

NORTHEAST COALITION OF NEIGHBORHOODS

COMMUNITY GRANTS

COMMUNITY & CIVIC ENGAGEMENT
SMALL GRANTS PROGRAM

2021-22 APPLICATION GUIDE

Program Overview

Purpose

The Northeast Coalition of Neighborhoods (NECN) supports community groups and residents in North and Northeast Portland who want to improve, build and strengthen the bonds of community through creative and impactful work.

Awards

\$27,000 total will be awarded in the 21-22 grant cycle. Awards amounts will range between \$500 and \$3000. The Average award size is \$2,000.

Timeframe

Application is available beginning October 25th, 2021.

The deadline to submit an application is January 15th, 2022.

Grants are for projects that will take place between March 8th, 2022 and December 29, 2022.

Eligibility

Eligible Applicants

Community groups, neighborhood and business associations, non-profits, schools, faith organizations, and local collaborative project teams are all encouraged to apply. Individual residents need to be working in a collaborative team partnership with team members who are willing to share ownership and responsibility for project goals and outcomes.

If you are an individual interested in pursuing a project grant, NECN may be able to connect you with partner organizations for collaboration.

Project proposals must meet the following requirements:

- Projects must take place in and/or benefit primarily the residents of the NECN area. (See map below)
- In the case of partnerships between organizations, applicants must show proof of partnership by submitting a formal letter of support on letterhead from the partner organization, describing the details of the partnership and specific roles of each partner.
- An applicant must have 501 (c) 3 nonprofit status from the IRS or have fiscal sponsorship from a 503 (c) 3 nonprofit organization to apply.
- Grant awards are not available for projects that have already received NECN funding for two consecutive years.

Eligible Costs

Eligible costs include but are not limited to:

- Materials and supplies
- Food and beverages
- Contracted professional services

Ineligible Costs

Funds cannot be spent on:

- Costs that may be incurred in preparing this application.
- Loans or debt retirement.
- Direct grants or loans for the benefit of specific individuals.
- Annual appeals or general operating costs.
- Alcohol, tobacco or cannabis
- Emergency funding

Eligible Projects

NECN's community grants only support work performed in its service area. Grants must primarily benefit the residents and community of this area, and applications will be assessed based on the potential to impact positively the greatest number of people and on its overall public benefit.

The purpose of this program is to help improve the quality of life for inner N/NE residents and also meet one or more of the following goals:

- 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; and
- Increase community and neighborhood impact on public decisions and community life.
- Addresses barriers and/or access to social determinants of good health such as: nutrition, environmental and educational equity and access to healthcare.
- Demonstrate benefits and/or relevance to a broad group of participants.

Project categories

Below is a summary of some of the types of projects we have funded in the past. Please use these only for reference, as we encourage and welcome innovative projects that fit outside of these categories.

Community Conversations: Forums large and small convening community members, elders, youth, church leaders, advocacy groups, art goers and others to listen, discuss and act upon issues of aging, race, health, sexuality and urban development

Youth Empowerment Projects: Intergenerational cooking classes, after-school programs, gardening projects, graffiti removal and mentorship programs.

Community Input on the Built Environment: Neighborhood walking tours, conversations between communities and governmental planning agencies.

Environmental Education: Projects that raised awareness of bees and other pollinators, plastic pollution, reuse strategies.

Community-building Activities: Street tree plantings, fruit tree harvest parties, National Night Out parties, music and food festivals, cultural events.

Partnerships: Projects that build relationships between neighborhoods and local organizations such as schools, PTA's, churches, non-profits and businesses.

Accessibility: Providing language translation and interpretation, childcare, or other efforts to make activities more accessible.

To view a sample grant application and for a description of past projects, go to:
www.necoalition.org/grants

Grants Timeline

Grants must be used only for projects that commence after **March 8, 2022** and will be completed by **December 29th, 2022**.

