

[Headers added for easier navigation of this transcript.]

## Introduction

JOANNE: Thank you, everyone, for introducing yourselves. We have so many amazing people in the room and I'm so glad you could be here tonight. I want to do a quick tech check and just let people know if you want to turn on captions that the cc button at the bottom of the screen. I've got the interpreter spotlighted but you can also pin the interpreters if you want to make sure they stay large for you. And I locked the chat because it can overwhelm screen reader users, so chats are only going to me. So if there is something you want to communicate with the group let me know. I'm happy to send out an e-mail with more information. Let me see if there is anything else. Just my deep thanks.

A quick word about what we are going to do today. I will go through the sponsorship and grant opportunity. I will do a quick summary. We'll talk about how the funds can be used, how to apply, the selection process and timeline, and then we will have time for questions, and we plan to close around 8:00. Everyone should have a copy of the PowerPoint. If you don't, let me know.

I want to talk about the staff that are involved in this process. There is me, Joanne Johnson. I'm the Disability Program Coordinator, Touk Keo, Adapt to Impact Supervisor, Suk Rhee, Director, of the Office of Community & Civic Life, Georgia West, Management Analyst, Icie Ta, Business Operations Supervisor, and Juliette Muracchioli, Interim Grants and Contracts Support Staff. There are many people that get these resources to the community.

## History of this opportunity

I want to talk about the history of the Disability Leadership Sponsorship & Grant opportunity. We have the Disability Leadership academy and Disability Power PDX, two leadership cohorts in 2017 and 2018, and we heard overwhelmingly that it is great to learn Leadership skills but what people wanted is to be connected with organizations that are in the community already doing the work. We also heard feedback from community organizations that they really needed resources to support emerging disabled leaders and people with disabilities in their own communities to do more disability-led, disability-focused work. With all of that feedback, along with our current events and what we are hearing from the community about what organizations need to

start and keep doing good work, it was really important for us to offer this leadership opportunity.

## What kind of efforts does this funding opportunity support?

So, bottom line what does it support? It supports efforts that offer concrete ways for people with disabilities, especially disabled people who experience oppression related to additional intersecting identities, to engage in local government and their communities.

### **Current efforts or new efforts**

The funds can support current, ongoing or newly created efforts. So I just want to be clear, we're in the middle of after pandemic, wildfires, an election year, uprisings for racial justice and life in the middle of all of that. So we have a lot going on. We are not expecting you to create work for yourselves unless that is something you want to do. If you have disability leadership projects going on that you want to fund that is perfect for this too.

### **What is Disability Leadership?**

What is disability leadership? It sounds vague, right? It is vague on purpose. We really trust that communities have so much creative power about what communities need and what the people that we work with and meet with every day need to do their work. We are saying we will consider efforts that uplift all forms of disability leadership. We recognize leadership is an interdependent and co-created effort and not one person or one committee of people in charge of a movement.

In our minds, leadership includes people with disabilities creating with other disabled people, people with disabilities creating with family members. People with disabilities creating with non-disabled friends and people with disabilities creating with other community supports. So when we say leadership, we are really mindful of interdependent sense of leadership put forward by disability justice. None of us do this alone.

I heard a quick question. I just want to make sure -- did someone need something? We will definitely take questions at the end if you think of it let us know. Taunya, I do see your question. I'll connect with you at the end to talk more about that.

## Who should apply?

So, who should apply for this opportunity? We are looking at disability-focused organizations and organizations centered on nondisabled communities that want to grow disability leadership in their communities. So Black, Indigenous, People of Color organizations, LGBTQ organizations, houseless organizations, immigrant, refugee, et cetera.

So, if there are organizations on the call that are focused on groups that aren't disability, but you want to grow disability efforts in your organization this is for you. If you are a grassroots group or never applied for a grant or sponsorship before this is for you. We're trying to make it as broad and accessible as we can.

## Civic Life's goals for this funding

So, what are we trying to do with these resources? What are civic life's goals for this funding? Our goals are to strengthen community capacity, increase community impact on public decisions and increase and diversify movements within communities.

So, I'm going to share a few examples of what that can mean, but I want to say again, we trust in the creative power of our communities. We trust all of you and the fantastic ideas that I've already heard in the beginning of the call. We don't want to tell you what disability leadership looks like. We trust that you can let us know what you need.

Some examples of things we were thinking about. It could be leadership development for people with disabilities, fostering teamwork, partnerships between organizations or groups, in between people and general community building.

