

# **Southwest Neighborhoods, Inc. (SWNI)**

## **2019 Community & Civic Engagement Small Grants Program HANDBOOK**

**Applications Due By: Friday, January 11, 2019 by 5:00 pm**

### **NEVER APPLIED FOR A GRANT BEFORE? NO PROBLEM!**

No prior grant experience is necessary. In fact, many first time grant recipients are awarded Community & Civic Engagement Small Grants Programevery year.

Interested community members are strongly encouraged to attend one of SWNI's grant information workshops and to contact SWNI Program Coordinator John Tappero for feedback on their project idea or draft application at [John@swni.org](mailto:John@swni.org).

The Community & Civic Engagement Small Grants Program is sponsored and administered by the City of Portland, Office of Office of Community & Civic Life and Portland's seven Neighborhood Coalitions. Thank you to Mayor Ted Wheeler, the Office of Community & Civic Life Bureau Advisory Committee, and the Portland City Council for advocating for and funding this critical resource for community building in Portland.

# Community & Civic Engagement Small Grants Program

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### APPLICATION INSTRUCTIONS

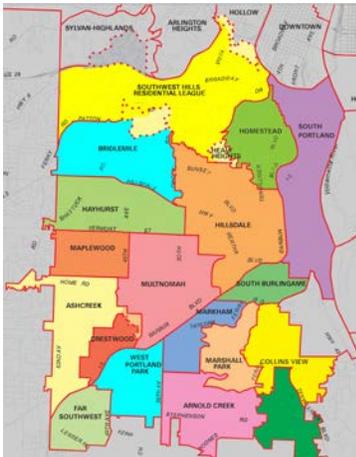
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## Program Information

Now in its eleventh year, Portland's Community & Civic Engagement Small Grants Program offers the opportunity to engage citizens and neighborhoods across the City. By offering seed-money, training, and technical support, the program enables residents to identify community needs, develop collaborative projects, and see their ideas through to completion. The Community & Civic Engagement Small Grants Program builds the skills and capacity of project leaders to shape the place where they live. Increased capacity creates confidence, and from confidence grows ongoing engagement of new community leaders.

### ELIGIBLE PROJECTS

1. Proposed projects must directly involve and engage the community as active participants and achieve one or more of the following goals:
  - Increase the number and diversity of people who are **involved** and **engaged** in the broader community
  - Strengthen **community capacity** to create change by building community leadership, identity, skills, relationships, and partnerships
  - Increase community impact on public decisions and community life



2. Proposed projects must begin after February 15, 2019 and be able to be completed by January 31, 2020.
3. Projects must take place in and benefit the residents in the Southwest Neighborhoods Coalition area.

### WHO MAY APPLY

1. Applications will be accepted from nonprofit organizations, community groups, and collaborative project teams. Individuals are not eligible to apply.
2. The applicant must be a nonprofit tax-exempt organization, have fiscal sponsorship from a nonprofit tax-exempt organization or government entity, or apply for fiscal sponsorship through SWNI.

**Not a 501(c)3 nonprofit?**

**To learn about fiscal sponsorship options, including how to apply through SWNI visit our [website](#).**

## Program Information

3. Past SWNI Community & Civic Engagement Small Grants Program recipients must have completed their project and submitted their final reporting paperwork. Current SWNI grant recipients must contact SWNI prior to applying to verify sufficient progress towards completing their grant project.

### **PARTNERSHIPS**

Partnerships are encouraged but not required. To qualify as a partnership, the partnering organization must contribute to the project in a substantial and meaningful way. This could include providing critical resources, services, or technical expertise, or collaboratively executing the project. For each organization identified as a partner, the applicant must submit a formal letter of support from the partnering organization that outlines their specific role in the project.

### **GRANT AMOUNT**

A total of \$13,833 is available to nonprofit organizations and community groups. Grant proposals can range from \$200 to \$2,000.

### **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.

### **1. FUNDING PRIORITIES**

Preference will be given to 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 people, renters, people with disabilities, and LGBTQ people.
- 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 paid personnel.

## Program Information

### APPLICATION DEADLINE & SUBMISSION

Applications may be emailed or hand delivered to SWNI and must be received by 5 PM on Friday, January 11, 2019. Applications received after the deadline will not be accepted.

