

# City of Roses Community Enhancement Grant 2023 Application Handbook

Applications due by 11:45 p.m. Monday February 27, 2023

Submit via online application form at <https://www.elevateoregon.org/metro-grant/>



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# Grant Overview

## Grant Summary

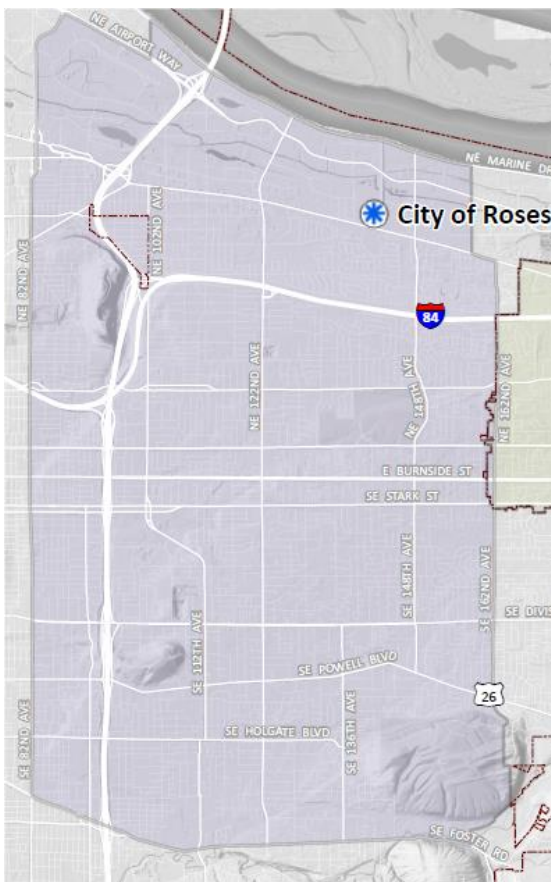
[Elevate Oregon](#) is thrilled to partner with Oregon Metro and [City of Roses Disposal and Recycling](#) to administer a new grant program. The program is funded by an enhancement fee collected on materials brought to the City of Roses facility. This is part of a regional [Community Enhancement Program](#) to fund community grants near each of the region's garbage transfer facilities.

The goal of this program is to provide funds to non-profits, schools, and local governments who implement programs, services, and community improvements in a designated grant boundary area.

Funds can be awarded for projects that provide programs and services to underserved populations, improve neighborhood livability and safety, and improve natural areas and the environment.

The City of Roses Enhancement Grant will also empower and equip youth by supporting their ability to self-determine how grant funds get invested back into their community. A Committee comprised of high school students in the Elevate Oregon program and adult community members will review grant proposals and select grant recipients.

## Grant Boundary Area



The grant boundary area generally encompasses areas of NE and SE Portland enclosed by NE Marine Dr (North), 162<sup>nd</sup> Ave (East), Foster Rd (South), and 82<sup>nd</sup> Ave (West).

All grant applications must propose projects that deliver benefit to the people and communities within this geographic boundary.

For more information, contact KJ Mack, [kj@elevateoregon.org](mailto:kj@elevateoregon.org)

**GRANT TIMELINE**

<b>January 1<sup>st</sup>, 2023</b>	<b>Grant applications open – applications submitted via online Wufoo form.</b>
January 19 <sup>th</sup> , 2023 1-2 p.m. (PST)	Optional info session via Microsoft Teams. Registration not required. <a href="#">Click here to join the meeting</a> Meeting ID: 233 679 802 917 Passcode: qZkhKn
<b>February 27<sup>th</sup>, 2023 by 11:45 pm</b>	<b>Applications Due</b>
May 2023	Grant awards announced; contracts developed
July 1 <sup>st</sup> , 2023	Grant funds available
<b>June 30<sup>th</sup>, 2024</b>	<b>Projects completed (unless time extension approved)</b>
July 15 <sup>th</sup> , 2024	Mandatory Final Report and fiscal year-end reimbursement due

**Goals of City of Roses Enhancement Grant**

Any proposed project must meet one or more of the following goals.

\*The City of Roses Enhancement Committee will evaluate grants in part on how well the project supports one or more of these goals and its ability to create benefit for underserved populations through the project impacts and partnerships.

