



Collaborating with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being since 1968.

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## “EMERGENCY” EXECUTIVE COMMITTEE MEETING

Tuesday, September 6, 2022 | 6:45- 7 pm | Via Zoom

<https://us06web.zoom.us/j/92334943945> | Meeting ID: 923 3494 3945

*The SE Uplift Board Meeting will immediately follow*

<b>Time</b>	<b>Item</b>	<b>Presenter(s)</b>	<b>Info</b>	<b>Disc</b>	<b>Action</b>
6:45	Call Meeting to Order	Tina Kimmey, Board Chair			
6:47	Review of fiscal sponsorship renewal application: United Congolese Community Organization (UCCO)	Nanci Champlin, Executive Director	X		
6:52	Vote to approve renewal of UCCO’s fiscal sponsorship for another year	Tina		X	X
7:00	<b>Adjourn to board meeting</b>	Tina			



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## | Fiscal Sponsorship Evaluation Rubric |

This Evaluation Rubric is used to help guide the process of evaluating new projects for the SE Uplift Fiscal Sponsorship Program (FSP). It serves as a guide during an initial intake conversation with an organization/project to ensure a proper match with our FSP, and it is completed by staff to be presented to the Executive Committee to support them in evaluating organizational fit, risk and capacity during approval considerations.

### Baseline Considerations

**Applications for FSP must support and further SE Uplift's mission and values:**

**Mission:** To collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

\* SE Uplift also joyfully supports Northeast neighborhoods south of I-84

**Values:** Relationship-Building, Community Involvement, Grassroots Democracy, Sharing, Teaching and Learning, Diversity and Inclusiveness, Building Capacity

### Additional Considerations

**Preference will be given to applications that:**

- Have well defined programs and goals
- Advance the leadership or voice of historically marginalized communities
- Are led or staffed by individuals from the marginalized communities they serve
- Show a commitment to collaboration
- Demonstrate financial stability and capacity to sustain project/activity.

**Organizations that will not be considered for Fiscal Sponsorship are:**

- Organizations set up for partisan political or religious reasons.
- Organizations that participate in hate speech, have inequitable practices and are unwelcoming.

### Scoring Key.

1: Big red flag   2: Some concerns   3: Meets expectations   4: Achieves best practice

Criteria	Points	Notes/Comments
<b>Alignment and Impact</b>		
The Project furthers SE Uplift’s mission		
The Project exemplifies SE Uplift’s organizational values of <i>(listed on page 1)</i>		
<p>The Project aligns with SE Uplift’s goals of:</p> <ol style="list-style-type: none"> <li>1. Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming.</li> <li>2. Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.</li> </ol>		
<b>Location</b>		
The Project serves community members predominantly in the SEUL district area		
<b>Equitable practices</b>		
Does the organization primarily work to advance the leadership or voice of historically marginalized communities?		
Does the organization include individuals from marginalized communities in leadership roles?		
<b>Risk Assessment</b>		
The Project is current on its state nonprofit registration status		
The Project is not party to a lawsuit or ordered mediation process		
The Project has a governing body to oversee the Project’s overall success		
The Project is not set up for partisan political or religious reasons		
The Project’s activities are consistent with our 501(c)(3) limitations		
The Project does not benefit a private party		
The Project has a positive reputation in the community		
The Project does not engage in activities that could injure or harm participants		
The Project has the capacity to fulfill funder requirements		
The Project Coordinator has sufficient expertise and experience to manage the project		
<b>Equity Assessment</b>		
The Project primarily works to advance the leadership or voice of historically marginalized communities		
The Project staff or volunteers reflect those from marginalized communities (BIPOC, LGBTQIA, immigrant/refugees, youth)		
The Project demonstrates a commitment to DEIA		
<b>Capacity Assessment</b>		
The Project intends to seek funding through: Grants		
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner		
The Project plans to seek 501(c)3 designation		

View results

## UCCO Renewal Application

### Fiscal Sponsorship Annual Report

Reflect on the previous year and answer the following questions for each project that your organization wishes to renew. If a question is not relevant to your project, please write in 'n/a.'

1. **Name of Project/Event/Activity:** \*

Community Digital Navigator Pilot Program

2. **Successes:** Describe the project's benefits (tangible and intangible) to the community. List any project milestones and/or main activities accomplished in the past year. \*

To help individuals to find and apply for affordable connectivity, obtain low cost or free computing device, complete online tasks and connect with digital skills training and technical support.

This is a pilot project that will be newly started once funded.

3. **Mission compatibility:** Describe how you think your project met SE Uplift's mission of "collaborating with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being." \*

The project will ensure that the beneficiaries will include Congolese people despite any kind of disability and seniors receive relevant information to secure internet access and devices, in order to build foundational digital skills that will improve the economic, health, and social well being. This project will give opportunity to learn from digital navigators about digital barriers and support them by the digital divide need that could potentially take away barriers for self reliance.

4. **Did you use SE Uplift's tax id to fundraise? How?** (list all grant applications, donations, in-kind, other) \*

SE Uplift will be link between United Congolese Community Organization of Oregon (UCCO) and the donors ( Comcast).

5. **Did you raise funds without SE Uplift's tax id? How much did you raise?** \*

Yes, funds will be given by the donors depending on the amount agreed on the grant proposal.

6. **Number of volunteers that participated with your project/event /activity** (Give your best estimate.) \*

12

7. **Number of attendees at each event, meeting or other gathering** (Give your best estimate) \*

25

8. **Did your project build partnerships and/or relationships with other non-profit organizations, businesses, public agencies or community groups?** Think about who helped you fundraise, recruit volunteers, or get the word out about your project. Include names of businesses, agencies and other non-profit groups that you worked with below. \*

Yes, the City of Portland is the initiator of this project.

