



East Portland Action Plan

2023/2024 General Grant Opportunity
Application opens: Monday, November 20, 2023
Application closes: Friday, January 5, 2024
For projects happening between Mar 1, 2024 - Mar 1, 2025

East Portland Action Plan’s Mission: The East Portland Action Plan (EPAP) is charged with providing leadership and guidance to public agencies on how to strategically address community-identified issues and allocate resources to improve livability for neighborhoods in East Portland.

The Action Plan was designed by and for the community to:

- Improve the quality of life for East Portland residents
- Foster strong community connections
- Increase the area’s regional significance
- Enhance equity and prevent displacement

The full Action Plan document is available at

EPAP General Grant Program’s purpose is to improve livability and prevent displacement in East Portland by funding projects that implement strategies and items identified in the Action Plan.

There are approximately **\$55,000 total funds available** for this funding cycle. **Project requests may be for up to \$10,000 in funding.**

Grant Manager Contact: Josee Kangabe, EPAP Advocate
Josee.Kangabe@portlandoregon.gov, (503) 823-8799, 1017 NE 117th Ave,
Portland.



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Part 1: Information Packet

Table of Contents

Part 1: Information Packet

Grant Process	3
Project Eligibility	3
Administrative Requirements for Grantees	4
Reporting Requirements for Funded Projects	5
Grant Application Support	5
Timeline	6

Part 2: Application Packet

General Grant Application Checklist	8
General Grant Application Cover Page	9
General Grant Proposal Narrative	10
General Grant Project Budget	13
Signed Statement of Partnership	14

Part 3: Supplemental Materials

General Grant FAQ	16
Project Budget Guide	17
General Grant Scoring Criteria	18
East Portland Action Plan Area Map	19

Grant Process

Grants are awarded through a competitive process. The application includes a narrative and supporting documents. Grant applications are reviewed and scored by a community-based EPAP Grant Review Committee based on the criteria listed in the application package. Grant funding is approved by the membership at the EPAP General Meeting. The Portland City Council makes the final decision.

Each application is scored individually using the Scoring Criteria included in the application packet. These items are a priority for the Grants Review Committee. Applicants may be contacted during the review process for additional information and/or to explore potential partnership opportunities.

Project Eligibility

You must answer yes to **ALL** the following questions for your project to be considered for funding:

- Does the project address at least one EPAP strategy or item?
- Is the work within the borders of East Portland?
- Will the project serve or involve people living in East Portland?
- Does the project have community partners? Is the project partnering with community organizations/groups?
- Has your organization provided an interim or end-of-project evaluation if awarded a previous EPAP grant?
- Will the project be promoted in the community, including acknowledgement of funders?
- Is the organization or fiscal sponsor registered as a 501(c)3 nonprofit?

Funds may not be used for:

- Costs that may be incurred in preparing this application.
- Direct social work, social services, or emergency services, such as giving people things for personal use (e.g., food baskets), health clinic services, staff providing direct services to individuals, etc.
- Organization general operating support, such as rent or utilities (trainers & rental/permitting costs should be incurred for this program's expenses only).
- Direct grants, scholarships, or loans for the benefit of specific individuals
- Loans or debt retirement for the organization

- Expenses incurred before the start of the grant period.
- Activities held outside the boundaries of the East Portland Action Plan Service area (see map under Supplemental Materials)
- To address language interpretation without project staff that has experience working with under supported race and ethnic culturally specific communities specified in the grant application

Administrative Requirements for Grantees in order to receive funds:

1. **State of Oregon Corporation Division Registration**. Eligibility requirements and registration can be found at <http://sos.oregon.gov/business/Pages/register.aspx>
2. **City of Portland Business Registration**: Forms for free online business registration and tax exemption request can be found at: <http://www.portlandonline.com/omf/index.cfm?c=29558>
3. **Proof of Insurance**:
 - **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (unless exempt under ORS 656.027 [Independent Contractor's Workers' Comp Form](#)).
 - **General Liability Insurance** covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection in a per-occurrence limit of not less than \$1,000,000 and aggregate limit of not less than \$2,000,000
 - **Auto Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence for bodily injury and property damage
 - **Additional Insured CG 20 26 Endorsement** form or the equivalent that stipulates coverage of the City of Portland
4. **Compliance with Previous Funding**: File an interim or end-of-project Evaluation if awarded a previous EPAP grant. Past and current evaluations for EPAP grants will be considered by the Grants Review Committee selecting grant awards.
5. **Special Appropriations Grant Fund**: No grantee shall receive a competitive grant funding if that organization has received Special Appropriation funding through the competitive grant process in the prior **two** consecutive fiscal years.

