SE Uplift

2019 Community & Civic Engagement Small Grant Handbook

Applications Due By: February 8, 2019

NEVER APPLIED FOR A GRANT BEFORE? NO PROBLEM!

No prior grant experience is necessary. In fact, many first time grant recipients are awarded Small Grants every year.

Interested community members are strongly encouraged to attend one of SE Uplift's grant information workshops and to contact SE Uplift for feedback on their project idea or draft application. We're here to help!

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HAVE QUESTIONS?

Please contact:
Muz Afzal
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SE Uplift Neighborhood Coalition
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(503) 232-0010 x 319
muz@seuplift.org

www.seuplift.org/nsg

PROGRAM INFORMATION

Now in its 12th year, the Small Grants program offers the opportunity to engage community members across the City. By offering seed-money, training, and technical support, the program enables people and organizations to identify community needs, develop collaborative projects, and see their ideas through to completion. The Community and Civic Engagement Small Grant program builds the skills and capacity of project leaders to shape the place where they live. Increased capacity creates confidence, and from confidence grows ongoing engagement of new community leaders.

ELIGIBLE PROJECTS

1. Proposed projects must directly involve and engage the community as active participants and achieve one or more of the following goals:

- Increase the number and diversity of people who are **involved and engaged** in the broader community.

- Strengthen **community capacity** to create change by building community leadership, identity, skills, relationships, and partnerships.

- Increase community **impact on public decisions** and community life.
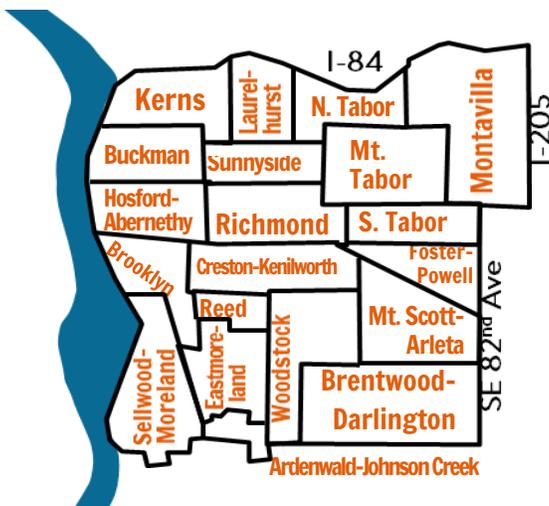
2. Proposed projects must begin after March 11, 2019 and be able to be completed by January 28, 2020.

3. Proposed projects may not have received funding from SE Uplift two or more times in the past. However, previously successful grant recipients may apply for a different project, or a distinctly different phase of the project from which they received funding twice previously.

4. Projects must take place in and benefit the residents in the **SE Uplift Coalition area**.

WHO MAY APPLY

1. Applications will be accepted from nonprofit organizations, community groups, and collaborative project teams. Individuals are not eligible to apply.

2. The applicant must be a nonprofit tax exempt organization, have fiscal sponsorship from a nonprofit tax exempt organization or government entity, or apply for fiscal sponsorship through SE Uplift.

Not a 501(c)3 non-profit?

To learn about fiscal sponsorship options, including how to apply through SE Uplift, visit our website.

3. Past SE Uplift Small Grant recipients must have completed their project and submitted their final reporting paperwork. Current SE Uplift grant recipients must contact SE Uplift prior to applying to verify sufficient progress towards completing their grant project.

PARTNERSHIPS

Partnerships are encouraged but not required. To qualify as a partnership, the partnering organization must contribute to the project in a substantial and meaningful way. This could include providing critical resources, services, or technical expertise, or collaboratively executing the project. For each organization identified as a partner, the applicant must submit a formal letter of support from the partnering organization that outlines their specific role in the project.

GRANT AMOUNT

Over **$25,000** is available to nonprofit organizations and community groups. Grant proposals can range from **$300 to $4,000**. The average Small Grants award is **$2,400**.

FUNDS CANNOT BE USED FOR

- Costs that may be incurred in preparing this application or evaluating the project
- Direct social services such as food baskets or health clinic services
- Ongoing general organizational support such as rent, utilities, or staff
- Direct grants, scholarships or loans for the benefit of specific individuals
- Fundraising activities or community events that cost money to attend*
- Capital projects, unless built by volunteers
- Items intended for sale

*Events may have a suggested donation.

