



Community Small Grants Program 2020-2021

SUMMARY

Neighbors West-Northwest invites neighborhood associations, community-based organizations, and other community groups in NW and inner SW Portland to apply for funding through our Community Small Grants Program. This funding is provided as a mechanism to activate our communities and encourage neighbors to work together toward common goals.

This community building program seeks to:

- increase the number and diversity of people who are involved and engaged
- strengthen an organizations leadership capacity, identity, partnerships, or equity goals
- increase community impact on public decisions, social justice, and community life
- support community resiliency building efforts
- expand local capacity to take care of their physical environment

The Small Grants Program emphasizes building strong community participation, especially through partnerships among neighborhood, business, and community-based organizations. Priority will be given to projects that engage historically under-represented and under-served communities. Projects should engage and benefit community members in the Neighbors West-Northwest area.

There are now 4 pathways to apply for a Small Grant, each with slightly different requirements. A full description of these project types and application details are provided on page 3.

- Community Building Event
- Communication Project
- Neighborhood Care, Cleanup or Resiliency Project or Event
- Civic Engagement or Social Justice Focused Project

We look forward to working with organizations that share our goal of building equitable, livable, and sustainable neighborhoods and communities for all.

Thank you to Mayor Ted Wheeler, the Office of Community & Civic Life, and the Portland City Council for funding this critical resource for community-building in Portland.

STATEMENT OF NON-DISCRIMINATION

NWNW is committed to making our resources available to every member of NW and inner SW Portland without regard to national origin, race, color, age, marital or familial status, sex, sexual orientation, gender identity, gender expression, educational background, disability, religion, veteran status, political opinion, physical appearance, or income. We expect our grantees to uphold this policy in their work and will withhold funds if a determination is made to the contrary.

APPLICATION DEADLINE & PROJECT TIMELINE

Applications will be accepted and reviewed twice a year. Applications received in-between these dates will be held for the next review session. See Application Instructions (page 7) for further details.

Grant Applications available	July 1, 2020
1st Round Grant Applications due	Friday, July 31, 2020 by 5:00 pm
1st Round Awards Announced	Friday, August 14, 2020
2nd Round Grant Applications due	Friday, January 29, 2021 by 5:00 pm
2nd Round Awards Announced	Friday, February 12, 2021
Projects must be completed with all expenses paid by	June 30, 2021
Final report and documentation no later than	July 30, 2021

Submit applications online, in person, or by mail:

Online Application: nwnw.org/about-us/what-we-do/grants/
In person / mail: Neighbors West-Northwest
Attn: Anastasia Zurcher
2257 NW Raleigh St, Portland, OR 97210

Grant Writing Support

First-time grant-writer? Not sure if your idea qualifies for funding?
NO PROBLEM! No prior experience is necessary. NWNW staff is available by appointment to answer any questions and give feedback on your application. Don't hesitate to reach out, we are here to help!

For More Information

Anastasia Zurcher
503.823.4288 / 971.226.9116
anastasia@nwnw.org
nwnw.org/about-us/what-we-do/grants/

PROJECT TYPES

COMMUNITY BUILDING EVENT	This category includes any large or small community gathering, open to the public, that does NOT charge an admission (donations may be collected). Event should aim to bring people together in a shared experience.
Funds can be used for	Any event related expenses: personnel costs like artist/presenter fees, security, clean up, equipment rental, refreshments, venue rental, permits and fees, etc.
Examples	Block party, street festival, BBQ or ice-cream social, art exposition, concert, National Night Out party
Max award	\$2,500 (May apply for a Communications grant add-on (up to \$500), in order to increase reach.)
Notes	Outreach may be made to a limited local area, but should include all residents or entities within that area.

COMMUNICATION PROJECT	This category is intended to help “get the word out” about your organization, event, or project. It should include the broadest reach possible, and not be limited to members of an organization. The goal here is to reach those who do not normally know about your group.
Funds can be used for	Funds under this category will be primarily in production services such as printing, but can also include professional services such as web/graphic design, SEO optimization, social media boosts.
Examples	flyers, social media boosts, postcards, signs, event signage, website improvements
Max award	\$750
Notes	Must demonstrate expected reach of the chosen method, and intentional inclusion of under-represented groups.

