Southwest Neighborhoods, Inc. Community Engagement Allocation Program (CEAP)

SOUTHWEST NEIGHBORHOODS, INC. (SWNI)

GOALS / ELIGIBLE PROJECTS

- Support community impact on public decisions

- Increase the number and diversity of people who are involved and volunteer in their communities

- Build and sustain community groups

- Provide tools and resources to improve community livability and safety

- Provide accurate information, responsive services and effective services to community members and organizations

- Strengthen community capacity to create change by building community leadership, identity, skills, relationships and partnerships

GOALS / ELIGIBLE PROJECTS cont.

SWNI supports projects by Community-Based Organizations (CBOs) that build collaborations, connect resources, secure/distribute donations and coordinate volunteers to organizations requesting support during this COVID-19 crisis. We encourage projects that engage with seniors, under-represented populations, communities of color, or organizations that advocate for these communities.

Collaborations

Partnerships are encouraged but not required. To qualify as a collaboration, each partnering CBO must substantially and meaningfully contribute to the project.

Collaborations may include CBOs such as schools, social service agencies, Neighborhood Emergency Teams, faith groups, or private entities with community-focused programs developed in response to COVID-19 impacts.

In your application, outline the specific role each organization in your collaboration will have in the project. Let us know about your:

- critical resources
- services
- technical expertise
- how you will collaboratively execute the project

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 seniors, 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/discounted services over applications that are primarily coordinated and executed by paid personnel.

CEAP TIMELINE

Applications available: June 15, 2020

CEAP applications due **Friday, July 24, 2020 at 5 pm**

Awards announced no later than **Friday, August 7, 2020**

Projects must be completed no later than **June 30, 2021**

Final report and documentation no later than **July 15, 2021 at 5 pm**

WHO MAY APPLY

1. Applications will be accepted from:

▶ Nonprofit organizations

▶ Community-Based Organizations

▶ Collaborative project teams

▶ Individuals are **<u>not</u>** eligible to apply.

WHO MAY APPLY   cont.

2. The applicant must:

- Be a nonprofit tax-exempt organization 501(c)(3)

  or

- Have fiscal sponsorship from:
  - A nonprofit tax-exempt organization
  - A government entity
  - apply for fiscal sponsorship through SWNI

FUNDS **CANNOT** BE USED FOR:

- Costs that may be incurred in preparing this application or evaluating the project

- "Direct social services" such as clothing, food, shelter, counseling, utility bill assistance, rent assistance, childcare, medical assistance, and other life resources need by individuals.

- Direct grants, scholarships or loans for the benefit of specific individuals

- Fundraising activities or community events that cost money to attend, however events may have a suggested donation.

- Capital improvement projects, unless built by volunteers

- Items intended for sale

What counts as capital improvements?

▶ Generally, capital improvement projects are not eligible for CEAP funding because they do not meet the intent of the program.

▶ Capital improvements are defined as permanent improvements or additions to the project site, building, grounds, etc.

▶ Capital projects that meet the goals of the program may be eligible. For instance, a community work-party that brings residents together to build a kiosk could be funded if there is strong hands-on involvement of community members in the actual work and the kiosk helps achieve one or more CEAP goals.

CEAP FUNDS
How much should I ask for?

▶ CEAP requests may range from $100 to $1,000. You may apply for any amount within that range. However, it is important that the amount you request is consistent with and appropriate for the scope of your project.

▶ Provide a clear budget so that the committee can plainly see how funds will be used.

▶ Leveraging volunteer time and donations will increase the competitiveness of your proposal.

FISCAL SPONSORSHIP

A fiscal sponsor is a nonprofit, tax-exempt organization, such as Southwest Neighborhoods, Inc (SWNI), which acts as a sponsor for a project organized by a group that does not have its own tax-exempt status. The fiscal sponsor will receive CEAP funds on behalf of the group and disburse payments to cover project expenses.

How do I find a fiscal sponsor?

▶ SWNI can provide fiscal sponsorship for projects that fit within our mission, "SWNI empowers citizen action to improve and maintain the livability of SW Portland"

  ▶ SWNI charges an administrative fee for management of all projects that are not projects of one of our member neighborhood associations. Please budget accordingly.

  ▶ Applicants seeking fiscal sponsorship from SWNI must submit a fiscal sponsorship application with their CEAP application to be considered.

▶ If you are already working closely with a 501(c)(3) organization, you may want to consider asking them to be your organization's fiscal sponsor.

▶ For help finding a fiscal sponsor, the Nonprofit Association of Oregon is a great resource. They can be contacted at 503-239-4001 or info@nonprofitoregon.org.

RESPONSIBILITIES OF CEAP RECIPIENTS

▶ Clearly acknowledge support from SWNI in programs and all related promotional material including publications and websites.

▶ The CBO agrees to immediately notify SWNI of any changes to the project(s) timeline, ability to complete the project(s), or ability to expend the CEAP funds for the intended purposes.

▶ Complete CEAP projects and spend all CEAP funds by June 30, 2021.

RESPONSIBILITIES OF CEAP RECIPIENTS cont.

► Any major changes to the scope of services/budget must be approved in writing by the SWNI office.

► Submit final CEAP report that includes a short narrative (200 words or less), a budget summary outlining the CEAP funds used, and **ALL** corresponding receipts, images of the project and copies of outreach and promotional materials produced as a part of the CEAP project(s). Report must be submitted within 15 days of completion of the project or no later than July 15, 2021

HELPFUL TIPS

1. Read the CEAP application and any instructions carefully.

2. Ensure your proposal meets the criteria and is eligible before moving forward.

3. Attend the CEAP workshop that is offered.

4. Contact SWNI CEAP staff to get advice when you have questions.

5. Write clear and concise answers.

6. Submit a realistic budget that will support your proposal.

7. Take care to properly arrange and present your application packet as directed.

Once your application is submitted, staff will not be contacting you about any omissions or errors. Late applications will not be accepted. By following these key tips you will greatly reduce the risk of your proposal not being considered by the CEAP committee. It will also help demonstrate you are ready to take on the project you are seeking funding for!

Go to swni.org for CEAP Resources:

- CEAP Information Sheet

- CEAP Application

- CEAP Agreement

- List of CBOs that Would Like to Partner

- 2020 CEAP Workshop Presentation

John Tappero- John@swni.org

CEAP FUNDING EXAMPLES:

Communications. Newsletters, postcards, flyers or other print communications to promote social services, available resources, community services or events, and activities such as National Night Out, Safe Routes to School, neighborhood food drives, safety vigils, actions to support heath providers, back-to-school information, etc.

Supplies and Materials to Conduct Projects. Projects may include purchase of PPE (masks, gloves, hand sanitizer) for volunteers participating in projects like food drives, park clean-up activities, etc. Rental costs for tools or equipment needed for projects, etc. are also eligible.

Community Education Activities. Fees, honoraria, or other costs associated with sponsoring web-based educational activities. Activities may include educational speakers or workshops focusing on creating livable communities, social/environmental justice, strengthening community capacity through effective advocacy, or other community-building topics of interest.