Individuals or community organizations that don't have 501(c) 3 status or a State and City registered business sponsor with Liability Insurance may contact the EPAP Grant Manager for fiscal sponsor suggestions.

Reporting Requirements for Funded Projects

1. Project Coordinators are required to attend an East Portland Action Plan Grants Orientation session to be scheduled with your input by the EPAP Grants Manager.
2. A **Budget Report Form of Expenses** and a **Two Page Project** must be submitted by April 1, 2025 (or 30 days after completion of your project) to the Grant Manager. We encourage you to submit your evaluation and expense summary within 30 days of completion of your individual project.
3. Each project must provide at least **two digital photographs** in jpg format of a project activity with the completed evaluation (the EPAP Grants Manager can loan you a digital camera if needed).
4. Present to **EPAP General Meeting within 90 days** of the event or completion of the project.

Grant Application Support

- Grant support sessions:** You are strongly *encouraged* to attend a Grant Support Session listed in the timeline on the next page. The sessions will answer questions about the application, the committee review process, and any questions you might have about your project. (To request childcare, translation, interpretation, or additional accommodations for a grant support session, contact the Advocate at least three business days in advance.)
- Individual support session:** If you can't attend a scheduled support session, you may request one-on-one support from the Advocate.
- Language accommodation:** Proposals may be submitted in any language.
- A **computer and copier** are available for your grant-related use by contacting the Grant Manager.
- Handwritten** grant applications submissions are acceptable, as long as they can be read.
- Fiscal sponsorship:** if you don't have a fiscal sponsor, contact the EPAP Grant Manager and ask about options.

General Grant Process Timeline

Grant Support Session #1	Thursday, December 7, 2023 2:00 PM Online
Grant Support Session #2	Monday, December 18, 2023 6:00 PM Online
Grant Support Session #3	Tuesday, December 29, 2023 2:00 PM Online
Application Due Date	Friday, January 5, 2024 11:59 PM
Grant Selection Committee Reviews Scores Applications	January 2024
Grant Committee submits Recommendations to General EPAP	February 2024
Grant Committee submits Recommendations to City Council	February 2024
Project Funding Begins	March 1, 2024
Grant Period Ends	March 1, 2025
All Reports Due	April 1, 2025 (or 30 days after completion of your project)



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Table of Contents

Part 1: Information Packet

Grant Process	3
Project Eligibility	3
Administrative Requirements for Grantees	4
Reporting Requirements for Funded Projects	5
Grant Application Support	5
Timeline	6

Part 2: Application Packet

General Grant Application Checklist	8
General Grant Application Cover Page	9
General Grant Proposal Narrative	10
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East Portland Action Plan Area Map	19

General Grant Application Checklist

Note: The Grants Review Committee will not consider any additional items or documents beyond this list.

Format: The Proposal Narrative must be in 12-point font; with margins no less than 1-inch; single spaced; in any language; and up to three (3) pages max. Any additional supporting document can be added as a separate attachment.

A Full Application MUST include the following:

- **Application Cover Page:** with all relevant information filled in. You are welcome to type this information on a separate sheet or include all relevant information in a cover sheet.
- **Proposal Narrative:** Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max in the format described above.
- **Signed Statement of Partnership:** Application submission includes a completed and signed form for each identified partner (included in this application packet).
- **Project Budget:** Complete project budget form using the form provided or in a format with all the information requested. Make sure that the budget reflects the narrative and refers to matching funds. See “Project Budget Guide for reference.
- **Proof of IRS 501(c) 3 or State Business License**
- **Interim/partial EPAP grant funded project evaluation ONLY** if you received an EPAP grant in the prior year and have not submitted a final evaluation.

