2013 North Portland Neighborhood Services Grants Information

Is my project eligible for funding?

Grant funded projects must:

1. Serve residents in the North Portland Neighborhood Services District (see map)
2. Be started and completed in 2013.
3. Meet one or more of the following three criteria:
    - Build community
    - Attract new and diverse community
    - Sustain those already involved

Collaboration with other organizations is encouraged.

North Portland Neighborhood Services funds may not be used for any costs the applicant may incur in preparing the application, direct social services, ongoing organizational operations, grants, loans, debt retirement, fund drives, emergency funding, and/or capital projects.

How much funding is available for my eligible project?

$20,000 in funds will be granted in 2013. Grants awarded are typically less than $4,000.

The source of North Portland Neighborhood Services Grant funding is from the Office of Neighborhood Involvement under City Commissioner Amanda Fritz and the North Portland Trust Fund, a good neighbor fund established as mitigation for the impacts created by varianced events at Portland International Raceway. Over the past 15 years, North Portland Neighborhood Services has granted over $400,000 to community programs in the North Portland Neighborhood Services District.

How can I get help with application form?

You are encouraged to attend the free North Portland Neighborhood Services grant writing workshop:

Tuesday October 23 at 6:30 p.m. at the Historic Kenton Firehouse, 8105 N. Brandon St.

You will learn about grant writing, the application and selection process, meet committee members, learn about other projects seeking grant funding for possible collaboration, and how to get individual help with your grant.

Please call seven days in advance for special needs accommodations, for people with disabilities at 503-823-4519 or TTY 503-823-6868. The Historic Kenton Firehouse is wheelchair accessible.

How do I apply?

An application form must be submitted for a project to be considered for award.

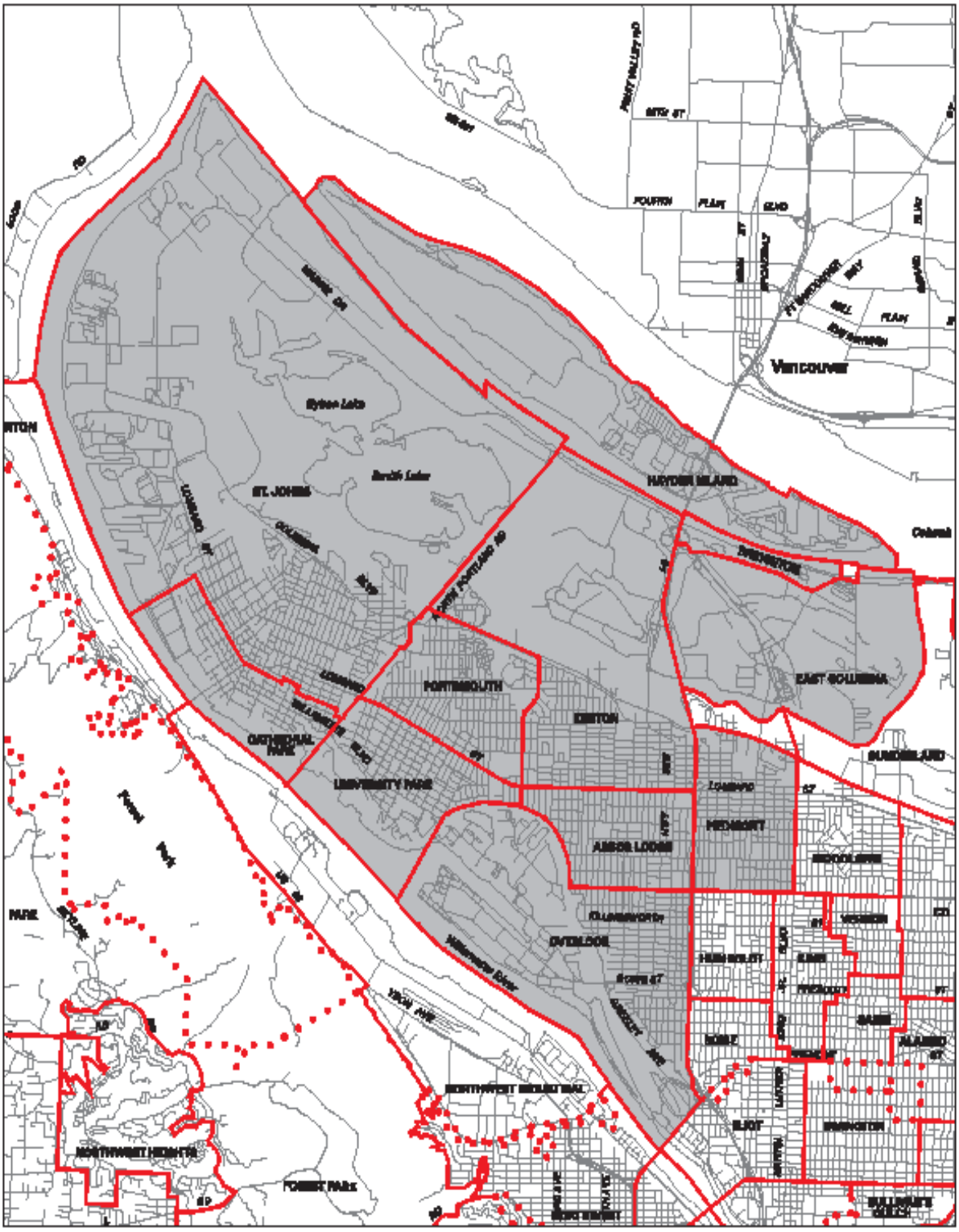
Application forms must be received no later than 2 p.m. Thursday, January 31, 2013.
Applications submitted after the 2 p.m. deadline will not be accepted.

