



**Social  
Equity &  
Educational  
Development**  
INITIATIVES



OFFICE OF  
**Community  
& Civic Life**  
CANNABIS PROGRAM



## FUNDING OPPORTUNITY ANNOUNCEMENT

### 2023 Social Equity & Educational Development (SEED) Grant Fund

#### Summary:

The City of Portland's Office of Community & Civic Life **invites you to apply for the 2023 Social Equity & Educational Development (SEED) Grant Fund**. This is an equity-driven, restorative justice and community reinvestment grant program funded by the City of 3% local tax on adult-use cannabis retail sales. Racially biased cannabis policies and disproportionate cannabis-related arrests, convictions, and sentencing have had long-lasting legal, social, economic, and inter-generational consequences on low income, Black, Indigenous and communities of color. This fund aims to rectify some of these past harms and to reinvest in these communities directly.

In alignment with the Ballot Measure 26-180 passed in 2016, the SEED Grant Fund prioritizes historically excluded for-profit and non-profit business owners AND/OR projects, programs or services that support economic and educational development of Black, Indigenous and Latin communities, which were the most impacted by cannabis prohibition. Historically excluded is defined as Minority, Women, LGBT+, Veterans and/or Disabled individuals.

For the 2023 funding cycle, **\$1,000,000** is available for SEED Grant Fund through the following funding opportunities: **(Note: There will be a total of 10 Grants Awarded only 2 of them will be for \$250K all other awards based on selection committee recommendations)**

- Tier One Grants \$50,000 per grant
- Tier Two Grants \$75,000 total per grant
- Tier Three Grants \$250,000 total per grant (\$125,000 per year) \* Only 2 Given per year

Applicants may request funding for projects and programs in the following priority areas including but not limited to:

#### EDUCATION

- Youth Training & Development
- Workforce Development
- Community Education

- Health Education
- STEAMM Education (Science, Technology, Engineering, Agriculture, Math or Medical)

#### **ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT**

- Business incubation & acceleration
- Business Support for Entrepreneurs
- Co-working Spaces
- Networking & Mentorship

#### **SOCIAL JUSTICE**

- Criminal justice reform projects and services
- Legal services and case management support
- Re-entry housing support and services

The **SEED Grant Fund** seeks applications from non-profit and for-profit entities, of any size. Although we do recognize that this grant is intended to help support smaller and midsize organizations and businesses to scale. Please note, that newly formed groups or initiatives with fiscal sponsorship from a non-profit entity are also eligible to apply. Multi-entity collaborations, coalitions, and/or consortium efforts are also encouraged to apply.

**Web Grant Open Registration: October 3 – November 18, 2022**, Web grants will be open for several weeks prior to applications being uploaded. Please Register during the two-week period. If you are not registered during the two-week open period, you may be delayed in submitting the application

**Registration for Web Grants:** Everyone must register using web Grants follow the links to web grants and fill out all information,  
November 18, 2023

**Round 1 Applications must be submitted via Web grants (See Web Grant instructions):**

**Monday, October 17, 2022, Application Open**

**Friday, December 23, 2022 Application Closes**

**Please send questions to: [SEED@portlandoregon.gov](mailto:SEED@portlandoregon.gov)**  
C/O Akil Patterson

## SECTION A – GENERAL GRANT INFORMATION

### 1. About SEED Initiatives & Grant Fund

In November 2016, City of Portland voters approved Portland Ballot Measure 26-180 to impose a 3% local tax on adult-use cannabis retail sales. Racially biased cannabis policies and disparate cannabis-related arrests, convictions, and sentencing have had long lasting legal, social, economic, and inter-generational consequences to Black, Indigenous and other communities of color. In 2020, an ongoing portion of the cannabis tax revenue was allocated by the Portland City Council to the Office of Community & Civic Life's Cannabis Program to rectify some of these past harms and to reinvest in these communities directly.

Supported by an ongoing \$1 million in cannabis tax revenue funding, Social Equity & Educational Development (SEED) Initiatives was launched in 2020 and is the cannabis program's vehicle for the single-source monitoring, measuring & reporting on the city's cannabis tax revenue (specifically the 3% excise tax). In the United States, it is the first equity program of its kind integrated within the cannabis regulatory office. The First Annual SEED Initiatives Report, which will detail the city's historical cannabis tax revenue "return on equity investment" -- with specific focus on FY 2019-21 activities -- will be released in March 2023.

Through community engagement, feedback from previous cycles and insights from the May 2019 Cannabis Tax Revenue Audit, SEED Initiatives has been developed to include a larger grant fund and supporting initiatives during this pilot year. ***Changes to the grant design this cycle include a designated Tier System and Cycle off for those who have been awarded three grants in their lifetime.***

The 2023 SEED Grant Fund, now in the 6th year of the grant fund, will have a **\$1,000,000** total available in grants.