Email: [John@swni.org](mailto:John@swni.org) Subject Line: NA Small Grant Proposal (An electronic receipt will be sent)

Hand Deliver: SWNI, 7688 SW Capitol Hwy, Room 5, Portland OR 97219, M-F 9 am to 5 pm

Applications may be submitted in any language. SWNI recommends that applicants submit their application at least a few days early to ensure there is time to respond if notified that their application is incomplete. **For the application checklist, see page 7.** If you have questions about the application or submission process please contact John Tappero, Program Coordinator, at (503) 823-4592 or [John@swni.org](mailto:John@swni.org)

### SELECTION PROCESS

Grants will be awarded through a competitive process. A committee made up of community volunteers and representatives from neighborhood and community-based organization will review Grant applications. Applicants may be contacted during the review process for additional information. Applications will be evaluated and scored based on their alignment with grant program goals and potential impact, level of community engagement, feasibility and budget, and degree to which they advance equity.

### GRANT TIMELINE

<b>Grant applications available:</b>	<b>October 1, 2018</b>
<b>Grant applications due</b>	<b>January 11, 2019</b>
<b>Awards announced no later than</b>	<b>February 15, 2019</b>
<b>Projects must be completed no later than</b>	<b>January 17, 2020</b>
<b>Final report and documentation no later than</b>	<b>January 31, 2020</b>

### RESPONSIBILITIES OF GRANT RECIPIENTS

If awarded a grant, recipients are expected to:

- Attend an orientation session prior to receiving funds.
- Clearly acknowledge support from SWNI in their programs and all related promotional material including publications and websites.
- Complete their projects and spend all grant funds by January 17, 2020.
- Submit a final grant report that will include a 2-3 page narrative, budget summary, and images of the project. The final report must be submitted within 30 days of the completion of the project and no later than January 31, 2020.

### SUPPORT FOR GRANT WRITERS

You may contact SWNI at any time if you have questions. Time permitting, we are happy to assist you at any stage in your process – from discussing your project idea to reviewing a draft application. You can reach John Tappero, SWNI Program Coordinator, at 503-823-4592 or [John@swni.org](mailto:John@swni.org).

Applicants are also strongly encouraged to attend one of SWNI's grant information workshops in October, November or December. Workshops will include an overview of project criteria and eligibility requirements, tips for writing successful grant applications, and opportunities for attendees to ask questions and get feedback on project ideas. To RSVP for one of our workshops please email [John@swni.org](mailto:John@swni.org).

# APPLICATION INSTRUCTIONS

## CHECKLIST

A complete grant application must include the following components. Do not include any additional documents. Cover page, narrative, and budget forms can be found on our website:

<http://www.swni.org/grants>.

1) Cover Page: Include all applicable information requested using the form provided.	
2) Narrative: Answer all questions in the order they are listed on the narrative form. No more than two pages singled spaced.	
3) Budget: Complete all four columns of the budget form.	
4) Proof of Eligibility: <ul style="list-style-type: none"> <li>• <b>Nonprofit organizations:</b> Include your IRS nonprofit determination letter.</li> <li>• <b>Projects with fiscal sponsorship:</b> Include your fiscal sponsor's IRS nonprofit determination letter and the fiscal sponsor verification form.</li> <li>• <b>Projects applying for fiscal sponsorship with SWNI:</b> Include a SWNI fiscal sponsorship request form.</li> </ul>	
5) Partnership Letters (if applicable): Include a letter of support from any partner organizations explaining how they will actively participate in the project.	

## COVER PAGE

The cover page should be the first page of your application and will provide a reference and summary for reviewers.

- **Project Name:** A brief descriptive title for your proposed project.
- **Applicant Organization / Group:** The lead organization or group responsible for submitting the application, coordinating the project, and meeting all grant requirements. Please note that if the applicant is a neighborhood association, the proposed project must first be formally voted on and approved by the neighborhood board.
- **Project Coordinator:** The name of the primary contact person for the application and grant administration.
- **Phone:** The contact person's telephone number.

