

City of Roses Community Enhancement Grant 2024 Application Handbook



Applications due by 11:45 p.m. Monday February 26, 2024

Submit via online application form at

<https://elevateoregon.wufoo.com/forms/2024-city-of-roses-enhancement-grant-application/>

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Program Overview

Grant Summary

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

This program provides 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.

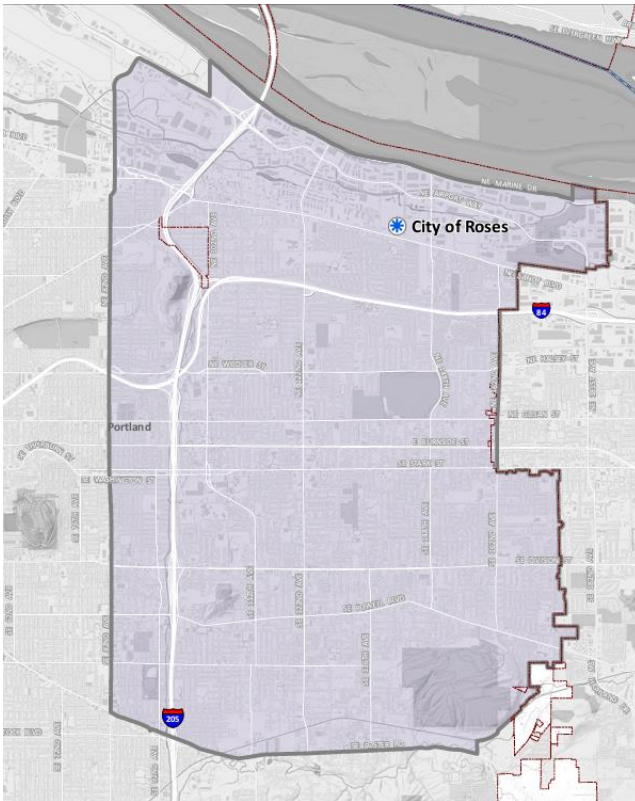
The City of Roses Grant Team

Our program uniquely equips and empowers [Elevate Oregon](#) youth toward success and community engagement by actively involving them in the grantmaking process. We center student learning and the development of key leadership skills while also giving our youth the ability to self-determine how grant funds get invested back into their community. The City of Roses Grant Team is comprised of 10 high school students in the Elevate Oregon program and 2 adult advisors. They collaborate to establish program parameters, review grant proposals, and select grant recipients.



Grant Details

2024 Grant Boundary Area



The grant boundary area generally encompasses areas of NE and SE Portland enclosed by NE Marine Dr (North), The Portland-Gresham border (East), Foster Rd (South), and 82nd 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

GRANT TIMELINE

January 1st, 2024	Grant applications open – applications submitted via online Wufoo form.
January 11 th , 2024 1-2 p.m. (PST)	Online Grant Support Session #1 (optional) Registration not required. Click here to join meeting
February 1st, 2024 10-11 a.m. (PST)	Online Grant Support Session #2 (optional) Registration not required. Click here to join meeting
February 26th, 2024 by 11:45 pm	Applications Due
March-May 2024	City of Roses Grant Team reviews proposals
May 2024	Grant awards announced; contracts developed
July 1st, 2024	Grant funds available
June 30 th , 2025	Projects completed (unless time extension approved)
July 15 th , 2025	Mandatory Final Report and fiscal year-end reimbursement due

Community Enhancement Goals & Priorities

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

However, this year the City of Roses Grant Team will give priority to projects that improve the safety, appearance or cleanliness of neighborhoods and demonstrate impact to youth, low-income persons, or people of color.

- 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 communities include but are not limited to people of color, youth, seniors, veterans, people with disabilities, low-income communities.*

Available Funding

The 2024 grant cycle will fund approximately \$155,000.

The maximum individual grant award size is \$35,000.

Grant funding will cover one year (July 1st, 2024 – June 30th, 2025).

Eligibility Requirements

Who Is Eligible to Apply?

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 is located in the enhancement grant area boundary or benefits individuals, programs or community infrastructure located inside the boundary. If applicants are not physically located in the target area, their project must guarantee sufficient impact to the residents within the target area.
- The project applicant is one of the following:
 - a non-profit or charitable organization with 501(c)(3) status under the Internal Revenue Service
 - a local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer
 - a K-12 school
- The project does not replace any other readily available source of federal, state, local or regional funds.
- The project does not promote or hinder religion.
- The project does 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.

What Are 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.

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 26th, 2024**. Applications that meet all eligibility requirements will be reviewed by the City of Roses Grant Team. 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.

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 content and 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.

Writing Tips

- **Simple is better.** Use common, accessible language in your proposal (Keep in mind that your primary audience will be high school students).
- **Clarity is key.** Make sure you directly and fully answer the different components of each question in the application.
- **Quality over quantity.** Air on the side of quality over quantity when answering the questions. (i.e. don't feel pressure to reach the word count limit)
- **Avoid careless errors.** Please double check for spelling and grammatical errors before submitting your proposal.

Application Questions & Attachments

1. Briefly describe the project or program. Where will it take place in relation to the boundary area? (150 words or less)
2. Please describe how your project addresses a community need and how you identified this need. (300 words or less)
3. Please highlight any aspects of the project where youth, low-income persons, or people of color will benefit from project activities or be involved. (300 words or less)
4. Provide a simple timeline for your project or program. Include your expected start and completion dates and a list of primary activities or major milestones. (200 words or less)
5. What outcome(s) do you hope to achieve? What information and data can you gather to help Elevate Oregon understand how you are reaching those outcomes? (300 words or less)
6. 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 + Narrative:** including but not limited to staff time, professional services, materials and supplies, indirect or overhead costs up to 10% of the total grant award.

**Please use a simple budget like the template provided below to complete this section.*

Applicants are not required to indicate any funding match for the proposal.

(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
Total	\$0

BUDGET NARRATIVE: *Please describe more specifically how the project funds will be used. Include descriptions for each line item in your budget*

Example

- *Staff time - list salaries, administration cost, and position summaries*
- *Professional consultant or contracted services hired for the project, stipends*
- *Materials, supplies and equipment - list items, quantities, prices, etc.*
- *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).

Application Review and Evaluation

Grant applications will be reviewed and evaluated by the City of Roses Grant Team. Applications will be evaluated by the following criteria and group discussion on the strengths and weaknesses of the proposed projects.

*Scoring Criteria:

- On a scale of 1-4 how well does the proposal make a compelling case for the community need and work described?
- On a scale of 1-4 how well does the proposed project align with the 2024 grant priority?
- On a scale of 1-4 how well does the proposal demonstrate alignment and consistency between project activities, stated outcomes, timeline, and budget?

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

Contracting, Grant Payments, and Reporting

Contracting and Insurance Requirements – PLEASE REVIEW CAREFULLY

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. Grantees may request a contract amendment or extension if external factors prevent deliverables from being completed within stated timeline.

*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 if one or more of these insurance requirements would present a barrier to your organization or business. Additionally, certain requirements may be waived for your organization, if applicable.*

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% advance 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

Grantees will receive a link to complete a final online grant report form. This report is due after the project has been completed. It will gather information on project outcomes, communities served, successes, and challenges of the project. Upon request the grantee will also 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.