In accordance with the voter intent of Ballot Measure 26-180 passed in 2016, the SEED Grant Fund prioritizes historically excluded business owners AND/OR projects, programs or services that support the economic and educational development of Black, Indigenous, and other communities of color, which were most impacted by cannabis prohibition. Historically excluded is defined as Minority, Women, LGBT+, Veterans and/or Disabled individuals.

The development of SEED Initiatives, subsequent grant design changes and priority funding areas have been informed by stakeholder engagement through the Cannabis Policy Oversight Team (CPOT), and stakeholder feedback from community listening sessions; past grant applicants; Cannabis Community Conversations; and information from City, regional, and national efforts in cannabis equity, community economic development, and social justice.\*

For more information about the history of the Social Equity & Educational Development (SEED) Grant Fund please check out the [SEED Initiatives webpage](#). For 2022 SEED Grant awardees [please click here](#).

*\*We want to acknowledge and thank all the community members and organizations who've shared their thoughts and ideas for this grant. We value your suggestions and are working to thoughtfully integrate your feedback through this and future grant cycles.*

### 2. SEED Grant Fund Purpose

The SEED Grant Fund aims to aid, strengthen, and serve restorative justice, community reinvestment, and wealth creation in Black, Indigenous and communities of color, which have been disproportionately impacted by over 80 years of cannabis prohibition laws. Cannabis policies and disparate cannabis-

related arrests, convictions, and sentencing have had life- altering and inter-generational consequences for these specific communities. The grant fund is one small step for the City in acknowledging and addressing the decades of harm caused to Black, Indigenous, and communities of color by cannabis criminalization and stigmatization.

Moreover, intergenerational marginalization and community disinvestment are further continued by policies denying U.S. residency, child custody, voting rights, employment, business loans, business licensing, student financial aid, public housing, and other public assistance to people with criminal convictions. The Office of Community & Civic Life recognizes that restorative efforts and repairing the harm caused by decades of racially biased enforcement of cannabis prohibition law will take equally long to reverse the damage.

The SEED Grant Fund will distribute funding across a range of projects, programs and services within the designated priority areas. In accordance with voter intention of the Ballot Measure 26- 180, additional priority will be given to BIPOC-led projects, programs, and services AND/OR projects, programs and services that demonstrate institutional policies and practices in equity, community partnerships, and economic development in communities most negatively impacted by cannabis prohibition.

### **3. SEED Grant Fund Priorities**

#### **All programs and projects funded by the SEED Grant Fund will:**

- Prioritize communities, businesses, and individuals who've been adversely impacted by cannabis prohibition in program/project services.
- Build sustainable capacity in Black, Indigenous, and other communities of color and historically excluded business owners or individuals.
- Reflect an institutional commitment to outcomes in equity, collective impact, and economic development.
- Increase community building and civic engagement opportunities for communities working towards equitable outcomes.

The **SEED Grant Fund** seeks applications from non-profit and for-profit entities, of any size. This includes community-based organizations, individuals, firms, teams, or consultants. Please note, that newly formed groups or initiatives with fiscal sponsorship from a non-profit entity are also eligible to apply. Multi-entity collaborations, coalitions, and/or consortium efforts are also encouraged to apply.

Applicants may request funding for projects and programs in the following priority areas including but not limited to:

#### **EDUCATION**

- Youth Training & Development
- Workforce Development
- Community Education
- Health Education
- STEAMM Education (Science, Technology, Engineering, Agriculture, Math or Medical)

#### **ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT**

- Business incubation & acceleration

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**SOCIAL JUSTICE**

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- Re-entry housing support and services

These categories can be interpreted broadly and services are not limited to specific age groups. Applicants are encouraged to be innovative with existing services, explore new initiatives, or expand partnerships and clients served.

**NOTE:** We recognize that individuals and communities disproportionately impacted by cannabis prohibition may not want to participate in the cannabis industry. For this reason, SEED Grant Fund supports projects within and outside of the cannabis industry. **All are eligible to apply for this funding.**

**4. Grant funding**

For the 2023 funding cycle, **\$1,000,000** is available for SEED Grant Fund. Civic Life will return cannabis funds to the community through the following grants: Grants at Tier 1 and Tier Two will be a mix of \$50,000 and \$75,000

- Tier One Grants \$50,000 per grant
- Tier Two Grants \$75,000 total per grant
- Tier Three Grants (only two awarded) \$250,000 total per grant (\$125,000 per year)

New grant applicants are encouraged to apply for Tier one or Tier Two. Past recipients should use their previous project/program results, needs assessments, participant feedback, and outcome measures, as the foundation for innovation and subsequent project/program proposals.