NEIGHBORHOOD CARE, CLEANUP, or RESILIENCY	This category is for community emergency resilience building projects, litter pickups, recycling/reuse events, beautification projects, or other projects that improve the physical environment.
Funds can be used for	Funds are primarily used for supplies, and refreshments for the volunteers.
Examples	E-prep events, litter pickups, graffiti cleaning, ivy pull, community garden construction
Max award	\$500
Notes	Litter clean-up events must also apply for SOLV funding to be eligible.

CIVIC ENGAGEMENT or SOCIAL JUSTICE FOCUSED PROJECT	This category is intended for those projects that do not fit neatly into one of the other categories but still provide an exceptional community building, social justice, or civic engagement opportunity. The focus on these projects is not on any one event, but on the degree to which it offers: skill building, leadership development, education, potential for impact on public decisions, partnership building, social equity building or another missing component in the civic engagement dialogue. <u>COVID-19 recovery projects will be considered under this category.</u>
Funds can be used for	Dependent on project scope
Examples	Candidates forum, leadership training, voter registration campaign
Max award	\$2,000
Notes	

GRANT-MAKING PROCESS

Up to **\$26,000** is available for award to neighborhood and community-based organizations supporting the Neighbors West-Northwest area. Applicants may request from **\$300 to \$2,500 (with possible \$500 Communications add-on for projects that highly align with grant goals)**, depending on project type (see additional details under *Project Categories*). Maximum awards will only be granted to projects that meet the following guidelines: seek to achieve two or more program goals, make a concerted outreach to under-served populations, and involve a documented partnership between at least two organizations.

Staff Approval: “Mini” grants, requests under \$750, will be reviewed, scored, and approved by NWNW staff. In the case that staff has concerns about an application it will be processed via the review committee as outlined below.

Review Committee: “Small” grant applications (over \$750) will be reviewed and scored by a volunteer review committee after eligibility is confirmed by NWNW staff. Applicants may be contacted during the review process for additional information. Applications will be evaluated on potential impact, fit with grant program goals, project feasibility and budget, and inspiring qualities. Additional consideration will be given to projects that involve or engage historically under-represented and under-served communities. We define historically under-represented and under-served communities as those primarily composed of people of color, immigrants and refugees, low-income individuals and families, youth, people with disabilities, and lesbian, gay, bi, or transgendered people.

For more information see *Project Criteria* below.

NWNW Board Approval: NWNW Board will vote to approve or amend the committee’s recommendations. Awards will be announced on the Friday after the NWNW Board meeting (see *Application Deadline and Project Timeline* on page 2 for dates).

Awards: A letter of acceptance and grant packet will be sent to each grantee. Meetings will be scheduled for acceptance of the grant funds and review of grant requirements.

ELIGIBILITY REQUIREMENTS

Neighborhood, community organizations, or community groups are eligible to apply.

- Applicants must either have federal tax-exempt (501(c)(3)) status or obtain a fiscal sponsorship from a federally tax-exempt organization or government entity. If grant application utilizes a fiscal sponsor, applicant must include a letter of support/MOU from fiscal sponsor. Fiscal sponsorship from NWNW is possible, inquire with Program Manager for details.
- Past grants to applicant must be considered complete, having submitted their final report, in order to be eligible for another grant.
- Grants will not be awarded to an individual.

PROJECT CRITERIA

1. To be considered for funding, project proposals should describe clearly how the project will involve and engage the community and achieve one or more of the following **goals**:
 - a. increase the number and diversity of people who are involved and engaged in their communities and neighborhoods
 - b. strengthen an organizations leadership capacity, identity, partnerships, or equity goals
 - c. increase community impact on public decisions, social justice, and community life
 - d. support community resiliency building efforts
 - e. expand local capacity to take care of their physical environment
2. Projects must start after July 1, 2020 and be completed before June 30, 2021.
3. Projects must have a substantial impact on or create a mutual benefit for the NWNW community, or be located in the NWNW area (see map on page 11).

Please note that proposals that foster partnerships and collaborations in addition to supporting more than one of the above goals will be more competitive. A partnership means organizations that work together to implement the project and to ensure the project's success. A sponsor or donor is not considered a partner. Each organization should submit a "Partnership Letter" that describes individual and shared roles. This letter should be on each organization's letterhead. Partnerships are not required but are strongly encouraged.

Funds cannot be used for

1. Costs incurred in preparing this application
2. Ongoing general organizational support such as rent, utilities, staff wages
3. Direct grants, scholarships or loans for the benefit of specific individuals
4. Loans or debt retirement
5. Annual appeals, general fund drives
6. Emergency funding
7. Capital projects