- **Email:** The contact person's email address.
- **Mailing Address:** The contact person's mailing address.
- **Fiscal Sponsor Organization:** Be sure to include EIN and contact information
- **Partner Organizations:** The names of any organizations officially partnering on the proposed project. Please note that a partnership with a neighborhood association requires a formal vote and approval by the board. Partnerships are optional - if there are no partnerships, write 'N/A'.
- **Requested Funding Amount:** The total dollar amount being requested (between \$200 and \$2,000).
- **Project Summary:** The project summary should be fewer than 75 words and provide a short, stand-alone description of the project. Think of this as a brief explanation that could appear in a press release or other publicity document.

## NARRATIVE

1. **Project description, goals, and anticipated outcomes:** This section will likely be the longest part of your narrative and should answer the following questions: What do you propose to do and why? What specific activities will the project include? What are the objectives and anticipated outcomes of the project and how will you measure success? Most importantly, how does your project directly relate to one or more of the grant program goals?
  - Increase the number and diversity of people who are involved and engaged in the broader community
  - Strengthen community capacity to create change by building community leadership, identity, skills, and relationships
  - Increase community impact on public decisions and community life
2. **Participants:** Who will participate in your project activities and how will they be involved as active participants? How many people will your project engage? Was your target audience involved in developing your project activity? If so, how? What skills, experience, resources, or partnerships does your project team have that will ensure you are successful? Does your project team reflect the community you hope to engage? Are there additional resources or partnerships that you plan to reach out to?
3. **Grant Funds:** How are your budget items reasonable and necessary to complete your project? How did you arrive at the costs? Are they best guesses or estimates from vendors? Are there budget items that are absolutely essential for

# APPLICATION INSTRUCTIONS

the success of the project? How have you leveraged additional resources like volunteer time, in-kind donations, or other financial contributions?

4. **Promotion:** How will you build awareness of your project? What types of outreach will you use to reach your target audience?
5. **Timeline:** When will you begin and complete your project? What key steps will your project team take to accomplish your project, such as planning, outreach, creation, events, etc.?

## BUDGET

The following is intended to serve 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 and is designed so you can specify which line items grant funding is needed for and which will be funded through other sources.

**Budget Item Description:** Provide a brief description of each item needed to complete the proposed project.

**Requested Funds:** Amount of money requested for each line item from the Neighborhood Small Grants program.

**Leveraged Funds:** Any additional dollars supporting this project. This could 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. In-kind donations may include project materials, technical assistance from professionals, space rental, etc.

To complete the budget, identify ALL costs associated with the project and list them under the appropriate category. The following are descriptions of the line item categories in the budget form. Feel free to add and delete rows to best fit your project.

### WORD BUDGET FORMATTING

**To add more lines to a budget category, right-click in the last row of the category, point to 'Insert' and select 'Insert Rows Above.'**

**Personnel:** Include costs for professional services; participant stipends for items 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 \$21.50/hr.

# APPLICATION INSTRUCTIONS

**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 any fiscal sponsorship fees or costs associated with project management or accounting. Administration cannot exceed 10% of the grant request amount. SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations.

## Example:

	Budget Item Description	Requested Funds	Leveraged Funds*	In-Kind Donations, Services & Time**
<b>Personnel</b>	Lead Mural Artist Fee	\$1,000	\$2,000 (RACC grant & business donations)	\$500 (discounted fee)
	Volunteer Painters			\$2,580 (~120 hrs x \$21.50)
	Volunteer project coordination			\$4,300 (4 meetings x ~50 hrs. each x \$21.50)
<b>Supplies &amp; Materials</b>	Paint & paint supplies	\$2,200	\$250 (donations from businesses)	\$400 (donated by Sherman-Williams)
<b>Outreach &amp; Publicity</b>	Flyers to announce project & invite to participate	\$200		\$430 (Flyer distribution 20 hrs. x \$21.50)
<b>Permitting &amp; Fees</b>	Mural Fee			\$50 (waived by RACC)
<b>Subtotals</b>		\$3,400	\$2,250	\$8,260
<b>Admin</b>	7.5% XYZ Nonprofit Org	\$276		
<b>TOTALS</b>		<b>\$3,676</b>	<b>\$2,250</b>	<b>\$8,260</b>