**For 2023 SEED Grant recipients, work is expected to start on or after August 1, 2023.**

Grants from the City of Portland generally operate within a reimbursement model. We realize that this can be challenging for some organizations. Advance payment may be possible for certain situations and will be evaluated on a case-by-case basis after the announcement of grant recipients, but only 25% of the total grant will be advanced.

**5. Timeline for the grant process**

The key dates for this grant opportunity are as follows:

MILESTONE	TIMELINE
<b>Registration for Web Grants Open</b>	October 3, 2022
Information session #1 Recorded	October 17, 2022
Informational Session #2 Recorded with CART captioning provided	November 17, 2022
<b>Registration for Web Grants Closes</b>	November 18, 2022
Round 1 Application/ Pre- Qualification process	October 17, 2022

open	
<b>Round 1 Applications due by 5PM PST</b>	<b>December 23, 2022</b>
Round 2 Notifications sent by 5PM PST	January 31, 2023
<i>Information session #3 (Round 2 only)</i>	<i>To Be Scheduled</i>
<b>Finalist Applications due by 5PM PST*</b>	<b>February 24, 2023</b>
Preliminary notification to awardees	TBD 2023
Presentation to Council for Approval	TBD 2023
<b>Public Announcement of 2022 recipients</b>	<b>June 2023</b>
<b>Notice to proceed – work begins</b>	After August 1, 2023

*\*2023 SEED Grant Finalists will be notified via email on Monday, January 31, 2023, and will have no less than (2) weeks to complete the Round 2/final applications. (Can be extended based on the timeline)*

Dates and Times are subject to change at the discretion of the SEED Initiatives Coordinator in consultation with the Director of Civic Life and the SEED selection committee. All other communication will be available at a later date and shared in future communications from the Cannabis Program, including on the [SEED Initiatives webpage](#).

## **WORK REQUIREMENTS**

### **City Support for Grant Recipients**

The Cannabis Program will oversee all grant-funded projects/programs and all SEED Grant recipients will be supported by the SEED Technical Assistance Program, once launched.

### **SEED Technical Assistance Program includes:**

- Assigned SEED grant manager
- Administration and monitoring of the grant agreements for compliance with the City’s administrative policies and procedures from Day 1
- Coordinated and pre-scheduled quarterly SEED Grant recipient cohort meetings
- Coordinated and pre-scheduled individualized monthly check-ins during Year 1
- Technical support *as needed* to meet grant requirements from Day 1
- Regular schedule “office hours” for additional individualized training
- Opportunities for free and/or low-cost additional business basics education
- Opportunities to network with, collaborate with, support, and promote other SEED Grant recipient work through existing program communication channels.

### **Deliverables and schedule**

Deliverables are work products and information that will be provided to the City such as reports, draft documents, data, interim findings, training, meeting presentations, etc. SEED Grant Fund recipients are encouraged to provide deliverables via web grants, as appropriate, following the [City’s Sustainable Paper Use Policy](#).

### **Deliverables SEED Grant Fund recipients shall include (but are not limited to):**

Pre-scheduled individualized check-in meetings

One major progress report at the halfway point to account for the delivery of services, output measures, and any programmatic observations or highlights.

An itemized account of expenditures submitted with each invoice for reimbursement.

*Note: subsequent-year awardees may not submit their first invoice for reimbursement until Civic Life has received, reviewed, and approved the final report from the previous cycle.*

A final report to account for the delivery of services and output measures including:

- Total number of participants and information about participants referred per project/program activity.
- Aggregate data and analysis of confidential and voluntarily contributed demographic information of service participants (demographics form will be provided).
- List of email contacts for program participants for future program evaluation.
- Other metrics defined by the Applicant(s) in their application.
- Other metrics to be defined collaboratively by the SEED Grant Recipient and SEED Initiatives.

All deliverables and resulting work products from this grant agreement will become the property of the City of Portland.

Place of Activity

The project/program work must benefit & be delivered community members living in the Portland Metro Area.

### **Period of Activity**

The expected project/program start date for tier one and tier two cycle is August 1, 2023, for a period of 12 months but no more than 24 months until June 30, 2024.

*\*SEED grants will have up to 2-years to spend down funds but should track completion within a 12-month period*

The expected project/program start date for the tier three is August 1, 2023, for a period of 24 months but no more than 36 months until June 30, 2026.

*\*SEED grants with Tier three contracts will have up to 3 years to spend down funds*

### **Allowable and Unallowable Costs for SEED Grants**

Activities, efforts, and materials needed for the performance of the grant program/project are generally allowable costs for reimbursement. Costs accrued solely to promote or advance the awardee business or organization may not be eligible for reimbursement.