The answers to the application questions should give the selection committee of seven North Portland Neighborhood Service residents an understanding of the proposed project, its responsiveness to funding priorities, as well as the size, scope and partnerships involved. Applicants may received follow-up questions from committee members.

Application form and instructions are available at www.npnscommunity.org. Printed copies are available from North Portland Neighborhood Services, 2209 N. Schofield St. 503.823.0215.

More Information:	*Tom Griffin-Valade*	*503.823.4524*	*tom@npnscommunity.org*
	Arolia McSwain	*503.823.0209*	*arolia.mcswain@gmail.com*

NORTH PORTLAND NEIGHBORHOOD SERVICES



Neighborhood Boundary

Overlapping Boundary

February 12, 2008

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City of Portland

Office of Neighborhood Involvement and

Bureau of Planning and Sustainability

North Portland Neighborhood Services Grant
Application Instructions

North Portland Neighborhood Services seeks applications for projects that benefit North Portland residents and neighborhoods.

The information requested in each section of the application form is described below. The application form can be submitted electronically. After completion, save your form, attach it to an email, and email to tom@npnscommunity.org. If necessary the form can be printed and faxed to North Portland Neighborhood Services, 503-285.5614. We will confirm receipt of forms received. If further clarification is needed, call Tom Griffin-Valade at (503) 823.4525.

Application forms must be received no later than 2 p.m. Thursday, January 31, 2013. Applications submitted after the 2 p.m. deadline will not be accepted.

General guidelines

- **Answer all questions and complete the budget. Do not submit additional materials.**
- **Limit answers to space provided. Use 10 point font.**

Applicant information

- Project "title" briefly describe intent of project or program (e.g., "Neighborhood Fruit Tree Harvest & Share")
- List the neighborhood (s) that the project will serve. Projects must serve residents in the North Portland Neighborhood Services District (See Map).
- Identify the organization or group requesting funds.
- 501 (c) (3) federal tax status or a fiscal sponsor that is a 501 (c) (3) charitable corporation is required to provide accounting and contractual support. If you need a fiscal sponsor, please contact Tom Griffin-Valade, tom@npnscommunity.org.
- Project coordinator is responsible for carrying the project's scope of work and reporting outcomes to North Portland Neighborhood Services.
- Provide project coordinators email address and phone number.

Project budget

Calculate the amount of grant funds requested from North Portland Neighborhood Services, the amount of in kind support, and the amount of other funds that will be contributed to the project. Show how grant funds will be used to purchase items and services in support of proposed project.

In-Kind Support: Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at $18 per hour. For professional or skilled volunteer work, visit www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.

- Personnel costs are salary or wage expenses for staff positions directly related to proposed project.
- Overhead costs may include utilities, advertising, rent, telephone bills, or other administrative costs directly related to project (e.g., accounting, fiscal management)
- Professional services are salary or wage expenses for functions performed by independent contractors.
- Material, equipment, supplies include items to be purchased or rented for proposed project.
- Transportation or travel costs may include hours for travel time. Mileage rate of $0.55/mile applies.
- Other is the category for those costs that do not fit into any listed category

North Portland Neighborhood Services funds may not be used for any costs the applicant may incur in preparing the application, direct social services, ongoing organizational operations, grants, loans, debt retirement, fund drives, emergency funding, and/or capital projects.

2013 North Portland Neighborhood Services Grant Application Form

General guidelines

- Answer all questions. Do not submit additional materials
- Limit answers to space provided. Use 10 point font.

Section 1 - Applicant Information

NPNSG committee members may contact you in regard to your application.

Applicant information					
Project Title					
Neighborhood(s) Served					
Organization					
501c3 status	***YES***	***No***	***Fiscal Agent***	***YES***	***NO***
Project Coordinator					
Email			***Phone***		

Section 2 - Briefly describe the project

Section 3 – Explain how this project will meet one or more of the funding requirements to build community, attract new and diverse residents, and/or sustain those currently involved.

Section 4 – How will the community be impacted by this project? Who will benefit? How many will be engaged? How will outreach be conducted?

Section 5 – How will the project be sustainable? What impact will the project have on the North Portland community after the requested grant funds have been expended?

Section 6 – Briefly describe how this project enhances the goal of North Portland Neighborhood Services to increase involvement, enhance participation, and welcome diversity?

Section 7 – List contributor names, emails, and phone numbers who have committed cash or in-kind support for the proposed project. Describe the support and its estimated value? How many volunteer hours will be contributed to the project?

Section 8 – Explain how collaborating organizations will be involved in the successful implementation of the grant project. Include a contact name, phone, and email for each partner organization so that NPNSG committee members may verify their participation in your project.

Budget

Remember the budget must relate to the narrative in the above sections.

Item/Service/Expense	Requested funds	Matching funds CASH	Matching funds IN KIND	TOTAL
Personnel *Staff salaries, direct project management, volunteer labor (show hourly rates, total hours).*	$	$	$	$
Overhead costs *Utilities, advertising, rent, telephone bills, administrative costs directly related to project (e.g., accounting, fiscal management). Show estimated cost for each item listed.*	$	$	$	$
Professional services** *Functions performed by independent contractors. Include copy of bids.*	$	$	$	$
Materials, equipment, supplies *List items, quantities, prices.*	$	$	$	$
Transportation or travel costs *Itemize. Mileage rate of $0.55/mile applies.*	$	$	$	$
Other *Describe, itemize.*	$	$	$	$
Other *Describe, itemize.*	$	$	$	$
TOTAL	$	$	$	$

Total **Requested Funds** column must match the **Grant Funds Requested** in Section 1 of the application.

In-Kind Support: Donated services and time can include estimated dollar amount of in-kind donations and/or general volunteer hours at $18 per hour. For professional or skilled volunteer work, visit www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.