## Contact and Organization Information

9. **Applicant Organization / Group:** \*

United Congolese Community Organization of Oregon (UCCO)

10. **How does your organization's mission align with the mission of SE Uplift?**

*(To collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.) \**

We are a cultural specific community-based organization with a 503 (c)3 in the US, focusing mostly on the improvement of quality of life for Congolese and other African communities made mostly of refugees and immigrants. Our organization provides programs and services including Mutual Assistance, Mass Education, Social and Legal Services, Advocacy and Youth and Young Adult Programs.

11. **Primary Project Coordinator First Name:** (The person who will be SE Uplift's main point of contact and is responsible for the organization's fulfillment of the terms outlined in a fiscal sponsorship contract. This person should be authorized to sign the contract) \*

Eugene

12. **Primary Project Coordinator Last Name:** \*

Sadiki

13. **Primary's Phone:** \*

503-913-1397

14. **Primary's Email:** \*

ucco243@gmail.com

15. **Primary's Mailing Address:** \*

3534 SE Main St

16. **City, State, Zip Code:** \*

Portland, OR 97214

17. **Secondary Project Coordinator First Name:** (A backup contact in the event we are unable to reach your primary contact. This person should be authorized to sign the contract) \*

Yamungu

18. **Secondary Project Coordinator Last Name:** (A backup contact in the event we are unable to reach your primary contact) \*

Seraya

19. **Secondary's Phone:** \*

503-867-7488

20. **Secondary's Email:** \*

ucco243@gmail.com

21. **First name of person tracking your organization or project's expenditures** (Treasurer, bookkeeper, project coordinator etc.) \*

Joyce

22. **Last name of person tracking expenditures** \*

Bandia

23. **Phone number for person tracking expenditures** \*

503-449-5113

24. **Email for person tracking expenditures** \*

ucco243@gmail.com



25. **Does your organization have a governing body? \***

- Steering Committee
- Advisory Board
- None - would like support from SE Uplift

26. **Provide the name, title and contact information for everyone in the organizations governing body.**

Dr. Tshala Katumbay, Advisor 503-890-6274; Dr. Vincent Chirimwami, Advisor/Research 503-830-0875; Tresor Marius Mutara, Youth Director 503-960-5387

27. **Do you anticipate to apply to become a 501(c)3 Non Profit?**

- Yes
- No
- Unsure

28. **How long has your organization been active?**

5 years

29. **If your organization has multiple projects that would need to be tracked within your SE Uplift fiscal sponsorship account, please list the project names here.** (For example: you are a Neighborhood Association that has annual Plant Sale, Ice Cream Social, and Backpacks for Kids projects and you expect to receive funding for those projects and have reimbursements paid from them within your SE Uplift account.)

To be informed when available.

30. **List any projects from your previous Fiscal Sponsorship Agreement that you wish to terminate:**

No project

31. **What types of fundraising activities do you expect to engage in?** (Note, each activity below would require communication and collaboration with SE Uplift.) \*

- Applying for grants
- Requesting in-kind donations of goods or services
- Requesting financial donations
- Requesting business sponsorships
- Other

32. **Please select your best estimate of the total dollars your group or project aims to raise over the next year through a fiscal sponsorship arrangement with SE Uplift.** \*

- Under \$25,000
- \$25,000 - \$150,000
- Over \$150,000

33. **Please list any events that your organization or project anticipates holding. If known, please list the month when the event will occur.** (SE Uplift may be able to provide General Liability Insurance for your event. Certain restrictions apply.)

- Community Outreach Awareness Meeting
- Workshops
- Staff Evaluation Meeting
- Monthly Report Meeting

34. **Will any of your projects or events include any of the following activities?** (Check all that apply)

- We will not hold events
- We expect 300 or more people in attendance
- We wish to sell or distribute alcohol
- We will hold an event that includes high-impact physical sport or activity.

35. **Are you a Neighborhood Association, or will you be partnering with a Neighborhood Association on your project?** *(If your group or project does not belong to a Neighborhood Association, you may be able to obtain General Liability Insurance for your event if you develop an authentic partnership with a Neighborhood Association in the SE Uplift district for the event) \**

- I am applying as a Neighborhood Association
- We will be partnering with a Neighborhood Association
- We do not anticipate partnering with a Neighborhood Association
- Not sure at this time

**36. If you answered in the affirmative to the last question, please name the Neighborhood Association here.**

Yes, I am applying on behalf of a Neighborhood Association

No

Ardenwald-Johnson Creek Neighborhood Association

Brentwood-Darlington Neighborhood Association

Brooklyn Action Corps

Buckman Community Association

Creston-Kenilworth Neighborhood Association

Eastmoreland Neighborhood Association

Foster-Powell Neighborhood Association

Hosford-Abernethy Neighborhood District

Kerns Neighborhood Association

Laurelhurst Neighborhood Association

Montavilla Neighborhood Association

Mount Tabor Neighborhood Association

Mt. Scott-Arleta Neighborhood Association

North Tabor Neighborhood Association

Reed Neighborhood Association

Richmond Neighborhood Association

Sellwood-Moreland Improvement League

South Tabor Neighborhood Association

Sunnyside Neighborhood Association

Woodstock Neighborhood Association

**37. I/we understand that, if approved as a fiscally-sponsored entity of SE Uplift, my group may only seek funding once a contract has been executed. I/we further agree to not engage in any of the following activities which could jeopardize SE Uplift's 501(c)3 tax exempt status:**

1. Attempts to influence legislation;
2. Participating or intervening in any political campaign on behalf (or in opposition to) any candidate for public office;
3. Inducing or encouraging violations of law or otherwise engage in the carrying on of propaganda within the meaning of section 501(c)3 of the Internal Revenue Code \*

I agree

I disagree