



NORTH PORTLAND

Small Grants Program 2018

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, 2018 and be completed by Dec. 31, 2018.

TIMELINE

Request for Proposals available	September 5, 2017
Grant Applications due	November 13, 2017
Awards announced no later than	January 30, 2018
Projects must be completed no later than	December 31, 2018
Final report and documentation no later than	January 31, 2019

SUBMISSION DEADLINE

2pm • Monday, November 13, 2017

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

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 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 WORKSHOPS

Tues., September 19, 2017 • 7 – 8 pm ~ OR ~ Thurs., October 5, 2017 • 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 or 503-823-4099, NPNS grant program manager.

Please Note: NPNS staff will not be available to assist with grant proposals on November 13, 2017 when the grant proposals are due.

General grant writing resources are available at: www.portlandonline.com/oni

General grant program information: 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 2018 and be completed by December 2018.
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?

\$13,000 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.
- If you are an individual with project ideas, you may contact NPNS for assistance in finding partner organizations and/or fiscal sponsorships.

HOW DO I APPLY?

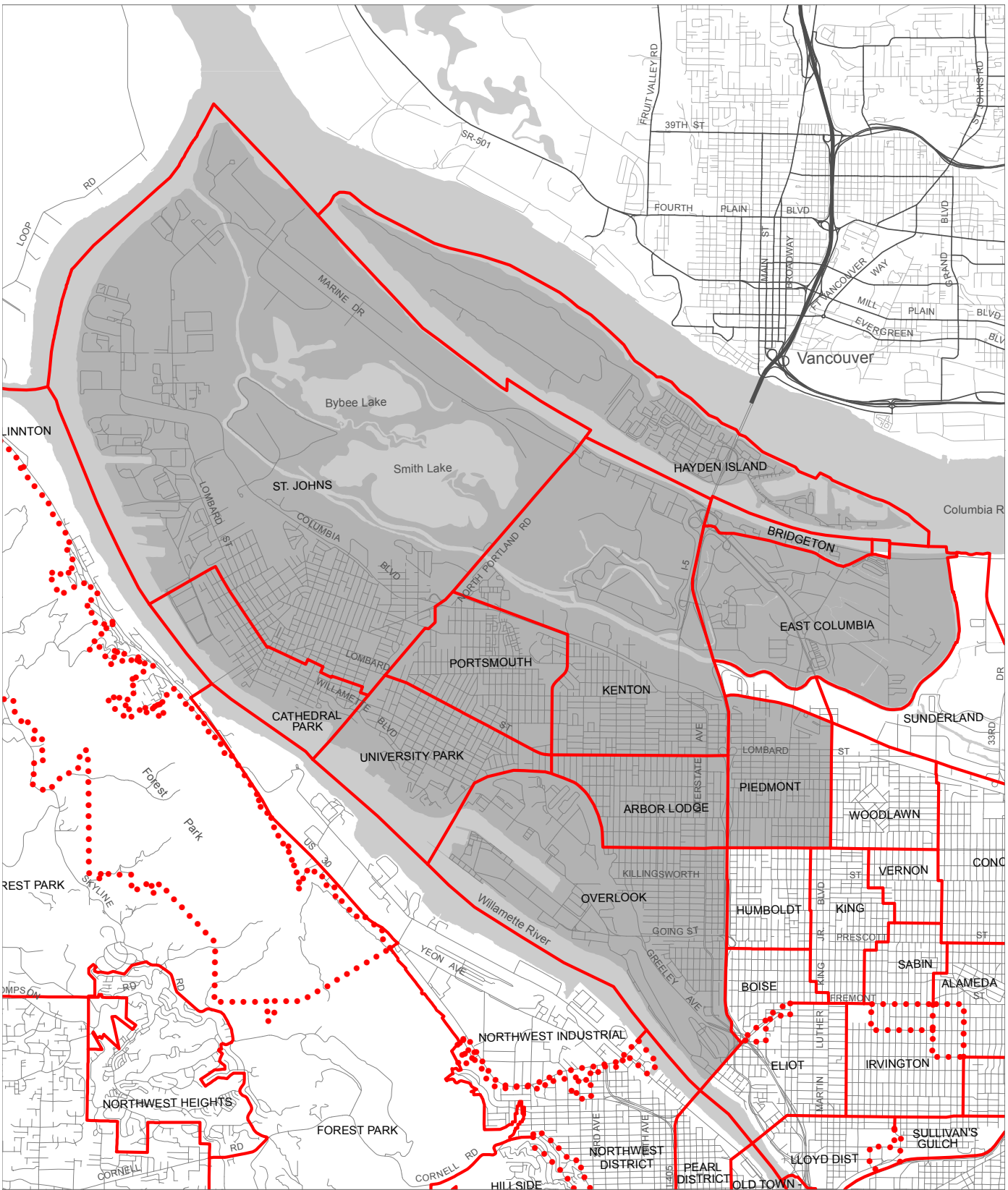
An application must be submitted for a project to be considered for award.