- Provide programs, training or services that benefit youth, seniors, low income persons, people of color, veterans or other underserved populations
- Increase reuse, recycling and waste prevention opportunities
- Improve the environmental quality of the area
- Preserve or enhance wildlife and natural areas within the target area
- Improve or increase recreation opportunities for residents in the target area
- Rehabilitate and upgrade property owned or operated by non-profits
- Improve the safety, appearance or cleanliness of neighborhoods

*\*Underserved populations: For this fund underserved populations are defined as groups of people that have been marginalized, underrepresented or suffered past institutional discrimination including people of color, youth, seniors, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds. Marginalizing people denies access or blocks them from rights, opportunities and resources to which those in the dominant culture have easier access.*

## Available Funding

The 2023-2024 grant cycle will fund approximately \$100,000. The maximum individual grant award size is \$25,000. Grants will cover one year (July 1<sup>st</sup>, 2023 – June 30<sup>th</sup>, 2024).

## Eligible Grant Expenses

*Eligible grant expenses include but are not limited to:*

- Staff time: Costs directly attributable to designing, implementing or evaluating the project. May include benefits such as health insurance, retirement funds, etc.
- Professional consultant or contractor services hired for the purpose of the project
- Materials and supplies
- Indirect or overhead costs up to 10 percent of the total grant award. Eligible indirect or overhead costs include expenses incurred by the organization that are identifiable and benefit the project. Eligible costs may include accounting and financial resources, management, planning or support resources, space and equipment.

## Eligibility Requirements

Community groups, neighborhoods, nonprofits, schools and school groups, government agencies, faith groups and service groups with nonprofit or other tax-exempt status may apply. Applicants may use a fiscal sponsor if needed.

Applicants and projects must meet all of the following requirements to be eligible for funding

- The project must be located in the enhancement grant area boundary or must benefit individuals, programs or community infrastructure located inside the boundary. Applicants are not required to be physically located in the target area but programs must benefit the residents within it.
- The project applicant is A) a non-profit or charitable organization with 501(c)(3) status under the Internal Revenue Service; B) local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer; or C) K-12 school.
- The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- The project must not promote or hinder religion.
- The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

## Application Process

### How to Apply

Proposals will only be accepted through the designated online Wufoo form. [Follow this link](#) to access the online form through our grant webpage.

Please submit your application **by 11:45 pm on Monday, February 27<sup>th</sup>, 2023**. Applications that meet all eligibility requirements will be reviewed by the City of Roses Enhancement Committee. It is the responsibility of the applicant to ensure their program is sufficiently defined so that the committee can review the application.

A confirmation email will be sent to you by Wufoo once the application is received. If you do not receive a confirmation, please let KJ Mack know as soon as possible, [kj@elevateoregon.org](mailto:kj@elevateoregon.org).

**IMPORTANT:** We HIGHLY RECOMMEND completing your application in a separate Microsoft Word or Google document and cutting-and-pasting your answers into Wufoo. Be sure to double check your formatting (e.g. bullets, hyphens) after pasting into the Wufoo form. Wufoo does not have a save progress feature so you will need to complete the form in one sitting once you open and begin working on it.

### Application Questions & Attachments

The application includes verification of eligibility requirements and the following questions and attachments:

1. Briefly describe the project or program. Where will it take place? **(150 words or less)**
2. Please describe which program goal(s) your project meets and how it addresses a specific community need. How did you identify this community need? **(400 words or less)**
3. What outcomes will your project achieve and who will benefit from your grant proposal? Highlight any aspects of the project where underserved populations will be involved and benefit from the project activities. **(400 words or less)**
4. Provide a simple timeline for your project or program, including your expected start and completion dates and a list of primary activities or major milestones. **(250 words or less)**
5. Describe the background, skills, and expertise of the individuals and organizations that will implement the project. **(400 words or less)**
6. How will you know you've succeeded? What information can you gather to help Elevate Oregon understand how you are reaching the program goal(s) and outcomes stated in Questions #2 and #3? **(150 words or less)**
7. Describe if other project partners will be involved and how they will contribute to the project. If you have no partners indicate N/A. **(150 words or less)**

Additionally, please upload the following attachments:

**\*Attachment: Budget:** including but not limited to staff time, professional services, materials and supplies, indirect or overhead costs up to 10% of the total grant award. Applicants are not required to indicate any funding match for the proposal. You must also provide a budget narrative in the application.