FUNDING PRIORITIES

Preference will be given to applications:

- Submitted by, or in direct partnership with, organizations predominately led by and/or involving people from historically underrepresented or underserved communities including communities of color, immigrants and refugees, low-income people, renters, people with disabilities, and LGBTQ people.

- That have strong community support and involvement as demonstrated by volunteer hours and donated or discounted services over applications that are primarily coordinated and executed by paid personnel.

APPLICATION DEADLINE & SUBMISSION

Applications may be emailed, mailed, or hand delivered to SE Uplift and must be received by **Friday, February 8, 2019**. This is not a postmark deadline. Applications received after the deadline will not be accepted.

Mail: SE Uplift
Attn: Muz Afzal
3534 SE Main St
Portland, OR 97214

Drop Off: SE Uplift
3534 SE Main St
Portland, OR 97214
Mon-Thurs 10 AM – 5 PM

ELECTRONIC SUBMISSION PREFERRED

Email: muz@seuplift.org

Applications may be submitted in any language. SE Uplift recommends that applicants submit their application at least a few days early to ensure there is time to respond if notified that their application is incomplete. **For the application checklist, see page 7**. If you have questions about the application or submission process please contact Muz Afzal, SE Uplift's Small Grants Manager, at (503) 232-0010 x 319 or muz@seuplift.org.

SELECTION PROCESS

Grants will be awarded through a competitive process. Grant applications will be reviewed by a committee made up of community volunteers and representatives from neighborhood and community-based organization. Applicants may be contacted during the review process for additional information. Applications will be evaluated and scored based on their alignment with grant program goals and potential impact, level of community engagement, feasibility and budget, and degree to which they advance equity.

GRANT TIMELINE

Applications must be received by **February 8, 2019**. Applicants will be notified of grant decisions by **March 6, 2019**. Projects that are awarded funding will be required to meet with SE Uplift to review and sign a grant agreement. Grantees must complete their projects, expend all grant funds, and submit their final reports no later than **January 28, 2020**.

Application Available	Grant Workshops	Applications Due	Award Notification	Grant Celebration	Projects Complete
Oct 19, 2018	Dec & Jan, 2018/9	Feb 8, 2019	March 6, 2019	March, 2019	Jan 28, 2020
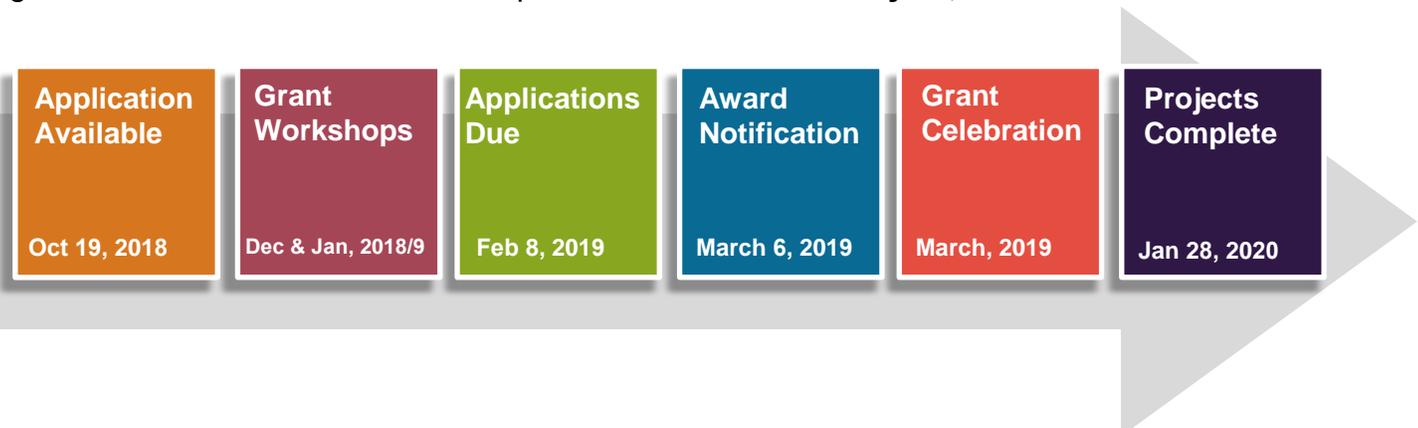
RESPONSIBILITIES OF GRANT RECIPIENTS

If awarded a grant, recipients are expected to:

- Attend an orientation session prior to receiving funds.