October 25, 2021: Application available at www.necoalition.org/grants

October 28, 2021 and **November 2, 2021:** GRANTS WORKSHOPS
(video will be available for online viewing, one week after workshops)

January 15, 2022: FINAL DEADLINE for submitting application

March 8, 2022: Awards Announced

Successful Applicants Only:

Midterm Reports Due: **July 15, 2022**

Final Reports Due: **December 29, 2022**

Application Process

How to Apply

Online: The application process can be completed online at www.necoalition.org/grants

Email: The application can also be downloaded from our website and submitted via email to grants@necoalition.org

Paper: Submit a paper application by downloading it from our website, filling it out and sending via USPS or deliver in person to:

NECN Grants Program
4815 NE 7th Avenue
Portland, OR 97211

Additional Requirements

All applications must include a copy of an IRS non-profit determination letter or letter confirming fiscal sponsorship from a partnership organization (copy and pasted for online application only). If you are in need of fiscal sponsorship, successful applicants will be granted it via NECN's own 501©(3) nonprofit status.

In addition, a letter of support from each partner organization describing the nature of the partnership is required.

Deadline

The final deadline to submit the grant application is January 15th, 2022.

Scoring Criteria

Applicants are judged on the criteria below. Use the following as a guide to shape your narrative in a way that speaks to these criteria in order to maximize your chance of success.

Community Impact

Increases the number and diversity of people who are involved and engaged in their communities and neighborhoods.

Creates partnerships between groups that have not traditionally worked together.

Demonstrates meaningful benefits / relevance to a broad group of community participants and/or fulfills a critical community need.

Advances the leadership or voice of historically under-represented or under-served communities.

Partnership Creation

Project shows one or more partnerships

The benefits, roles and responsibilities of each partner are clearly described.

The partnership represents a true collaboration, with active participation by all.

Project Budget

Project budget and timeline are reasonable and realistic in relation to project goals.

Each line item is clearly described and aligns with the narrative.

Reasonable efforts were made to leverage resources and secure "in-kind" support.

Proposal

The narrative includes a detailed plan to successfully implement the project.

Applicant has sufficient capacity/experience to manage the grant funds, monitor progress and provide required reports to NECN.

The project shows how NECN's Community Small Grants Program will be acknowledged.

Frequently Asked Questions

Question: How do I submit the grant application?

Answer: The application can be completed via any of the following methods:

- complete online at our website www.necoalition.org/grants.
- download and send via email to grants@necoalition.org
- or
- deliver to

NECN
4815 NE 7th Avenue
Portland, OR 97211

Question: What is the process for evaluating the grants applications?

Answer: All eligible applications will be reviewed and scored by a volunteer grants evaluation

committee that is comprised of community residents and NECN Board members. Committee members will read and score each application individually according to the listed criteria. After all applications are scored individually, the committee will meet, as a group, and make final determinations for grant awards.

Question: Can the project application include participants who do not live within the NECN service area?

Answer: The program or project must take place within the 12 neighborhoods that comprise the service area (see map). The intent of the grant is to fund projects that would primarily benefit residents of inner North/Northeast Portland.

Question: What happens if the program/project budget is less than the established grant award amount?

Answer: The grants evaluation committee will consider requests of any amount less than the established grant award. It is expected that the application budget will accurately reflect program/project expenses, as reflected in the narrative portion of the application.

Question: How do you define “historically underrepresented or under-engaged communities”?

Answer: We define historically underrepresented and underserved community organizations as those primarily led by and/or involving people of color, immigrants and refugees, low-income individuals and families, youth, people with disabilities, and lesbian, gay, bi, transgender people.

Question: Is it possible to apply for more than one grant during the same grant cycle?

Answer: No – NECN will only fund one grant proposal, per grant cycle, from the same applicant. NECN will not fund proposals that have already received grant funding within the previous two, consecutive years.

Question: Does the grant cover “general operating” expenses?

Answer: No. Grants cannot be used for ongoing general organizational support such as rent or utilities. Please refer to the eligible and ineligible costs section of application guide for specifics. Contact the grants coordinator if you are unsure about the eligibility of costs.

Question: What is the timeline involved? When can grantees expect to receive notification and checks?

Answer: See the “Timeline” above. It is expected that grant awards will be announced by March 8th, 2022.