Submission-application must be received by Friday, January 5, 2024, at 11:59 PM by either:

- Send electronic documents to: Josee.Kangabe@portlandoregon.gov (you are encouraged to phone 503-823-8799 to verify that your email was received).
- Or provide eight (2) double-sided hard copies to the East Portland Action Plan Office at 1017 NE 117th Ave., Portland, OR 97220. Please note this office is **NOT** open currently, you can leave the copies in the mail slot.

General Grant Application Cover Page

Please fill out all the information provided.

Project Title:	
Organization Name:	
Tax ID #:	<input type="checkbox"/> We are using a Fiscal Sponsor
Requested Amount:	
Summary:	

Project Coordinator:	
Phone:	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Email:	
Mailing Address:	
City, State, Zip:	

*This section is **ONLY** if you are using a Fiscal Sponsor for this project.
Must be fully completed if you are using a fiscal sponsor.*

Fiscal Sponsor Organization:	
Fiscal Sponsor Tax ID #:	
Fiscal Sponsor Contact Person:	
Phone:	
Email:	
Mailing Address:	
City, State, Zip:	

General Grant Proposal Narrative

Responds to the questions and requested information describing your project in detail. This section must not exceed 3 pages max.

1. Project Description-share with us the details about your project and what you aim to accomplish. Please include all event locations, target community members served, and how this project will help those within the EPAP Service Area. Please include a timeline on how this project will roll out. If there is any technical or expertise involved, please provide information on how these requirements will be fulfilled (teachers, medical advice, counselors, etc.).

2. Action Items- List the EPAP Action Items this project will be addressing. Must include Action Item Format & one item from EPAP Strategic Priorities (Note: Action Plan strategies have letters followed by one number (e.g., A.1) and Action items have letters followed by two numbers (e.g., A.1.1)). Explain how your project addresses the action item(s) listed.

3. Community Involvement- How does this project build community? How does this project lead to more community involvement? How does this project involve under-represented/ vulnerable populations?

4. Impact- What will the Impact be in the East Portland Community, especially to vulnerable populations? Examples include but are not limited to children; people of color; people with disabilities; people with low-incomes; people whose first language is other than English; military service veterans; seniors/elders.

5. Time Spent- What is the number of people planned to be involved in your project? Share the number of organizers/facilitators and the number of participants involved. What is the amount of project time spent with them? Describe the way they will be engaged.

6. Partners and/or Resources- List all partners and/or resources that are included to leverage EPAP funding (make sure all partners have “Signed Statements of Partnership”).

7. Under-Resourced-How does your project involve or address East Portland areas (services/programs) that are generally under-resourced?

8. Movement- How does your project move forward an issue or opportunity that needs to be addressed in East Portland?

9. Promotion- Briefly describe your plan to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.

General Grant Project Budget

Please list how you plan to spend the funds in detail with descriptions.
This section must not exceed 2 pages max.

1. Funds Requested- please list all expenses you plan to have these funds pay for. Please include description for each line item that explains the reason for the expense or gives more context into how this expense will make this project a success.

Provide an explanation for any expenses over \$100 and any stipend expenses. Include justification/reasoning why you would spend that amount.

**NOTE: Admin Fees must not exceed 10% of total budget request*

2. Leveraged Funds- please list, if any, other sources of funds that are contributing to the success of this project. This would include but not limited to other grants/funds used for this project, staff time/services provided by organization, matching funds, and other fundraising efforts, etc. Leveraged Funds are not required to receive funding; however, they are strongly encouraged.

3. In-Kind Support- please list all resources that contribute to the success of the project at no cost. Please include estimated value of each contribution. These would include all non-financial donations, free use of space, volunteer time, project material donations, discounts, etc.

4. Long Term Assets- please provide your plans for any long-term assets purchased with these funds, especially for purchases over \$200. There is no requirement for what is to happen with these assets, but we would like to know how these items will be used after the completion of the project. Examples include laptops, sports equipment, project materials, etc.

You are also invited to answer these questions using the Budget Template provided.

General Grant Project Budget Template

Below are budget categories; projects are not required to include items in every section.