Increasing community impact on public decisions can be supporting community organizing or civics or local government trainings or know your rights trainings for people who are organizing, active or want to be more active.

And increasing and diversifying involvement and engagement within communities. That can be anything from trainings of disability history and culture, disability pride to gathering, centering people with intersectional disability identities like BIPOC or LGBTQ+ communities or workshops on antiracist, anti-ableist activism.

We encourage you to not be restricted by those examples but as a springboard for whatever ideas you might have.

## How much money is available?

So, what is the funding here? We have offering \$68,000 and individual awards up to \$10,000. So groups and organizations can apply for up to \$10,000. You can apply for any amount. So if theoretically you can apply for \$1 to 68 -- to \$10,000. So, it doesn't have to be a \$10,000 application if you need something smaller.

### **The difference between grants and sponsorships**

You can apply for that as a grant or a sponsorship. So, what's the difference? Well, a sponsorship is a one-time event. There aren't reporting requirements. There aren't insurance requirements. You say we are going to use the money for this, and we say okay. We'll do paperwork on our end to make sure we pay you and then we will pay you.

If you are doing multiple or a series of events, then it would be a grant. For that, there are insurance requirements, financial reporting and a brief report on how it went, what happened, who came, those kinds of things.

We need efforts to occur March, 2021 to March 21, 2022. It was important for us to give people a long enough time to actually use the funds. We structured it so work starts in March when we can get our ducks in a row and get things out the door and then work can go until March next year.

INTERPRETER: We're going to pause and do an interpreter switch now.

JOANNE: Great. Thank you

### **Fiscal sponsorship and 501(c)3 requirements**

So, you heard me mention before fiscal sponsors and insurance. So, applicants for the grants or sponsorships must be a 501 (c) 3 nonprofit organization or have a fiscal sponsor who's a 501 (c) 3 nonprofit. This is because the city has complexities in how we pay people and for some reason having a 501 (c) 3 nonprofit designation makes things much easier.

So a fiscal sponsor is any 501 (c) 3 organization that agrees to fiscally sponsor you. So let's say, for example, me and a group of five friends and fellow activists want to get together and apply for this grant. None of us is a 501 (c) 3 organization and none of the organizations we talk to want to apply with us. We can say to them, hey, will you fiscally sponsor us? Then that organization does the paperwork. They get a little financial

compensation for doing that and you get the grant money. Or the sponsorship money as it were.

### **Insurance requirements**

There are also insurance requirements that go along with grants. So, instead of me and five friends having to come up with a lot of money for a lot of different insurance, we just use the nonprofit's insurance.

### **How to find a fiscal sponsor**

So, where can you find a fiscal sponsor? This is a question that came up a lot in our pre-meeting. To I wanted to talk about it here. If you are a grassroots organization that wants to find a fiscal sponsor, you can ask organizations whose work you follow and respect, places you have received service or your local neighborhood coalition. You'll see in the PowerPoint that I have links to a list of the city's neighborhood coalitions. Every address in the city of Portland is quote unquote covered by a neighborhood coalition and they can be a fiscal sponsor for you. They don't have to be a disability organization and for grantees they have to meet city insurance requirements and there's a lot more that you can read about online.

## **How can we use the funds?**

So how can we use the funds? This is something that often comes up as well. You can use the funds in a number of ways.

### **Direct expenses**

One is direct expenses for the program. You apply for a grant to do a thing and this is for the doing of the thing. The specific effort you are funded for. It could be paying staff. It could be stipend for participants, access needs and accommodation for the thing. It can be just to say, access needs aren't only disabilities. They can be cultural or economic accommodations, like money for childcare. Materials, including printing and postage to mail and equipment to do the project or effort.

### **Virtual events**

And thinking about how the funds are used reminds me of something I meant to say that I didn't say before, which is when we are thinking about events or ongoing things here at civic we are thinking of virtual events. We are not encouraging anyone to get together in person for anything right now. We encourage you to think of how to use these funds outside of an in-person event because that's not something -- we don't want to put anyone at risk.

### **Indirect expenses**

How else can funds be used? Funds can be used with indirect expenses. Funds that keep the organization or keep the group going. Things like administration. This can be up to 10% of the total budget and can be staff salaries for staff that aren't on the project, like a bookkeeper or HR staff or someone who helps to schedule meetings, those kinds of things, rent and utilities and equipment with explanation.