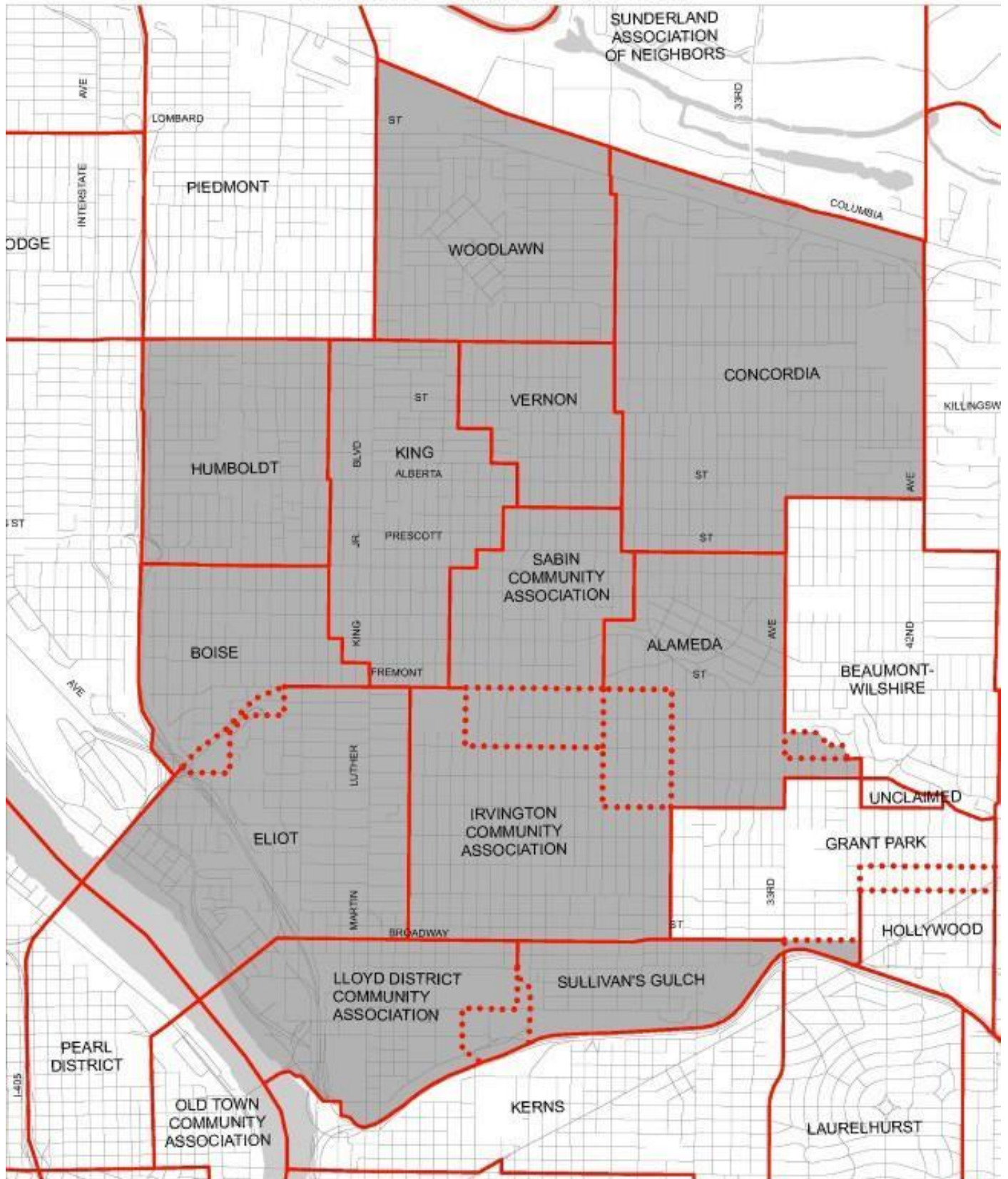
Question: What if the grant applicant is not a 501 c3 and does not have a fiscal sponsor?

Answer: NECN does provide fiscal sponsorship opportunities for successful applicants, as well as referrals to other organizations providing fiscal sponsorship. If the applicant is applying for NECN fiscal sponsorship in conjunction with our grant application, the fiscal sponsorship application will be pending until final awards are determined. NECN will automatically fiscally sponsor NECN grant awardees for the NECN grant.

Question: Can an individual apply for the grant?

Answer: Individual applicants will need to find an appropriate partner in order to be considered eligible to apply (see "Eligible Applicants" above). NECN may be able to provide assistance with finding community partners, if needed.

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