Expense Item	Grant Requested Funds	Leveraged Funds	Donated Services & Time
Personnel:			
Promotional Materials/Printing:			
Event Related Expenses:			
Permitting & Fees:			
Participant Support:			
Project Materials:			
Additional Expenses:			
Subtotals: Total each column before administrative cost			
Administration Cost:			
TOTAL:			

Signed Statement of Partnership

Emails Verification acceptable- include copy of email with this form completed.

As a representative of _____, I commit.

Agency Name

to partner with _____

Name of the 'Organization' on Cover Page

by providing individual, monetary, or resource support to their 2023/2024 East Portland Action Plan General Grant application project:

Project Title

Printed Name

Title/Community Role

Signed Name

Date



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Table of Contents

Part 1: Information Packet

Grant Process	3
Project Eligibility	3
Administrative Requirements for Grantees	4
Reporting Requirements for Funded Projects	5
Grant Application Support	5
Timeline	6

Part 2: Application Packet

General Grant Application Checklist	8
General Grant Application Cover Page	9
General Grant Proposal Narrative	10
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Signed Statement of Partnership	14

Part 3: Supplemental Materials

General Grant FAQ	16
Project Budget Guide	17
General Grant Scoring Criteria	18
East Portland Action Plan Area Map	19

Project Budget Guide

A budget is a plan that communicates your funding needs. The budget form is created to help us see what you are asking for, what other funds are supporting your project, and what donations are being made.

Here are some descriptions for terms on the form:

- **Personnel:** These are all the expenses that are cost related to Direct project management, contracting for special services, volunteer time, etc.
- **Promotional Materials/Printing:** These are all the expenses that are cost related to Flyers, brochures, advertisements, etc.
- **Event Related Expenses:** These are all the expenses that are cost related to Renting table/chairs, reserving space, food, paper cups, transportation for presenters, etc.
- **Permitting & Fees:** These are all the expenses that are cost related to Reserving facilities, noise variances, capping meters, street closures, etc.
- **Participant Support:** These are all the expenses that are cost related to Travel costs, stipends, etc.
- **Project Materials:** These are all the expenses that are cost related to Wood, paints, flowers, bags, etc.—the materials needed to complete the project.
- **Additional Expenses:** These are all the expenses that are cost related to items not listed in the other categories.
- **Administration:** These are all the expenses that are cost related to Fiscal sponsorship, administrative project management, accounting. **Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget.**

The 3 columns of this form are:

- **Grant Requested Funds-** these are the funds you are asking for
- **Leveraged Funds-** this includes additional dollars supporting this project—for example, additional grants or direct support from your organization.
- **Donated Services & Time-**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 <http://www.bls.gov/oes/current/oesor.htm> to identify a median per hour volunteer rate.

General Grant Scoring Criteria

When reviewing your application, the following criteria (measurable reasons) will be used to be scored by the Grants Review Committee.

Scoring Criteria Area		
1.	The details of the project and what the project aims to accomplish are included in the description. All event locations are included and are within the EPAP service area.	10 points
2.	The project addresses an “EPAP Strategic Priority” and Action Item listed in the East Portland Action Plan. The strategic priority and action item(s) are listed and explained in the application.	10 points
3.	This project builds community and leads to more community involvement. It involves identified underrepresented/vulnerable populations.	15 points
4.	This project impacts vulnerable populations in East Portland (Examples include, but are not limited to, children, seniors/elders, people of color, people with disabilities, people with low-incomes, people whose first language is other than English, military service veterans). The application makes clear how the affected group is impacted.	20 points
5.	This project identifies the number of facilitators and participants to be involved in the project, the amount of time spent with them, and describes the way they will be engaged.	5 points
6.	Partners and/or Other Resources are included to leverage EPAP funding. “Signed Statements of Partnership” are included	10 points
7.	The response/application explains how the project involves or addresses East Portland areas that are generally under-resourced.	10 points
8.	The project moves forward an issue or opportunity that needs to be addressed in East Portland	5 points
9.	The application includes plans to promote the project, including acknowledgement of funders – East Portland Action Plan, City of Portland.	5 points
10.	The budget supports the project activities. Sources and use of matching and leveraged funds and donated hours and resources are identified.	10 points

East Portland Action Plan Area Map