So, if you are asking for equipment for your organization, we're asking that you let us know like what your plan is, in general, to maintain the equipment for the life cycle of the equipment. So, basically, we don't want to buy a laptop for an organization that's going to get thrown out next year. We want to know that organizations will be able to, you know, fund internet and fund the things that the laptop needs until the laptop is ready to be recycled out in three or five years.

### **Fiscal Sponsor fees**

And fiscal sponsor fees. That's the last way the funds can be used. Remember, I talked earlier about fiscal sponsors. Sometimes, often, they will require a fee for doing their part of the paperwork and that fee can be up to 10% of your total budget. So you can actually put in your grant that part of what you needed money for was to cover the cost of the fiscal sponsor.

## **How to apply**

So, how to apply. There are four basic things you need to apply. We tried to make it easy as possible within the city bureaucracy.

There's a cover sheet with your name and contact information, and if you have the application in front of you, you'll see this as I'm talking about it. Cover sheet with name and contact information, four short answer questions. Tell us about your project. Tell us about your team. How does your project meet one of our goals? And, of course, I need to look at the last one. And the last one is -- oh, project activities, impacts and timelines and how them project addresses accessibility.

So, let me say those again. Four questions, a short description of the project. Describe the project team. Tell us about your project activities. What you hope it will do and how long it will take. And tell us how you will address accessibility for both disability, accessibility and language and cultural accessibility. One-page budget and in the application, you will see there's basically a table that you fill out with expenses that you might have for the project. That's the budget. And then the signature page saying you

agree to abide by the agreements that we have set forth. So, really, that's it. We're trying to keep this as easy as possible. We want people to be able to apply.

### **Accessibility for the application process**

So, on that note, keeping things accessible as possible, we're committed to making this application accessible. So, you, as people applying for the grant can apply for interpreters, document translation and a scribe. So if you have trouble typing or writing and you want someone to write what you are saying, you can also ask us to pay for that.

That is outside of the grant budget. That's just something that the city will pay for as part of making our application accessible.

## **How we evaluate and select awardees**

So, once we get all of these fantastic, amazing applications, how are we going to evaluate them? Basically, we're looking at the four things that are related to the four questions we asked you. The project narrative, the description, the timeline, what's the team like, meeting the grant program priority, meeting one of the grant goal. What's the budget?

### **Additional considerations**

And then we have additional considerations. I think the easiest way to think of additional considerations is they are almost a tie breaker because we hope we get a lot of amazing applications, but it is possible we will not be able to fund everyone that applies. So we want to have a way of looking at all of these wonderful, fantastic ideas and saying, well, which ones should we pick?

### **Representation**

So those additional considerations can be things like is this project led by groups that are underrepresented in our cohort of awardees? Say we have five fantastic groups and the sixth person that we are trying to pick, you know, it's a group that we haven't -- that none of the other groups represent. I think that's the best way to explain it.

### **Collaboration**

Does the project foster collaboration among organizations or groups? Someone at the beginning of the call actually said wouldn't it be amazing if this were actually a consensus process and we could come to consensus around \$68,000. I kind of laughed and said wouldn't that be amazing? But it would be amazing. We want to support groups that collaborate with each other and as this person said leverage resources. So, we will look at that as we are trying to decide among projects. Is this project fostering

collaboration among organizations or groups because again, as the city of Portland, we want to help build disability leadership in a way that lasts beyond the year of this grant.

#### [Access to traditional funding sources](#)

And then does this project come from an organization or group that lacks access or capacity to seek traditional funding opportunities? So, the last additional funding factor we might use is asking ourselves some projects and programs have grant writers on staff and they can easily pull in a lot of money to be able to make their work happen.

Money is tight for everybody right now. And everybody needs resources to do good work, but if we are trying to look at which organizations among many fantastic, fabulous applications we want to fund, we really want to look at are there organizations that don't have that capacity and might not be able to get another grant or another sponsorship easily from another organization? So, those are some of the additional considerations that we might use.

## Next steps

And I just want to talk for a minute about the next steps. Because I don't know for sure that everyone has the grant the PowerPoint in front of them. I won't read the table out loud, but the two most important next steps are that applications are November 16th and that work is going to start on March 1, 2021.

