

District 1 East Coalition (D1EC)

Community Small Grants Handbook

Applications due by
12:00 pm (Noon),
Monday, January 6, 2025
Pacific Standard Time

Have questions? Please contact:
Ronda Johnson, Equity Outreach and Grant Programs Manager
971-438-8736 cell or rondaj@cnncoalition.org
www.cnncoalition.org www.district1east.org

The Community Small Grants Program is funded by the City of Portland, Office of Community & Civic Life, and approved by the City Council. Thank you to Portland City Council and Civic Life for supporting this critical resource for community building in Portland.

TABLE OF CONTENTS

ABOUT DISTRICT 1 EAST COALITION NEIGHBORHOOD COALITION..... 3

ABOUT THE COMMUNITY SMALL GRANTS PROGRAM 4

INTRODUCTION 4

AMOUNT 4

TIMELINE & SUBMISSION PROCESS 4

SELECTION PROCESS..... 5

GRANTEE RESPONSIBILITIES 5

ELIGIBILITY 5

WHO MAY APPLY..... 5

PROJECT REQUIREMENTS 6

FUNDING PRIORITIES..... 6

PARTNERSHIPS 6

PROJECT RESTRICTIONS 7

APPLICATION SUPPORT..... 7

ATTEND A PRE-DEADLINE WORKSHOP..... 7

GET ONE-ON-ONE SUPPORT 7

ABOUT FISCAL SPONSORSHIP WITH DISTRICT 1 COALITION 7

APPLICATION GUIDELINES 9

CREATING YOUR BUDGET 10

SAMPLE BUDGET..... 11

APPLICATION CHECKLIST 13

District 1 East Coalition Map. 14

ABOUT DISTRICT 1 COALITION (D1EC)

Since 1980, Central Northeast Neighbors (CNN), now District 1 East Coalition (D1EC), collaborated with the Portland Community to build informed, inclusive and involved neighborhoods that support our community and environment. A 501©(3) nonprofit organization, (D1EC) partners with and supports a variety of East Portland neighborhood associations, business district associations, community-based organizations and grassroots groups to empower people to engage with our city and neighbors to improve the livability of the 14 communities in our new District 1 East community.

D1EC focuses our efforts on **Inclusive Open and Transparent Communications, Building Capacity, and Advocacy through Civic Engagement**. We engage and provide training and tools that contribute to livability, diversity, safety, vitality and sustainability for NAs, BAs, CBOs, individuals and those historically under-represented and under-served including communities of color, immigrants and refugees, low-income people, renters, people with disabilities, and LGBTQ+ people. We Support Diversity, Equity, and Inclusion (DEIA) This year we transitioned to our new District Coalition structure serving District 1 East Coalition Area which matches the Voting District 1 for the City of Portland.

D1EC Empowers and strengthens community capacity to respond to public policy and livability and to advocate for community interests by facilitating communications and encouraging collaborative activities and partnerships. We advocate for transportation improvements, monitor land use developments, advocate for better parks, schools, and public safety. This coalition acts as a forum to strengthen our community's ability to act on issues they identify.

Our partners include but are not limited to NAs and BSs in; Argay, Centennial, Glenfair, Hazelwood, Lents, Mill Park, Parkland, Parkrose, Parkrose Heights, Pleasant Valley, Powellhurst Gilbert, Russell, Sumner, Wilkes, Woodland Park, many Communities Based Organizations, the City of Portland, Multnomah County, Metro, the State of Oregon, our schools and other government agencies, and concerned neighbors.

We work together to build communities that have open communication and are engaged while building capacity. We offer opportunities through small grants

D1EC's dedicated staff and our enthusiastic and devoted volunteers carry out the organization's programming and works in concert with a 34-seat Board of Directors featuring stakeholders from 14 neighborhoods and organizations throughout the district please see map page 14.

