SLIDES

• Who Is SE Uplift?
• Overview of Neighborhood Small Grant Program
• Who Can Apply
• Grant Program Goals & Examples
• Selection Criteria
• Tips for Success
SE Uplift Neighborhood Coalition

SE Uplift works to foster healthy communities by engaging people in making their neighborhood what they want them to be. The Neighborhood Small Grants program is one of many programs that allow us to do this.

Our Values:

• Relationship-Building
• Community Involvement
• Grassroots Democracy
• Diversity and Inclusiveness
• Capacity Building
Neighborhood Small Grants

- Supports collaborative community projects that foster civic engagement, strengthen community capacity, and increase community voice.
- Funds available this year over $23,000
- Grant proposals can range from $300 to $4000
- Unique = great for 1st time grant writers
- Program helps build the skills and capacity of project leaders to create lasting change.
- SE Uplift Community Resource Program Manager is available to provide feedback on project ideas and draft applications.
January 10, 2017
Applications due.

Jan & Feb, 2017
Grant committee reviews applications.

March, 2017
Award notification.

March, 2017
Grantee orientation and celebration.

January 29, 2018
Projects complete and reports due.

Don’t wait till the last minute to submit your application!
Are You Eligible?

**Applicant**

- Non-profits, community-based organizations, grassroots groups or project teams
  - Preference given to proposal submitted by or in direct partnership w/ organizations predominantly led by or involving people from historically under-represented communities.
  - Do not have to have prior grant experience
  - Do not have to be a 501(c)3
    - Can use fiscal sponsorship (more on this later)

**Project:**

- Must take place in and benefit the residents w/in SE Uplift’s boundaries
  - Project must be able to be completed by January 29, 2018
  - Project has not received funding from SE Uplift two or more times in the past
  - Must directly involve and engage the community and achieve one or more of the grant program goals.
Involve & Engage

Elements of participation:

1. **When**: Consider the different phases of your project that the community could be involved with (planning, implementation, after completion, etc.)

2. **Who**: Consider who will be involved in each of those opportunities for engagement.

3. **How**: Consider how they will be involved (passive vs. active.)

Other considerations:

- **Depth vs breadth**
  - Large number of individuals engaged on a more surface level vs small number of individuals engaged on a deeper level.

- **Goals & Objectives**
  - When, who, and how you engage and involve the community will depend on your project goals and objectives.
GRANT PROGRAM GOALS

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

- **Emergency Preparedness Workshops**
- **Interactive Social Justice Theater Performances**

Increase community impact on public decisions.

- **Community Input Box and Workshops About New Development**
- **Equity-focused Oral History Jukebox**

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

- **Leadership Trainings**
- **Youth Classes on Community Organizing**

Increase community impact on community life (livability).

- **Community Litter Pickups**
- **Community Gardens**
Selection Criteria

**Fit with Goals & Potential Impact**
- Does the narrative make a case for how the project matches one or more of the grant program goals?
- Are those goals central to the project?
- Will the project have meaningful impacts / benefits for the community?

**Feasibility & Budget**
- Are the budget and timeline realistic and reasonable?
- Are all aspects of the project well thought out and clear?
- Does the applicant have the necessary resources to implement the project?
- Was there a reasonable effort to leverage additional resources?

**Engagement & Diversity**
- Does the project directly involve and engage the community?
- Who will participate? Is the outreach plan sufficient to reach target audience?
- Does the project advance the leadership or voice of historically under-represented or under-served communities?

**Inspiring Qualities**
- Is the project inspiring, interesting, innovative or particularly original?
How To Apply

Submit the following items:

1. Cover Page
2. Narrative
3. Budget
4. Proof of Eligibility
5. Partnership Letters (if applicable)
### Project Name: Community Leaders Training Series

### Applicant Organization / Group: Portlander Civic Action Network

**Applicant Organization Nonprofit Status:** Please select one of the options below and include the associated proof of eligibility documents with your application.