Part of the reason for that gap is, one, we need a chance to make decisions among all of the wonderful applications we are hoping to get. And two, if anyone applies for a grant or sponsorship over \$5,000, it's a city rule that we have to go to city council and say that we want to give a specific organization or group more than \$5,000. That process in itself takes about six weeks. So, that's work for the staff. That's not work for you, but it's work that we have to build into our timeline. So that's part of the reason why applications are due in November and work starts in March.

## Questions

So, I know I talk really fast. I try to slow down. I continue to work on that. That's something I strive for. I want to know what questions you have. Before we take questions, I just invite you to state your name and pronouns before sharing. I ask that one person share at a time, especially for all of us to hear and learn from everyone. And to please, reminder to myself, share slowly and clearly.

So, what questions do people have?

WADDAH: I have a question. Go ahead?

JOANNE: absolutely.

WADDAH: this is Waddah. I go by he and him. The expenses and if you are sponsored by a group, if you don't get the grant, do you still get paid?

JOANNE: If you don't get the grant, they don't get paid. What they are getting paid for is basically the extra administrative work of getting us their insurance paperwork and writing the checks and doing the financial reporting. So they are getting paid for doing the paperwork part of the grant. If you don't get the grant, they don't need to do that work. Does that help? Great.

Other questions? Other thoughts? Things I can go over again or explain differently?

COMMUNITY MEMBER: Yeah. I had a question about -- I was reading online the requirements and it said that two organizations could apply together for the same project or separately for the same project if they are going to be working together. Could you clarify that?

JOANNE: Yeah. Absolutely. That was a question we got in our pre-meetings and thought it was brilliant enough to put it in the FAQs.

So that was the idea that if there are two separate organizations that want to work on a project together, they want to collaborate on a project, to throw out examples let's say the city of Portland and the city of Beaverton. Two separate organizations want to apply to work on a project together, they are welcome to submit two applications to work on the same project. However, if I and my co-worker say we are two people who want to work on the same project from the city of Portland, we are not supporting that. So, we are supporting different organizations to collaborate but not two people from the same organization, even if they might have different experiences or bring different perspectives to the table.

COMMUNITY MEMBER: Let me get more specific. I have my own business, aim education and consulting, and colleen has Linda Akagi and associates. Should we apply as one or two applications?

JOANNE: It depends how you want to structure your project. One thing we ask people to think about as they are considering that question is there is the possibility that you

might get funded but Linda wouldn't or Linda might get funded and you wouldn't and then what?

We want people to collaborate, but we don't want a project to be entirely founded on these two organizations must work together if they are going to be separate applications. If you must work together for your project to succeed you should apply as one organization. Does that make sense? Yeah. Thanks for the question. That's a great question. Other questions?

COMMUNITY MEMBER: Yes. Sorry.

JOANNE: we're going to do a quick interpreter switch. Sorry, Waddah, before you speak. fantastic. Thank you. And you, Mary, are in the spotlight. Thank you. Yes, question.

WADDAH: Okay. This is Waddah. I work for Oregon Spinal Cord Injury. And I want them to sponsor me. I have my own project, too. They have their own project too. So I can apply? I don't get it. You know what I'm trying to say?

JOANNE: I do.

WADDAH: Yeah. I have my own project I want to do. I work for disability organization.

JOANNE: They are going to be your fiscal sponsor.

WADDAH: I haven't asked.

JOANNE: Sure. Yes, that's fine. The fiscal sponsor part is just the paperwork. They could do your paperwork if you both got the grant, or they could do your paperwork if only you got the grant. The fiscal sponsor part is the paperwork part and the lawyer part. So that's absolutely okay.

WADDAH: That's amazing. So, there is no conflict of interest on this subject?

JOANNE: I mean, you would both be applying for the same grant. So that's totally for you both to work out on your own if that works for your team. Yeah.

Other questions? I talk so fast. I talked all the questions away. Is everyone excited to apply?

WADDAH: Sorry again. I have a question. Sorry again, guys. So, distribution funds would be –

JOANNE: I heard one other person. So, let me grab their question and I will come back to you. I didn't quite catch who that was?

SAARA: I have a question. This is Saara. Yes, Saara. Absolutely. So, can you explain a bit about -- you said if the person needs help for the grant application there's support?