ABOUT THE COMMUNITY SMALL GRANTS PROGRAM

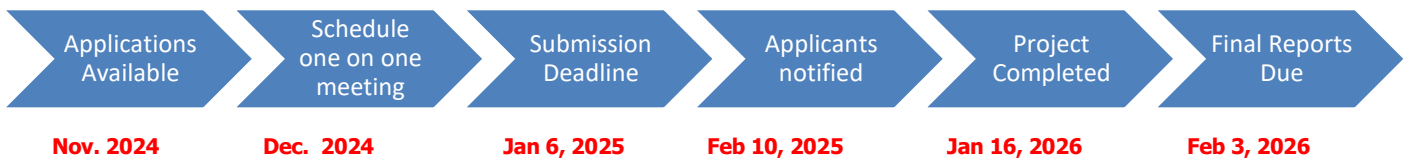
Introduction

Communities are stronger when neighbors come together across differences to build connections to create a shared vision to maintain and change. The Community Small Grants Program, in its 16th year, provides grassroots groups working in D1EC with resources to identify their community’s needs, develop collaborative projects, and see their ideas through to completion. D1EC’s our Grants Program provides funding, training and technical support that helps project leaders and participants to shape and improve the places where they live, work, and play for current and future generations.

Amount

D1EC’s Community Small Grants Program will award up to \$40,000 to nonprofit organizations and community groups with grants ranging from \$1,000 to \$4,000. The average grant award is approximately \$2,000. Regardless of size, all applications must meet eligibility criteria and goals.

Timeline & Submission Process



D1EC will open applications in November 2024. **The application deadline is 12:00 pm PT on Monday, January 6, 2025.** *This is not a postmark deadline.* Late Applications will not be accepted or considered.

Applicants will be notified of grant decisions by **February 10, 2025**. Projects awarded a grant will be required to attend an orientation session and sign a contract prior to receiving funds.

Applications may be submitted via mail, or hand delivery to D1EC and are **due no later 12:00 pm PT on January 6, 2025**. Applications will be evaluated without regard to submission method. We recommend that groups submit their application a few days early to ensure there is time to respond if the application is incomplete. **The application checklist can be found on page 13.**

Apply by Mail: District 1 Coalition | Attn: Ronda Johnson | 4415 NE 87th Avenue. | Portland, OR 97220
Applications *must be received no later than 12:00 pm PT on Monday, January 6, 2025.*

Drop Off: Monday – Thursday 9 am to 2 pm, before and no later than **12:00 pm PT, Monday, January 6, 2025** come in Person or leave in black mailbox outside of our gate District 1 East Coalition (Central Northeast Neighbors) 4415 NE 87th Ave., Portland, OR 97220 **12:00 pm PT on Monday, January 6, 2025**

If you have questions about the application or submission process, please contact Ronda Johnson, Equity Outreach and Grant Programs Manager 971-438-8736 cell or rondaj@cnncoalition.org

Selection Process

Grants will be awarded through a competitive process. Applications will be evaluated by a volunteer Grants Review Committee consisting of D1EC individuals and representatives from the Coalition Board, NAs, BAs and CBOs.

Applicants may be contacted during the review process for additional information. Each application will be scored based on the project's alignment with the Community Small Grants program goals and D1EC mission. Applications will also be evaluated according to the degree to which a project has the potential to positively impact, support and engage the community; advance equity values; and be completed within the project's timeline and budget.

More specifically, applications will be assigned points according to these scoring criteria:

- ☐ 30% Mission Fit & Community Impact
- ☐ 20% Diversity, Equity, Inclusion and Accessibility, (DEIA)
- ☐ 20% Features Strong Community Engagement
- ☐ 20% Project Feasibility
- ☐ 10% Supports Community Safety & Resilience

Funding recommendations by the Grant Review Committee will be voted upon by the DiEC Board of Directors at its February 5, 2025, Board Meeting. Applicants will be notified of their status by February 10, 2025.

Grantee Responsibilities

If awarded a grant, recipients are expected to:

Attend an orientation session prior to receiving funds.

Acknowledge support from D1EC and OCCL in their programs and all related promotional material including publications, presentations, and websites.

Complete their projects and spend all grant funds by **January 16, 2026**.

Submit a final report that will include a 2–3-page narrative, a financial report, and images of the project. The final report must be submitted within 30 days of completing the project and no later than Tuesday, **February 3, 2026**.

ELIGIBILITY

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 501c3 nonprofit tax-exempt organization as designated by the IRS OR demonstrate that they have a current fiscal sponsorship agreement with a nonprofit tax-exempt organization OR declare in their application that they plan to apply for fiscal sponsorship through D1EC. **NOTE:** Groups that are registered only as nonprofit with the Oregon Secretary of State do not have federal tax-exempt status. See page 7 for more details on District 1 Coalition's

fiscal sponsorship program.

3. Past D1EC Community Small Grant recipients must have completed their project and submitted their final reporting paperwork to be eligible. Current D1EC grant recipients must contact D1EC prior to applying to verify that they have made sufficient progress towards completing their grant project.