- [X] 501(c)3 Organization  
  [Please attach IRS nonprofit determination letter]
- [ ] Fiscally Sponsored by 501(c)3 Organization  
  [Please attach IRS nonprofit determination letter and fiscal sponsor verification form]
- [ ] Applying for Fiscal Sponsorship with SE Uplift  
  [Please attach SE Uplift fiscal sponsorship request form]

**Project Coordinator:** Jane Jackson  
**Phone:** (503) 581-8989  
**Email:** Jane.Jackson@gmail.com

**Mailing Address:** 10834 NW Bethany Court  
**City, State, Zip:** Portland, OR 97212

**Requested Funding Amount:** $2450

**Project Summary:** Briefly (75 words or less) summarize the activities and objectives of your project, involvement of key partners, and anticipated outcomes.

Portlander Civic Action Network will host a series of 8 trainings aimed at empowering a new generation of organizers with knowledge and skills to lead effective movements for social, racial, and economic justice. Participants will learn how to build coalitions, conduct outreach, lead major actions, and win issue campaigns.
# Narrative

1. **Please describe your project, its goals and anticipated outcomes.**
   - **Why?** Explain the need / problem and include any relevant background information.
   - **Goals:** How will the project increase engagement, build community capacity, improve livability, or increase the public’s voice in government? Show! Don’t just tell.
   - **Outcomes:** What specific outcomes do you expect as a result of your project (tangible and/or intangible)? How will you measure success?

2. **Please describe who will participate in your project activities.**
   - **Who?** Who will be involved in your project and how will it directly involve and engage the community?

3. **Please describe your group’s capacity to complete the project.**
   - **How?** What specific skills, resources, and partnerships do you have in place?

4. **Please describe how requested grant funds will be used.**
   - **Budget:** Why are budget items required to complete the project? Are costs based on best guesses or estimates from vendors?

5. **Please describe your plan to promote your project and recruit participants.**
   - **Outreach:** How will the community know about your project? What tools, strategies, messaging will you use?

6. **Please provide a simple timeline for your project.**
   - **When?** Include your expected start and completion dates, any project milestones, and major stages and/or tasks.
Budget

Funds cannot be used for:

- Costs that may be incurred in preparing the 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

Example:

<table>
<thead>
<tr>
<th>Budget Item Description</th>
<th>Requested Funds</th>
<th>Leveraged Funds*</th>
<th>In-Kind Donations, Services &amp; Time**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Mural Artist Fee</td>
<td>$1,000</td>
<td>$2,000 (RACC grant &amp; business donations)</td>
<td>$500 (discounted fee)</td>
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<tr>
<td>Volunteer Painters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer project coordination</td>
<td></td>
<td>$4,300 (4 coordinations x ~50 hrs each x $21.50)</td>
<td>$2,580 (~120 hrs x $21.50)</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Paint &amp; paint supplies</td>
<td>$2,200</td>
<td>$250 (donations from businesses)</td>
<td>$400 (donated by Sherman-Williams)</td>
</tr>
<tr>
<td>Outreach &amp; Publicity</td>
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<td></td>
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<tr>
<td>Flyers to announce project &amp; invite to participate</td>
<td>$200</td>
<td>$430 (Flyer distribution 20 hrs x $21.50)</td>
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<td>Permitting &amp; Fees</td>
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<tr>
<td>Mural Fee</td>
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<td></td>
<td>$50 (waived by RACC)</td>
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<tr>
<td>Subtotals</td>
<td>$3,400</td>
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<tr>
<td>Admin</td>
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<tr>
<td>TOTALS</td>
<td>$3,676</td>
<td>$2,250</td>
<td>$8,260</td>
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</table>
Proof of Eligibility

<table>
<thead>
<tr>
<th>If applicant is...</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>a 501(c)3</td>
<td>IRS non-profit determination letter</td>
</tr>
<tr>
<td>fiscally sponsored by another organization</td>
<td>IRS non-profit determination letter and fiscal sponsorship verification form.</td>
</tr>
<tr>
<td>applying for fiscal sponsorship through SE Uplift</td>
<td>SE Uplift’s fiscal sponsorship request form (for grant projects)</td>
</tr>
</tbody>
</table>

What is fiscal sponsorship?
- 501(c)3 organization acts as a sponsor for a project organized by a group w/o its own tax-exempt status.
- Fiscal sponsor holds funds and distributes payments for allowable grant project expenses.
- Allows group to accept tax-deductible donations for project.
Tips for Success

• Make sure project fits goals of grant program!

• Show don’t tell.

• Clarity: the proposal is clear about what the project is, why it is important and how it will be carried out.

• Be realistic: commit only to activities your group can fulfill.

• Leverage funds.

• Be creative.