JOANNE: Yeah, that's a good question. That's come up before, too. So, what we can help with are -- we can help with getting accommodations for specific disability-related needs, and we can help with brainstorming. So, like if someone came to me and they said, gosh, I really want to get a fiscal sponsor, but I don't know where to start. I'd be happy to talk about oh, what organizations are you connected to? How might you approach them? Or if someone said to me, you know, I think I have an idea about a sponsor, about a project. Do you think it could meet one of the goals? I could say let's talk through this. How do you think it might connect to the first goal? How do you think it might connect to the second goal? How do you think it might connect to the third goal. I can brainstorm with people.

The kind of help I can't provide; I can't help people actually write the application. That's because that would be a conflict of interest. I was thinking about it earlier. I would honestly feel like it wouldn't work out either way. Because if somebody got the grant, they may think I got it because Joanne wrote it. And if somebody didn't get it, Joanne is an awful writer, I should have never let her help me. So, I can definitely talk to people to help you think about who in your lives might be available to help you with the writing. That's not something the city can do. Does that help?

SAARA: Yes. Thank you.

JOANNE: Yeah. Absolutely. Are there other questions?

So, I have a secret hope and I'm going to speak it aloud to perhaps make it come into being. I think this was inspired by something said earlier. I do hope that people on this call connect later. I'm happy, you know, if folks want to and they e-mail me it is okay, I'm happy to send out a contact list. I hope people collaborate and learn from each other because there's so many amazing people on this call.

If you all want to talk to each other later, I want that for you.

I see a thumbs up from Carol and Aisha. Would you do me the great favor of e-mailing me, so I remember later? Because later is so far away.

Are there any other questions? We have eight whole minutes. I think I'm going to end the city meeting early. Somebody should record it in history.

TOUK: Joanne. Someone is chiming in.

COMMUNITY MEMBER: Sorry. I want to ask a question.

JOANNE: Absolutely.

COMMUNITY MEMBER: Do you know of any other opportunities? I know there's been a lot of opportunities with the pandemic.

JOANNE: Yeah. So I would encourage -- two things -- I'd encourage everyone to sign up for civic life updates. Any grant opportunities we are putting out from our bureau or hear about in and think the community might be interested in we will put it in the Civic Life page.

Secondly, there is a seed grant coming out from Civic Life. It is coming from cannabis money. The goals of the grant are very broad and could apply to so many communities. I'd encourage everyone, if you haven't already, take a look at the seed grant that is s-e-e-d and see if it might be a good fit for you.

I do see a question from cameo. I do see a question about going over needing a non-profit to support. Absolutely. So, according to the city rules, we can only give money out to a 501 (c) 3 nonprofit. A 501 (c) 3 is what most nonprofits have to operate. Because we want to support grassroots organizations that might not have a nonprofit designation, we are asking people who want to apply but aren't a nonprofit to do something called a fiscal sponsorship.

A fiscal sponsorship is when you go to a 501 (c) 3 non-profit organization and you say hi, my name is Joanne Johnson. I'm a disability activist here in Portland and I've got this great project, but I need a fiscal sponsor. Will you fiscally sponsor me?

Every organization has their own process. They are all a little different. They are usually not that challenging. I've worked for nonprofits that were fiscal sponsors and it was honestly more work for the non-profit than for the people getting sponsored.

That's all it is, when you apply for the grant or sponsorship itself, we would say can you provide proof you have a fiscal sponsor or are a 501 (c) 3. They would give us insurance information, they would give us the paperwork and it would be -- like, that's how we

would end up giving them the check and they would pay you. That's how fiscal sponsorship works. Does that help or is there more I can explain?

COMMUNITY MEMBER: That helps. Thank you.

JOANNE: Yeah. Absolutely. And if you think of questions later, always feel free to e-mail me.

WADDAAH: I just want to do again, if you live with paralysis or know someone apply for a relief funds from Oregon spinal cord injury [oregonsci.org](http://oregonsci.org)

JOANNE: Thank you.

COMMUNITY MEMBER: I did type it into the chat but wanted Sam to know the seed grant is due October 30th. We have a week to apply for that.

JOANNE: Yeah. Thank you for saying that. I wasn't tracking the deadline. Other questions? I feel like four minutes early is still a record. Well, thank you, everyone, so much for spending part of your evening listening to me talk. If you have questions, you can always e-mail me, call me and there's a lot of information on our website, too. I really hope you apply. For those who I just met tonight, it's been a real joy meeting you and I hope we stay connected. Well, I'll hang out here just in case people have questions that they want to just ask me, but otherwise you are free to sign off.

COMMUNITY MEMBER: Thank you.

JOANNE: Thanks, everyone.