- Clearly acknowledge support from SE Uplift in their programs and all related promotional material including publications and websites.

- Complete their projects and spend all grant funds by January 28, 2020.

- Submit a final grant report that will include a 2-3 page narrative, budget summary, and images of the project. The final report must be submitted within 30 days of the completion of the project and no later than Tuesday, January 28, 2020.

SUPPORT FOR GRANT WRITERS

You may contact SE Uplift at any time if you have questions. Time permitting, we are happy to assist you at any stage in your process – from discussing your project idea to reviewing a draft application. You can reach Muz Afzal, SE Uplift's Small Grants Manager, at 503-232-0010 x 319 or muz@seuplift.org.

Applicants are also strongly encouraged to attend one of SE Uplift's grant information workshops in December or January. Workshops will include an overview of project criteria and eligibility requirements, tips for writing successful grant applications, and opportunities for attendees to ask questions and get feedback on project ideas. To RSVP for one of our workshops please visit www.seuplift.org/nsg.

CHECKLIST

A complete grant application must include the following components. Do not include any additional documents. Cover page, narrative, and budget forms can be found on our **website**.

1) Cover Page: Include all applicable information requested using the form provided.	
2) Narrative: Answer all questions in the order they are listed on the narrative form. No more than three pages singled spaced.	
3) Budget: Complete all four columns of the budget form.	
4) Proof of Eligibility: • **Nonprofit organizations:** Include your IRS nonprofit determination letter. • **Projects with fiscal sponsorship:** Include your fiscal sponsor's IRS nonprofit determination letter and the fiscal sponsor verification form. • **Projects applying for fiscal sponsorship with SE Uplift:** Include a SE Uplift fiscal sponsorship request form.	
5) Partnership Letters (if applicable)**:** Include a letter of support from any partner organizations explaining how they will actively participate in the project.	

COVER PAGE

The cover page should be the first page of your application and will provide a reference and summary for reviewers.

- **Project Name:** A brief descriptive title for your proposed project.

- **Applicant Organization / Group:** The lead organization or group responsible for submitting the application, coordinating the project, and meeting all grant requirements. Please note that if the applicant is a neighborhood association, the proposed project must first be formally voted on and approved by the board.

- **Project Coordinator:** The name of the primary contact person for the application and grant administration.

- **Phone:** The contact person's telephone number.

- **Email:** The contact person's email address.

- **Mailing Address:** The contact person's mailing address.

- **Partner Organizations:** The names of any organizations officially partnering on the proposed project. Please note that a partnership with a neighborhood association requires a formal vote and approval by the board. Partnerships are optional - if there are no partnerships, write 'N/A'.

- **Requested Funding Amount:** The total dollar amount being requested (between $300 and $4000).

- **Project Summary:** The project summary should be fewer than 75 words and provide a short, stand-alone description of the project. Think of this as a brief explanation that could appear in a press release or other publicity document.

NARRATIVE

The project narrative should not exceed three pages single spaced. To ensure that all required information is included and to assist the Grant Review Committee in evaluating each proposal, please answer all the prompts in the order they are listed on the narrative form.

1. **Project description, goals, and anticipated outcomes:** This section will likely be the longest part of your narrative and should answer the following questions: What do you propose to do and why? What specific activities will the project include? What are the objectives and anticipated outcomes of the project and how will you measure success? Most importantly, how does your project directly relate to one or more of the grant program goals?

   - Increase the number and diversity of people who are involved and engaged in the broader community
   - Strengthen community capacity to create change by building community leadership, identity, skills, and relationships
   - Increase community impact on public decisions and community life

2. **Participants:** Who will participate in your project activities and how will they be involved as active participants? How many people will your project engage? Was your target audience involved in developing your project activity? If so, how?