*\*You may use the budget template provided below to complete this section.*

(INSERT ORGANIZATION NAME & PROJECT TITLE)	
Funding Uses/Expenses	Amount Requested
Staff time	\$0
Professional services	\$0
Materials, supplies, equipment	\$0
Transportation costs	\$0
Indirect or overhead costs	\$0
Client services	\$0
Food	\$0
Printing and reproduction	\$0
Training expenses	\$0
Misc. expenses	\$0
<b>Total</b>	<b>\$0</b>

**BUDGET NARRATIVE:** *Please describe more specifically how the project funds will be used. Include descriptions for each line item in the budget including but not limited to staff time, professional services, materials and supplies, transportation costs, up to 10% indirect or overhead costs, and any other costs.*

- *Staff time - list salaries and administration costs (staff)*
- *Professional consultant or contracted services hired for the project, stipends*
- *Materials, supplies and equipment - list items, quantities, prices*
- *Transportation costs - please itemize (E.g. mileage, transit passes, school bus rental)*
- *Indirect or overhead costs up to ten percent of project budget - (E.g. utilities, rent, telephone, insurance, fiscal administration)*

**Attachment: 501(c)(3) tax-exempt status statement** or your organization’s 501(c)(3) IRS determination letter (if applicant is not a school or government agency). Applicants without 501(c)(3) status may apply through a fiscal sponsor with this status.

**Attachment: Landowner permission.** A letter stating permission to use property by land owner or manager (Only applicable if the proposed project requires any property upgrades on property the applicant does not own).

**Attachment: Letters of support (optional).** Please feel free to provide letters of support from organizations that will partner with you on the project or who will benefit from project outcomes.

### **Application Review and Evaluation**

Applications will be reviewed and evaluated by the City of Roses Community Enhancement Committee. The committee is comprised of 10 members - 8 high school students in the Elevate Oregon program and 2 adult community members. The committee evaluates grant applications based on the following evaluation criteria and committee discussion on the strengths of the proposed projects.

- On a scale of 1-4 how well does the proposed project deliver impact and address community needs?
- On a scale of 1-4 how well does the proposed project create benefit for underserved populations through the project activities and partnerships?
- On a scale of 1-4 are the project activities, timeline, budget, and experience sufficient to create the impact the project proposes?

*\*These scores will be the beginning of a committee conversation about grant awards and are not the sole factor in selecting grants. In addition to these scoring criteria, reviewers will consider other factors they find compelling and not compelling about the proposal.*



## Contracting, Grant Payments, and Reporting

### **Contracting and Insurance Requirements – ALL APPLICANTS PLEASE REVIEW**

Applicants who receive funding will enter into a contractual agreement with Elevate Oregon that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal sponsor, if applicable. Funds may not be pre-committed or spent prior to a completed and signed contractual grant agreement. When external factors impact deliverables from being completed within timeline, grantees may request a contract amendment or extension.

All grant recipients will be required to have the following types of insurance and provide proof of coverage during the contracting phase:

- Commercial General Liability covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability must be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. Elevate Oregon and its employees must be named as an ADDITIONAL INSURED.
- Automobile bodily injury and property damage liability insurance. Insurance coverage must be a minimum of \$1,000,000 per occurrence. Elevate Oregon and its employees must be named as an ADDITIONAL INSURED.
- Workers compensation coverage in compliance with Oregon law.

Please email [kj@elevateoregon.org](mailto:kj@elevateoregon.org) if one or more of these insurance requirements would present a barrier to your organization or business.

### **Grant Payments**

Grant funds are primarily distributed on a reimbursement basis. This means funds must be expended before being reimbursed. Grantees can invoice as frequently as once per month. Once a grantee submits a reimbursement request, the payment will be issued within 30 days of Elevate Oregon's approval of the request. Each reimbursement request must include a budget narrative describing how grant funds were used to advance the activities and outcomes of the project.

An optional 30% grant initiation payment is available upon request to help cover initial costs of the funded projects. This means grantees can request up to 30% of their total grant award at the beginning of the project before project expenses have been incurred.

### **Reporting**

A final report is due upon contract completion that gathers information on final project outcomes and communities served, successes, and challenges of the project. Upon request the grantee will provide Elevate Oregon with copies of any grant products including but not limited to photos, curriculum, videos, guides, and brochures.

**Questions?**

For questions about the application process or to schedule personal grant assistance, please contact KJ Mack, Community Engagement Specialist, [kj@elevateoregon.org](mailto:kj@elevateoregon.org).