

---

# **North Portland Enhancement Grant Program**

**Capacity building full application  
handbook**

Winter 2014

# North Portland Enhancement Grant Program

---

## CAPACITY BUILDING GRANTS – APPLICATION INSTRUCTIONS

For nearly three decades, Metro’s North Portland community enhancement grants have helped improve neighborhoods near the now-closed St. Johns Landfill. The focus of these grants is shifting to fund investments in capacity building in community organizations and projects that strengthen programs and services to North Portland residents. Projects or programs located in or serving the University Park, Arbor Lodge, Portsmouth, Overlook, Cathedral Park, St. Johns or Kenton neighborhoods have the best chance of being successful.

Following the review of letters of interest by the North Portland Enhancement Committee, applicants received written (email) confirmation of an invitation to submit a full proposal. Only those applicants invited by the committee to submit a full proposal will be considered for funding.

**Final applications are due to Metro by 4 p.m. April 25, 2014.**

## COACHING SERVICES

With capacity-building in mind, the North Portland community enhancement committee set aside limited funding for coaching services to help invited applicants develop a full proposal. Each applicant has access to these coaches with an established budget of \$3,500 per project.

A group of coaches with expertise in strategic planning, staff and board development, communications, facilitation, fundraising, etc. were selected through a competitive process (RFP 14-2484). In addition to those coaches selected by Metro, an additional roster of 26 independent contractors are available to choose from through Metro’s contract with the Non-Profit Association of Oregon. **See separate list of available coaches, their services, rates and contact information.**

Metro staff is happy to provide coaching referrals. Applicants are free to directly contact any contracted coaches to discuss the project and what support they need to determine the best fit.

**Coaches are NOT to contact applicants or solicit applicants for coaching selection.**

### How to select a coach and set up your contract:

1. Applicants select an approved coach and notify Metro.
2. Applicants and coaches develop a scope of work, not to exceed \$3,500. The scope of work:
  - Clearly describes the roles, responsibilities of the coach and applicant (work to be done).
  - Describes what is needed and what is expected (services, deliverables)
  - Performance standards (quality, quantity, how will quality be monitored, measured, and controlled)

- Timelines/schedule (work scope may extend beyond full proposal period to June 30, 2014)
  - Financial expectations (not to exceed \$3,500)
  - Allows for an assessment of project progress and objectives.
  - Sets performance standards and performance review.
  - Establishes a payment schedule (one time, hourly or installments)
3. Metro staff reviews scope of work, confirms that it meets Metro’s requirements and is eligible for coaching services.
  4. Work order issued by Metro for coaching services.

Payment to coaches will be made by Metro consistent with the agreement in the scope of work between applicant and selected coach. Payment can be made in installments based on project milestones, based on hours worked or a one-time-only payment at the completion of the contract. Invoices from coaches should be approved by applicant and sent to Metro for payment.

**PREPARING A FULL PROPOSAL**

Application cover sheet Please update your cover sheet when submitting your final application. The project summary should be 50 words (or less) and provide a short, stand-alone description of the project that can be used to inform people who will not read the full application.

Project narrative The project narrative shall be written on 8 ½ x 11” paper, double-sided whenever possible, and with a font size no smaller than 11 point. **Please do not to exceed six pages.** The narrative should make a convincing case that the capacity building proposal meets the intent of the North Portland Enhancement Grant Program and is achievable. Present the following information clearly and concisely:

*Capacity-building project description:* Describe the organization or group and scope of the project. Be as specific about the project’s design as possible. Describe the project’s background and goals, how the need was identified and how your organization plans to use the grant funds to achieve the project goals.

**Capacity building is defined as improvements to:**

Fund development	Physical structures and/or equipment	Communications
Revenue generation	Long-term plans	Program evaluation
Staff/leadership succession	Business practices	Organizational technology
Organizational transitions	Staff skill development	Program research

*Project scope and feasibility:* Describe the scope of the project. Describe the steps your organization will take to complete the project. Your plan should include a timeline, identify a project manager and

describe his or her qualifications. Finally, provide information about why you believe your organization has the ability to make the project successful.

Successful proposals are comprehensive in scope and approach and supported by the organization(s) applying. This is indicated by a proposal that makes a strong case that it:

- Meets well-documented or expressed needs of the community
- Is part of a strategic, action or business plan (or the project will create one)
- Is financially feasible (organization has enough financial stability to undertake the project)
- Has support from the community and/or key partners/leaders in the community.