3. **Promotion:** How will you build awareness of your project? What types of outreach will you use to reach your target audience?

4. **Group Capacity:** What skills, experience, resources, or partnerships does your project team have that will ensure you are successful? Does your project team reflect the community you hope to engage? Are there additional resources or partnerships that you plan to reach out to?

5. **Timeline:** When will you begin and complete your project? What key steps will your project team take to accomplish your project, such as planning, outreach, creation, events, etc.?

6. **Grant Funds:** How are your budget items reasonable and necessary to complete your project? How did you arrive at the costs? Are they best guesses or estimates from vendors? Are there budget items that are absolutely essential for the success of the project? How have you leveraged additional resources like volunteer time, in-kind donations, or other financial contributions?

BUDGET

The following is intended to serve as a guide for preparing the project budget. It includes information on identifying and clarifying overall project costs and instructions for preparing the required budget documentation. The budget should be clear, appropriate and sufficient to complete the project. Costs should clearly support the proposed tasks and be consistent with the project narrative.

The budget form is divided into 4 different columns and is designed so you can specify which line items grant funding is needed for and which will be funded through other sources.

Budget Item Description: Provide a brief description of each item needed to complete the proposed project.

Requested Funds: Amount of money requested for each line item from the Neighborhood Small Grants program.

Leveraged Funds: Any additional dollars supporting this project. This could include grants from other organizations or direct financial support (cash donations) from other sources.

In-Kind Donations, Services & Time: Estimate the value of any in-kind donations and/or volunteer hours. In-kind donations may include project materials, technical assistance from professionals, space rental, etc.

To complete the budget, identify ALL costs associated with the project and list them under the appropriate category. The following are descriptions of the line item categories in the budget form. Feel free to add and delete rows to best fit your project.

WORD BUDGET FORMATTING

To add more lines to a budget category, right -click in the last row of the category, point to 'Insert' and select 'Insert Rows Above.'

- **Personnel:** Include costs for professional services, participant stipends for items such as travel, donated services and labor, and general volunteer hours. Donated services or labor should be valued at the rate these individuals would have been paid for their services. General volunteer hours should be valued at $24.14/hr.

- **Supplies & Materials**: List all items needed to build and complete the project. Donated equipment and supplies should be valued at the retail market rate these materials or equipment would cost if purchased. For discounted materials made available at a reduced rate by a retailer, the difference between the retail and discount price may be counted as an in-kind donation.

- **Outreach & Publicity:** List costs associated with advertising, printing, and mailing.

- **Event Related Expenses:** List any event costs such as space rental, equipment rental, food, etc. Loaned equipment and donated rental space should be valued at the market rate.

- **Permits:** List any fees associated with permits for events, installation, etc.

- **Other:** List any costs that are not specific to any of the above categories.

- **Administration:** List any fiscal sponsorship fees or costs associated with project management or accounting. Administration cannot exceed 10% of the grant request amount. SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations.

> **SE Uplift Fiscal Sponsorship Fee Calculation**
>
> SE Uplift bases our fiscal sponsorship fee off your total grant award. To calculate your fee, multiple your subtotal by 0.075 and then divide by 0.925.

Example:

	Budget Item Description	Requested Funds	Leveraged Funds*	In-Kind Donations, Services & Time**
Personnel	Lead Mural Artist Fee	$1,000	$2,000 (RACC grant & business donations)	$500 (discounted fee)
	Volunteer Painters			$2,896.80 (~120 hrs x $24.14)
	Volunteer project coordination			$4,828 (4 coordinations x ~50 hrs each x $24.14)
Supplies & Materials	Paint & paint supplies	$2,200	$250 (donations from businesses)	$400 (donated by Sherman-Williams)
Outreach & Publicity	Flyers to announce project & invite to participate	$200		$482.80 (Flyer distribution 20 hrs x $24.14)
Permitting & Fees	Mural Fee			$50 (waived by RACC)
Subtotals		$3,400	$2,250	$9,157.60
Admin	7.5% SE Uplift Fiscal Sponsorship	$276		
TOTALS		$3,676	$2,250	$9,157.60