4. If you are not a 501c3 non-profit and you would like D1EC to be your fiscal sponsor **please contact Ronda Johnson, Equity Outreach and Grant Programs Manager 971-438-8736 cell or rondaj@cnncoalition.org** no later December 30, 2024. (see page 9 About Fiscal Sponsorship with District 1 East Coalition)

Project Requirements

- Projects must begin after **February 10, 2025, and be completed by January 16, 2026**
- Projects must take place in and/or benefit the residents in the **district 1 Coalition Neighborhood Coalition area**. (See page 14.)
- Grants may only be awarded for **project expenses**. Operating support is not eligible for funding.
- Projects must **directly 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.
- **Strengthening community capacity** to create
- **Change** by **building community leadership, identity, skills, relationships, and partnerships**.
- **Increase** the community's **impact on public decisions** and community life.

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
- Strengthen community resilience and safety through programming, relief or logistical efforts that address the needs of impacted vulnerable communities.
- That aligns with our mission see page 3.

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.

Project Restrictions

Proposed projects may not have received funding consecutively from District 1 Coalition more than 3 times. 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.

Funds *cannot* be used for general operations including:

- Costs incurred in preparing the grant application, report or evaluating the project
- Ongoing general organizational support such as rent, utilities, or staff.

In addition, grants will not be awarded to projects for:

- The benefit of specific individuals (e.g. scholarships or loans)
- Items intended for sale.
- Fundraising activities or community events that cost money to attend. Events may have a suggested donation.
- Direct social services such as food baskets or health clinic services
- Capital projects, unless they are built by volunteers.

APPLICATION SUPPORT

Get One-on-One Support

- Applicants are strongly encouraged to schedule and attend a one on one with **Ronda Johnson, District 1 Coalition's Equity Outreach and Grant Programs Manager 971-438-8736 or rondaj@cnncoalition.org** You may contact D1EC 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 and eligibility requirements to reviewing a draft application.

About Fiscal Sponsorship with District 1 Coalition

Does your group lack federal designation as a 501c3 tax-exempt nonprofit organization, or does the fiscal sponsorship from a nonprofit that does? District 1 Coalition lowers the barrier to applying for one of our grants by offering limited, fiscal sponsorship services to successful applicants that would otherwise be ineligible to apply. Under this arrangement, District 1 East Coalition could provide your group with limited bookkeeping and grant oversight services, *with restrictions*.

Groups seeking this service from District 1 Coalition must indicate on their application that they would need fiscal sponsorship from District 1 Coalition if they were selected to receive a grant. If you think this may apply to you, contact **Ronda Johnson, District 1 Coalition's Equity Outreach and Grant Programs Manager 971-438-8736** or rondaj@cnncoalition.org You will need to fill our fiscal sponsorship application. ***It is important to complete the fiscal sponsorship application in a timely manner to avoid delay or forfeiture of your grant.*** This is due with your grant application submission.

Note: 501c3 tax-exempt status is a federal designation determined by the IRS. If you are a registered nonprofit with the Oregon Secretary of State's office, this is great but it's NOT the same. Your group must have completed the extensive IRS application process and received a "determination letter" to be considered federally recognized tax-exempt nonprofit.

APPLICATION GUIDELINES

- 1) **Prepare your answers** to our online application by downloading our narrative and budget templates and completing them in their entirety.
- 2) **Gather applicable attachments** listed below.

A Complete Grant Application Must Include the Following Components	
Cover page: See page 1 of the Application Form	<input type="checkbox"/>
Project Narrative: You will find the narrative questions in the application. Prepare your answers to questions that will verify your eligibility, provide the required contact information, and fully describe your project. Copy and paste your answers into the online application form. Please do not exceed the word count limits. The project narrative should not exceed three pages, single spaced	<input type="checkbox"/>
Budget and Budget Narrative: Refer to the instructions in this handbook for guidance in developing your budget. Complete all four columns of the budget form. Provide a brief description of your budget categories and why they are necessary. Submit your budget by filling out the form and submitting it with application.	<input type="checkbox"/>
<p>Provide Proof of Eligibility:</p> <p>Applicants that are a tax exempt 501c3 nonprofit organization must provide their tax ID number in the narrative application.</p> <p>Applicants with an existing fiscal sponsor must provide their fiscal sponsor’s tax ID number and all the fiscal sponsor contact information required in the narrative application.</p> <p>Applicants that are not a 501c3 organization or fiscally sponsored by one must contact D1EC Email rondaj@cnncoalition.org 971-438-8734</p> <p>Neighborhood Association (NA) applicants must have formal approval via a vote of their NA’s board and indicate this in the narrative portion of the application.</p>	<input type="checkbox"/>
(Optional Partnerships) Partnership Letters: Include a letter of support from any partner organizations explaining how they will actively participate in the project.	<input type="checkbox"/>