*Program intent:* Describe the project and explain how it addresses the original intent of the North Portland Enhancement Grant Program. Successful proposals will achieve the program goals established by the Committee by strongly meeting at least one of the following community needs:

- Increase employment, commercial or economic opportunities
- Preserve or enhance existing wildlife, recreation and marine areas of North Portland; or improve public access to or awareness of these areas
- Improve the safety, appearance or cleanliness of neighborhoods
- Provide training or services that benefit youth or elderly residents.

*Partnerships:* Partnerships can be a key aspect of capacity-building grants. Describe how your partners are being engaged in fulfilling your project scope and vision. Clearly define the roles and responsibilities of each partner and how their involvement contributes to the success of the project. Remember that a “partner” is actively engaged in your project, either financially or in-kind. A partner is more than a supportive individual or organization; rather, it is an individual or organization that participates in project design, raises money, actively advocates for the project or contributes significant time to managing or volunteering for the project. Partners can also be implementation partners. **Please include letters of support from your key partners.**

*Community engagement:* Describe the community involvement or educational aspects of this proposal. How many and what types of people will participate (key stakeholders, neighbors, adults, school-age children, low-income families, etc.)? Some projects will engage fewer people more deeply. If this is your project, describe the impact this deeper engagement will have on program participants. Is there anything new or groundbreaking about this community engagement for your organization or within the Portland region? (Note if you are targeting low-income or communities of color in your engagement efforts.) If planning for site improvements, describe the public benefits these improvements, if made, will ultimately provide.

*Project outcomes and lasting impact:* The North Portland Enhancement Committee is committed to funding projects that have the potential to make long-term positive impacts in the communities of

North Portland. What is the potential of this project to make a lasting impact in the community? Describe the outcomes for this proposal. How will you define and measure success?

*Statement:* A brief statement should indicate that the organization has received the necessary approval from its board or governing body (if applicable) to submit the letter.

Budget documents: Please provide the following:

- A line-item budget
- A budget narrative briefly describing how the estimate was established
- If applicable, indicate any secured or pending matching funds and where the funding comes from.

Please use the budget forms provided in this handbook.

**TIMELINE**

Jan. 20 – March 1	Coaches selected and work orders scoped
March – April 15	Applicants develop full proposals
<b>April 25</b>	<b>Final full applications due</b>
May 2014	Committee meeting – funding decision
May - early June 2014	Selection notification:, applicants, Metro Council, community
June	Grant agreements (contract) Funding available July 1, 2014
July 1, 2014 – June 30, 2016	Capacity building projects underway and completed

## SUBMITTING THE FULL APPLICATION

Full applications may be submitted by email to [oriana.quackenbush@oregonmetro.gov](mailto:oriana.quackenbush@oregonmetro.gov). If submitting a hard-copy, these should be double-sided whenever possible. Secure the proposal only with a paper clip in the upper left hand corner; do not staple. Submit one printed copy to:

Metro  
Attn: Heather Nelson Kent  
North Portland Enhancement Grant Program  
600 NE Grand Ave.  
Portland, OR 97232

Full applications may be submitted via mail, email or hand-delivery by **4 p.m. April 25, 2014.**

## REVIEW AND APPROVAL PROCESS

The North Portland Enhancement Grant Committee will review all final proposals after an initial screening for completeness by staff. The review criteria include an assessment of how well projects:

- serve and engage residents of North Portland
- show the most potential for lasting impact
- build on the current capacity of the applicant and/or partners to successfully complete the project.

The committee will discuss each proposal and identify which are recommended for funding. The committee makes all final funding decisions and notifies the Metro Council.

## CONTRACTING AND GRANT AGREEMENTS

If the North Portland Enhancement Committee approves funding, Metro staff will work with the successful applicant to enter into the necessary agreements for the project between Metro and the applicant. The applicant will have up to 24 months from the time of the award to complete the project. Metro is committed to successful project implementation for all grant recipients and will work cooperatively to ensure project success.

Applicants who receive funding shall enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent. [A boilerplate contract is available for review on Metro's website.](#) Funds may not be pre-committed prior to a completed and signed contractual agreement. Grant funds not available until July 1, 2014.