Unallowable costs include (but are not limited to): some political activities (for example, activities to promote a specific candidate); purchase of cannabis inventory; purchase of alcoholic beverages; purchase of real estate. **Please check with your assigned SEED Technical Assistance manager if you have questions about a specific item in your proposed budget.**

### **Minimum City of Portland Grant Recipient Requirements**

All grant recipients shall obtain and maintain, throughout the duration of the Grant Agreement and any extension periods, the required insurance identified below. Grant recipients shall not commence work until it has met the insurance requirements below and provided insurance certificates approved by the City Attorney. ***Applicants are encouraged to start early on this requirement and to acquire insurance cost estimates prior to submitting Round 2 application if selected.***

Insurance Certificate. As evidence of the required insurance coverage, Grantee shall provide compliant

insurance certificates, including required endorsements, to the City prior to execution of the Agreement. The certificates shall list the City as certificate holder. Grantee shall maintain continuous, uninterrupted coverage and to provide insurance certificates demonstrating the required coverage for the Term of this Agreement. Additional Insureds. For commercial general liability coverage, Grantee shall provide City with a blanket additional insured endorsement form that names the City of Portland, Oregon, and its officers, agents and employees, as an additional insured. The additional insured endorsement must be attached to the general liability certificate of insurance.

Coverage Requirements. Grantee shall comply with the following insurance requirements:

- A. Commercial General Liability. Grantee shall acquire commercial general liability and property damage insurance coverage in an amount **not less than \$2 million per occurrence** for damage to property or personal injury arising from Grantee's work under this Agreement.
- B. Automobile Liability. Grantee shall acquire automobile liability insurance to cover bodily injury and property damage in an amount **not less than \$2 million for each accident**. Grantee's insurance must cover damages or injuries arising out Grantee's use of any vehicle.
- C. Workers' Compensation. Grantee shall comply with Oregon workers' compensation law, ORS Chapter 656, as it may be amended. If Grantee is required by ORS Chapter 656 to carry workers' compensation insurance, Grantee shall acquire workers' compensation coverage for all subject workers as defined by ORS Chapter 656 and shall maintain a current, valid certificate of workers' compensation insurance on file with the City for the entire period during which work is performed under this Agreement. Grantee shall acquire workers compensation coverage in an amount **not less than \$1 million each accident, \$1 million disease each employee, and \$1 million disease policy limit**.
- D. Physical Abuse and Sexual Molestation Liability (required for organizations serving vulnerable clients, such as children, elderly adults, and those with intellectual and developmental difficulties). Grantee shall acquire, at Grantee's expense and keep in effect during the term of this Agreement, Physical abuse and sexual molestation liability insurance as an endorsement to the commercial general liability policy in a form and with coverage that are satisfactory to the City covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent: hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom the Grantee is responsible including but not limited to Grantee and Grantee's employees and volunteers. Policy endorsement's definition of an insured shall include the Grantee, and the Grantee's employees and volunteers. Coverage shall be written on an occurrence basis in an amount of **not less than \$1 million per occurrence. Any annual aggregate limit shall not be less than \$3 million**

**IMPORTANT NOTICE: Your application documents are potentially subject to disclosure under Oregon public records law.**

All documents and information submitted as part of your application may be deemed public records subject to public disclosure under Oregon public records law. Any member of the public has the right to request the documents and information you submit as part of your application.

Before submitting confidential information to the City, you must notify the City's grant manager in SEED Funding Opportunity Announcement, Page 8



writing that you intend to submit confidential information to the City as part of your application. If, after consulting with the City's grant manager, you determine that it is necessary to submit confidential documents and information to the City, you must identify, highlight, and segregate any information that is identified as confidential from information that is not confidential. You must identify applicable exemptions under the Oregon Public Records Act that permit the City to withhold the confidential documents and information from public disclosure. Information that you have not properly marked as confidential may be disclosed by the City in response to a public records request.

The City makes no warranty or representation as to the confidentiality of your application documents or information submitted to the City whether or not the documents or information you submit are identified as confidential. Documents or information you identify as confidential may be disclosed by the City if the City determines, in its sole discretion, that the documents or information are subject to disclosure under Oregon public records law. In the event City receives a public records request applicable to your documents or information, the City will make an independent determination regarding exemptions that may apply to documents or information properly marked as confidential in your application.

By submitting your application, you acknowledge and agree that all application documents and information you submit to the City may be subject to public disclosure in the event of a public records request (1) upon the City's determination that your documents or information are subject to disclosure under public records law, (2) upon an order of the Multnomah County District Attorney, or (3) upon an order of a court. Because the City cannot give you legal advice, you should consult your legal counsel regarding the applicability of Oregon public records law to your documents and information submitted to the City.