

NORTHEAST COALITION OF NEIGHBORHOODS

# COMMUNITY GRANTS

COMMUNITY & CIVIC ENGAGEMENT SMALL GRANTS  
PROGRAM

2021-22 APPLICATION



## Application Checklist

Incomplete application packets will not be considered. Please print pages double-sided if possible.

Make sure you include:	Complete?
<b>Cover page:</b> Include all information requested in cover page section.	
<b>Narrative:</b> Carefully answer the questions in the narrative section below. This section should be no more than 2 pages.	
<b>Eligibility Documents:</b> If you are a registered non-profit or will receive fiscal sponsorship through one, provide the IRS non-profit tax-ID number or a copy of the agreement with the fiscal sponsor agency.	
<b>Budget:</b> Complete the <b>one-page</b> budget. Ensure that all line items in the budget are explained clearly in your narrative response.	
<b>Partnership Letter(s):</b> A letter of support is required from each partner organization of your proposed project describing the details of the partnership and specific roles of each partner.	
<b>Application Packet:</b> Include cover page, narrative, budget and confirmation of eligibility status and partnership letter(s) (if applicable). These elements should be stapled or paper-clipped together. <b>Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The committee will not see or consider these additional items.</b>	
<b>Deadline: Applications are due by 5:00 pm January 15, 2022</b> By mail or hand-delivery to: Northeast Coalition of Neighborhoods Attn: Grants Coordinator 4815 NE 7 <sup>th</sup> Avenue, Portland, OR 97211 Or by email: <a href="mailto:grants@necoalition.org">grants@necoalition.org</a>	

# Application Form

Applications must be received by **5:00 pm, January 15, 2022.**

## Cover Page

Complete form below.

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

Applicant \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Fiscal Sponsor** (if applicable) Name \_\_\_\_\_

Fiscal Sponsor or Non-profit 501(c)(3) Tax ID # \_\_\_\_\_

Fiscal Sponsor Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**Partner organization(s)** (if applicable): \_\_\_\_\_

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

**Have you received a small grant from the Northeast Coalition of  
Neighborhoods before?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please indicate the grant year** \_\_\_\_\_.

**How did you find out about this grant  
opportunity?** \_\_\_\_\_.

## Narrative

Refer to the application guide for details on NECN's funding priorities. Narrative section should be no more than two pages long (approx. 1000 words).

**Proposals exceeding this length will not be considered for funding.**

**1) Explain how your project helps NECN meet the goals and priorities of this grant program.**

Your response should include how the project will improve the lives of residents of N/NE Portland and how it meets the criteria outlined in the application guide.

**2) Identify community organization partners involved in this project and describe their anticipated role(s).**

Please state whether this partnership is ongoing or whether this is a new partnership developed for your proposed projects. NOTE: A letter of support is required from each partner organization.

**3) Describe how the budget supports the project.**

- a) Describe how requested 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.** Include your community outreach plan, i.e. (neighborhood associations, outreach to underrepresented communities, local businesses, residents, print & social media).

**5) Provide a simple timeline for your project.**

Include your expected start and completion dates and any major project milestones.

## Project Budget

Individual grant awards will not exceed \$2,000.00. Below are general budget categories. Projects are not required to include items in every section.

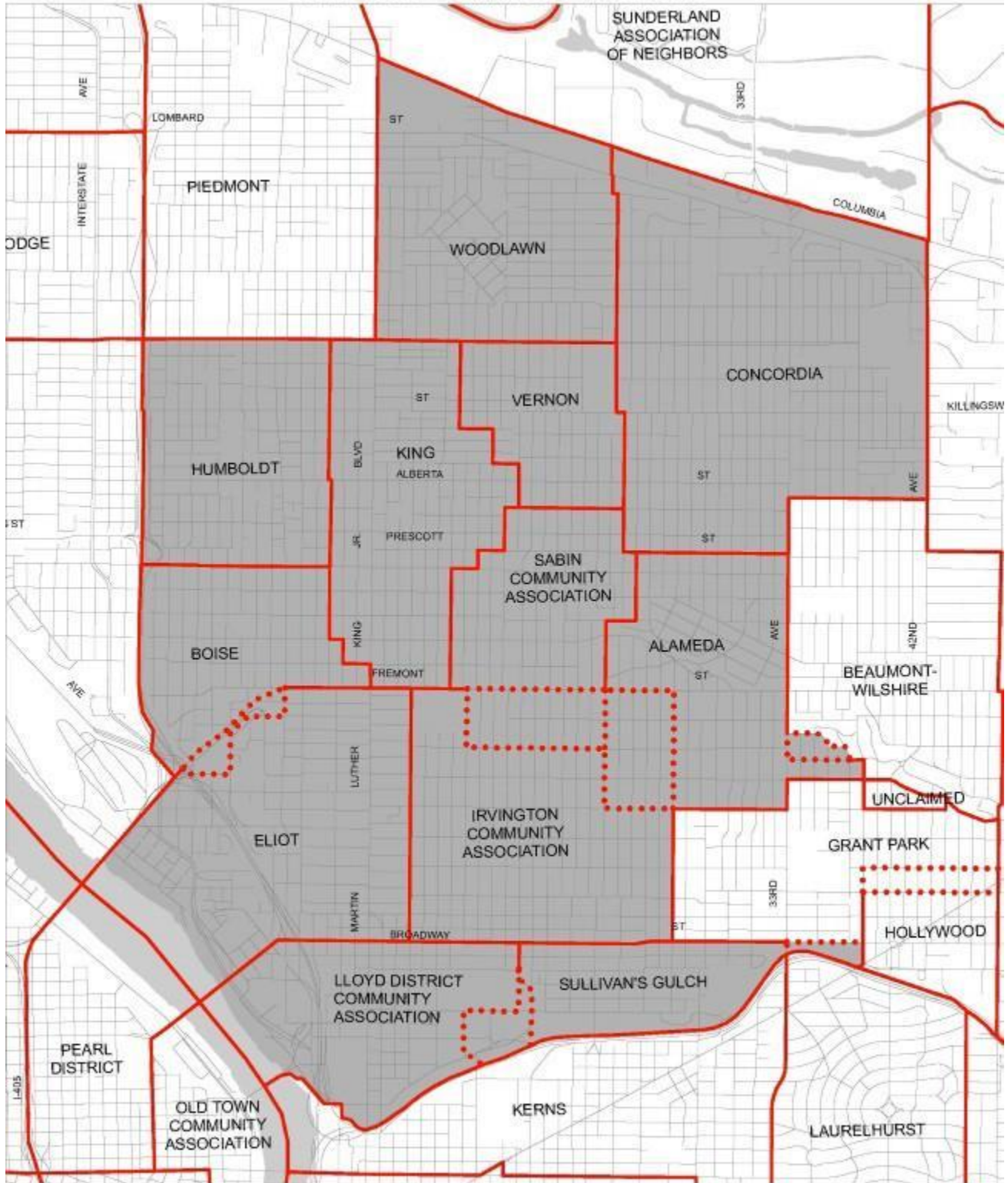
Item	Requested Funds	Leveraged Funds and/or Additional Grants*	Donated Services & Time**
<b>Personnel</b> (Direct project management, contracting for special services, volunteer time**, etc.)			
<b>Promotional Materials/Printing</b> (Flyers, brochures, advertisements, etc.)			
<b>Event-Related Expenses</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 - 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 \$18 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.

# NORTHEAST COALITION OF NEIGHBORS



— Neighborhood Boundary

..... Overlapping Boundary

August 14, 2018



0 1,500 3,000  
Feet

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