## Peer Learning Cohort

The North Portland Enhancement Committee will create a peer learning cohort for all successful capacity-building applicants. [Bill Weismann of Grassroots NW](#) has been selected to facilitate the cohort over the length of the grant period and help prepare a joint impact report to characterize the

capacity-building accomplished by funded projects. Invited applicants can expect to be contacted between now and the end of June to find out how to make the cohort as valuable as possible to your project and to North Portland residents. The cohort will kick off summer 2014 and meet 4-6 times for learning sessions, networking and information sharing. Participation in the cohort is part of the grant agreement.

### **Reporting and reimbursement requirements**

All grant recipients are required to attend a Metro-sponsored “contracting basics” meeting as part of executing their contract. Funding is available on a reimbursement basis only. Once a request is complete, Metro will reimburse within 30 days. Grantees must submit at least two requests for reimbursement annually. A brief progress report, including a summary of activities and program evaluation to date, should also be submitted every six months. Grantees may submit as many requests for reimbursement as deemed necessary throughout grant period but not more than one per month. Applicant must make reasonable progress towards the project goals and objectives within the first six months of award.

One hard copy and one electronic copy of a final report will be due upon project completion. The final report shall include:

- A written summary of grant activities describing how the project was completed.
- An evaluation of reported outcomes predetermined with Metro in contracting phase.
- The actual total budget for the project with grant-funded items and in-kind matching contributions identified – including the total of volunteer hours, the number of participants (if applicable) and a list of partners involved.
- Photos of the project and/or activities. If the project involves facility or site enhancements, photos of before and after shall be included.
- An outline of follow-up activities, if applicable.

Metro and the North Portland Enhancement Committee shall be acknowledged as grant sponsors on any written or published material, grant product and/or project signage.

Grant projects are subject to Metro audits and reviews.

## **ADDITIONAL INFORMATION**

### **Public information**

All applications are subject to the Oregon Public Records Law.

### **Pre-award activities**

Notwithstanding any oral or written assurances applicants may have received, there is no obligation on the part of Metro to cover pre-award costs.

## APPLICATION FORMS

All application forms are available electronically at [www.oregonmetro.gov/northportlandgrants](http://www.oregonmetro.gov/northportlandgrants). Metro staff will email electronic versions of these forms upon request.

## APPLICATION CHECKLIST

- Application cover sheet**  
Use form provided.

- Project Narrative**  
Please include a response to all questions, including: project description, project scope, The project narrative shall be written on 8 ½ x 11" paper, double-sided whenever possible, margins should be 1", font size no smaller than 11 point. **Please do not to exceed six pages (three pages, double-sided).**

The project narrative should include the following:

- *Project description*
- *Project scope and feasibility (include a timeline)*
- *How the project meets the program intent*
- *Partnerships (include letters of support from key partners)*
- *Community engagement activities (if applicable)*
- *Project outcomes – long term impact*

- Budget**  
Project budget and narrative; use form; 1 double-sided page maximum. *Note: One side will be the budget form; the other side will be the narrative.*

- Additional Information** (these do not count toward six-page limit)
  - ▶ Letters of Support – include letters from key partners.
  - ▶ If your group is not the fiscal sponsor, a letter from your fiscal sponsor must be part of your application.
  - ▶ If your project is on land not owned by the applicant, a letter from the landowner must be part of your application.

**PROJECT BUDGET**

*(One double-sided page maximum – budget worksheet and narrative)*

Please complete the following budget table and narrative. Estimates are fine, but please be as specific as possible. For matching funds, list contributors and amounts. Match is not required.

ACTIVITY	FUNDING REQUEST	MATCHING FUNDS?	IN-KIND CONTRIBUTIONS?	CONTRIBUTORS (name/amount)	TOTAL
<b>Personal services</b> (salaries/administration – must be directly related to the project)					
<b>Volunteer labor</b> (calculate value at \$21.79/ hour – note estimated hours)			# of hours: _____ X \$21.79/hr. = \$_____		
<b>Professional services</b> (include service sources, rates and hours)					
<b>Materials and supplies</b> (list items, quantities, prices)					
<b>Transportation or travel costs</b> (itemize)					
<b>Overhead costs</b> (cannot exceed 10% of total grant award)					
<b>Other</b> (itemize)					
<b>TOTALS</b>					

## **BUDGET NARRATIVE**

*Please be brief but include enough detail that reviewers can understand intent*

**Personal services (salaries/administration):**

**Professional services (activity and amount):**

**Materials and supplies:**

**Transportation and travel:**

**Overhead (utilities, rent, telephone, fiscal administration):**

*Justify this expense by describing what is included and how the cost was determined. Costs are reimbursable up to 10% of total award.*

**Other:**