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.

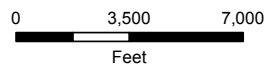
Applications and instructions are available at www.npnscommunity.org or by contacting mary@npnscommunity.org

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. 13, 2017. 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. We will confirm receipt of your application. If more clarification is needed, call Mary Jaron Kelley at 503.823.4099.

GENERAL REQUIREMENTS

Page 7 Section 1 Application Form Cover Sheet:

- 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., “Community 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.
- *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.

Page 11 Budget:

Calculate the amount of grant funds requested for the project and the amount of donated services and materials that will be contributed to the project. Show how grant funds will be used to purchase items and services in support of the proposed project.

- *Volunteer services* as related to administrative costs, insurance, contractors and staff expenses for the project.
- *Professional services* as related to administrative costs, insurance, contractors and staff expenses for the project.
- *Material, equipment, supplies* include items to be purchased or rented for the proposed project (e.g. printing, transportation costs). Mileage rate of \$0.53/mile applies.
- *Donated time and services* 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 to identify a median per hour volunteer rate.
- *Other* is the category for those costs that do not fit into any listed category.
- Total all columns.

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 NPNS. This final report must be turned in by January 31, 2019. 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.



NORTH PORTLAND NEIGHBORHOOD SERVICES

Small Grants Program 2018 (NPNSG)

- Answer all questions. Do not submit additional materials
- **Limit answers to space provided.** Use 10 or 12 point font.

■ Section 1 Application Form Cover Sheet

Grant review committee members may contact you with questions regarding your application.

APPLICANT INFORMATION

Project Title _____

Neighborhood(s) Served _____

Organization _____

Grant Funds Requested: \$ _____

501c3 Status: Yes _____ No _____ Fiscal Sponsor: Yes _____ No _____

Project Coordinator(s) _____

Email _____ Phone _____

Alternate Coordinator(s) if relevant _____

Email _____ Phone _____

Partner Organization(s) if relevant _____

- Have you received a small grant from NPNS before? Yes ____ No ____
- How did you find out about this grant opportunity? _____

■ Section 2

Briefly describe the project and how the funds will be used as indicated in the budget. Use this space to provide a narrative of the project with relevant budget itemization.

■ Section 3

Explain how this project will meet one or more of the funding requirements:

- 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.

■ Section 4

Describe who will benefit from this project? How many people will be engaged? How will outreach be conducted? How will the project welcome diversity?

■ Section 5

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

■ Section 6

Explain how collaborating organizations or partners will be involved in the successful implementation of the grant project. Include a contact name, phone, and email for each partner organization, if relevant.

■ Section 7

Describe how you will implement your project if not fully funded. What are the priorities for this project?

■ Section 8

What impact will the project have on the North Portland community after the requested grant funds have been used?

■ Budget

Note: The budget must relate to the narrative in the above sections.

Item/Service/Expense	Requested Funds	Donated Services and Materials	TOTAL
Volunteer Services Related to administration, insurance, contractors and staff (show hourly rates, total hours). Itemize.		\$	\$
Paid Services Related to administration, insurance and functions performed by independent contractors and staff. Itemize.	\$		\$
Materials, Equipment, Supplies List items, quantities, and amounts.	\$	\$	\$
Other Describe, itemize.	\$	\$	\$
TOTAL	\$	\$	\$

Total Requested Funds column must match the Grant Funds Requested in Section 1 of the application.

Matching Resources: Donated services and materials 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 to identify a median per hour volunteer rate.