Creating Your Budget

To create your budget, identify ALL costs associated with your project and list them under the appropriate category. Your budget should reflect your project’s expenses, so feel free to add and delete rows and categories to best fit your needs. Your costs should be specific; do not include a “Miscellaneous” category. Below are definitions of common project costs shown in our sample. You will also be asked to provide a brief budget narrative that describes how the requested funds will be used.

Project Costs	The following are descriptions of common project costs.
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. Volunteer hours should be valued at \$31.80/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 space should be valued at market rates.
Permitting & Fees	List any fees associated with permits for events, installation, etc.
Subtotals	Tally each column and place subtotals here.
Administration (fiscal sponsorship fees)	List any fiscal sponsorship fees or costs associated with project management or accounting. Refer to your fiscal sponsorship agreement terms to determine amount. Administration costs cannot exceed 10% of the subtotal cost.
TOTALS	This is the grand total for each column. Make sure your Requested Funds total matches the amount that you are seeking through this grant.

Sample Budget

This sample features common project costs and is intended to guide you in preparing your budget. While you may have different line items for your project's costs, your budget must include columns for a Budget Item Description, Requested Funds, Leveraged Funds and In-Kind Donations, Services & Time.

Line items that are specific to your costs	These columns are designed so you can specify which line items you need grant funding for versus things that will be funded through other sources.			
Project Costs	Budget Item Description <i>Provide a succinct description of each item needed to complete the proposed project.</i>	Requested Funds <i>List the grant funds you are requesting for each line item in your budget.</i>	Leveraged Funds <i>Show any additional dollars that are supporting this project such as other grants or cash contributions from individuals or businesses.</i>	In-Kind Donations, Services & Time <i>Estimate the value of any donated goods or services. Volunteer hours should be valued at \$31.80/hr.</i>
Personnel	Mural Artist Fee	\$1,000	\$2,000 RACC grant	\$500 (discounted fee)
	Volunteer Painters			\$3,180 (100 hrs. x \$31.80)
	Volunteer project coordination			\$6360 (4 coordinators x 50 hrs. each x \$31.80)
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		\$318 (Flyer distribution: 10 hrs. x \$31.80)
Permitting & Fees	Mural Fee			\$50 (waived by RACC)
Subtotals		\$3,400	\$2,250	\$10,808
Administration (fiscal sponsorship fees)	10% admin fee Stumptown Nonprofit, Inc.	\$340		
TOTALS		\$3,740	\$2,250	\$10,808

BUDGET COMPLIANCE, FUNDER RECOGNITION, AND REPORTING REQUIREMENTS

Budget Shortfalls

Other than specifically defined limits on what this program will not pay for, grantees are in control of Funds awarded. Should a project come in under budget, grantees are expected to return all unused funds.

Budget Overages

It is the responsibility of each grantee to spend their funds and monitor expenditure with all care due. Budget overages will not be covered.

Recognition

Grant recipients will recognize and acknowledge D1EC and the Office of Community & Civic Life in all marketing materials, as applicable. The D1EC & Civic Life logos must be included in any print material

Final Report

Grantees must submit a Final Report including:

- Narrative Report,
- Budget Narrative Report with final Expense Report,
- All invoices or other documents demonstrating how the amounts funded were spent
- At least one photograph of your project activities preferably emailed rondaj@cnncoalition.org
- The final report must be submitted to D1EC within 30 days of project completion or by **February 3, 2026**, whichever comes first. Any unused funds must be returned to D1EC.

APPLICATION INSTRUCTIONS & CHECKLIST

Use this Application Checklist to ensure you have included all the components of your complete application. Do not include any additional documents, no photos, newsletters, additional letters of support, etc. The committee will not consider additional items.

Questions? Contact **Ronda, 971-438-8736** or rondaj@cnncoalition.org

District 1 East Coalition
Collaborating with the East Portland Community
to build informed, inclusive, and involved
neighborhoods that support our Community
and Environment since 1980

