
North Portland Enhancement Grant Program

Capacity building application handbook

Summer 2013

North Portland Enhancement Grant Program

CAPACITY BUILDING GRANTS - SUMMARY

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.

ELIGIBILITY REQUIREMENTS

Applicants 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. Organizations or projects that have applied for or received enhancement grants in the past are preferred.

APPLICATION PROCESS

Interested individuals, organizations, schools, neighborhoods, businesses, civic organizations and government agencies may apply with a letter of interest. **Letters are due to Metro by 4 p.m. Tuesday, Sept. 3, 2013.**

Selected applicants will be invited to submit a full project proposal. Only applicants who have been invited to apply following the letter of interest process will be awarded grant funding. **Applicants have up to six-months from the time of invitation to complete their full project proposal.**

PROGRAM GOALS AND CRITERIA

All capacity building proposals must strongly meet the intent of the program and achieve at least one of the following program goals:

- 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 at-risk young or elderly residents.

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

MORE INFORMATION

For more information, visit www.oregonmetro.gov/northportlandgrants or contact Heather Nelson Kent, 503-797-1739 or heather.kent@oregonmetro.gov

North Portland Enhancement Grant Program

CAPACITY BUILDING GRANTS – APPLICATION INSTRUCTIONS

Potential applicants must submit a letter of interest describing their proposed capacity building project. Selected applicants will be invited to submit a full proposal. Only applicants who have been invited to submit a completed proposal following the letter of interest process will be awarded grant funding.

PREPARING A LETTER OF INTEREST

Applicants should spend some time scoping a project prior to submitting a letter of interest. Applicants are encouraged to contact Metro staff who can assist with project scoping and answer any questions about the application process. The letter of interest will be used as the primary basis to evaluate the project's eligibility and determine how it can best meet the grant program goals.

Letter of interest packet

Application cover sheet 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 try not to exceed four 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 at this early phase. Briefly 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.

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Fund development	Physical structures and/or equipment	Communications
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Organizational transitions	Staff skill development	Program research

Program intent: Describe the project and explain how it addresses the original intent of the North Portland Enhancement Grant Program. All capacity building proposals must be designed to strongly meet the intent of the program and achieve at least one of the following program goals:

- 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 the capacity-building grants. Describe partners that are on-board and those you anticipate approaching. 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.

Project feasibility: Describe the steps your organization will take to develop 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. This information will help assess the project’s likelihood of successful completion.

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: At the letter of interest phase, it might be difficult to provide the amount of detail that will ultimately be required in a full proposal. It is acceptable to submit a letter when the project costs are still preliminary. However, *the following budget information must still be provided:*

- A line-item budget with as much detail as possible at this phase.
- A budget narrative briefly describing the assumptions and 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.

Submitting the letter of interest: **Letters of interest may be submitted by email to heather.kent@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

Letters of interest are due via mail, email or hand-delivery by 4 p.m. Tuesday, Sept. 3, 2013.

PREPARING A FULL PROPOSAL

An invitation to submit a full proposal will follow review and acceptance of the letter of interest. Applicants must ensure that they have the ability to submit a viable, complete and fully scoped project proposal that can be successfully implemented if the project is awarded funding. **Applicants have up to six-months from the time of invitation to complete their full project proposal.**

REVIEW AND APPROVAL PROCESS

Letters of interest review process

The North Portland Enhancement Grant Committee will review the completed letters of interest after an initial screening by staff. The committee will discuss each proposal and identify which proposals are recommended for funding. The committee will invite the strongest applicants to submit a full proposal.

Full proposal review process

Invited applicants will submit full proposals for review by staff and the North Portland Enhancement Grant Committee. Following the committee's evaluation of the grant proposals, the Committee Chair (Sam Chase, Metro Councilor representing District 5) will direct staff to prepare a letter to the Metro Council outlining the committee's funding decision. Those applicants selected for funding will be eligible to receive technical assistance in developing a full proposal. Technical assistance includes one-on-one professional coaching available free of charge from the grant program up to \$5,000. Applicants have up to six-months from the time of invitation to complete their full project proposal.

Agreements

Metro staff will work with successful applicants on the formal agreements for their projects. Once a project plan has been approved, applicants will have up to 24 months to complete their projects.

Reporting requirements: Grant recipients will be required to report on the outcomes and benefits of the project as they relate to the intent of the North Portland Enhancement Grant Program. Such outcomes will be determined on a project-by-project basis and included as part of the grantee's scope of work.

Metro is committed to successful project implementation for all grant recipients and will work cooperatively to ensure project success.

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 on the program's website at www.oregonmetro.gov/northportlandgrants. Metro staff will email electronic versions of these forms upon request.

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 at this phase of the project development. List any matching contributors and the value of donated service or item. No match is required.

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

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; match up to 10 % of total project costs.

Other: