For *Project Title*, briefly describe intent of project or program (e.g., “Neighborhood Fruit Tree Harvest & Share”) in one sentence.
- List the Neighborhood (s) that the project will serve. Projects must serve residents in the North Portland Neighborhood Services District (See Map on page 4).
- Identify the organization or group requesting funds.
- 501 (c) (3) federal tax status or a fiscal sponsor that is a 501 (c) (3) charitable corporation is required to provide accounting and contractual support. If you need a fiscal sponsor, please contact Tom Griffin-Valade, NPNS Director, [tom@npnscommunity.org](mailto:tom@npnscommunity.org).
- Project coordinator(s) is responsible for directing the project’s scope of work and reporting outcomes to North Portland Neighborhood Services.
- Provide project coordinator’s email address and phone number.
- Provide alternate coordinators if relevant, and contact information.
- Include partner organization(s), if relevant.

Calculate the amount of grant funds requested from North Portland Neighborhood Services, the amount of in kind support, and the amount of other funds that will be contributed to the project. Show how grant funds will be used to purchase items and services in support of proposed project.

## ■ In-Kind Support:

Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at \$22.75 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.

- Personnel costs are salary or wage expenses for staff positions directly related to proposed project.
- Overhead costs may include utilities, advertising, rent, telephone bills, or other administrative costs directly related to project (e.g., accounting, fiscal management).
- Professional services are salary or wage expenses for functions performed by independent contractors.
- Material, equipment, supplies include items to be purchased or rented for proposed project.
- Transportation or travel costs may include hours for travel time. Mileage rate of \$0.54/mile applies.
- Other is the category for those costs that do not fit into any listed category.

North Portland Neighborhood Services funds may not be used for any costs the applicant may incur in preparing the application, direct social services, ongoing organizational operations, grants, loans, debt retirement, fund drives, emergency funding, and/or capital projects.

## ■ Reporting Requirements:

### • 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, 2018. 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.

### • Photograph(s)

Provide at least one photograph (preferably in electronic format) of your project activities along with your completed final report.