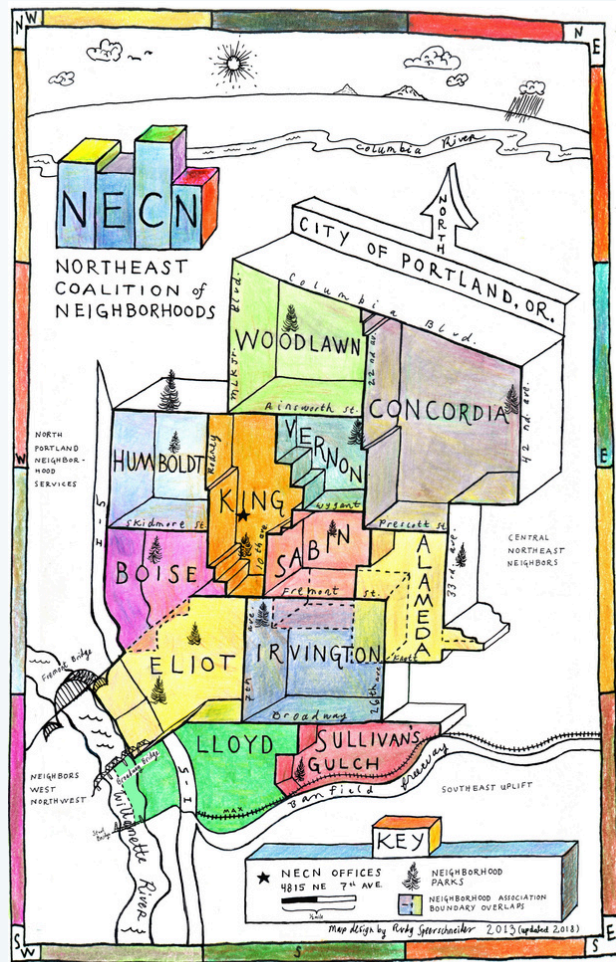




# NORTHEAST COALITION OF NEIGHBORHOODS' 2024 SMALL COMMUNITY GRANTS HANDBOOK



Applications are due by **June 3, 2024**  
at **11:59 PM Pacific Standard Time**  
[www.necoalition.org/grants](http://www.necoalition.org/grants)

Have questions or need support?  
Please contact: **Hanifah Abioto**  
Grants & Programs Manager  
[admincoordinator@necoalition.org](mailto:admincoordinator@necoalition.org)



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



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## OUR MISSION

Northeast Coalition of Neighborhoods (NECN) fosters healthy communities by engaging citizens to become directly involved in determining how their neighborhood evolves and giving them the tools to have their voices heard by policy makers and the public at large.

NECN further seeks to support building informed, culturally representative, and participatory neighborhoods that support our social and ecological well-being.

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# ABOUT NORTHEAST COALITION OF NEIGHBORHOODS

## WHO WE ARE

Founded in 1974 by Edna Robertson and Sharon McCormick as part of the Model Cities Program, NECN first earned a reputation as a pillar of NE Portland as an independent nonprofit organization - as it remains today. We have evolved over the years into being an incubator of civic action and by connecting residents with grassroots organizations, like-minded individuals and local policy makers to effect change in their communities.

The first of the original seven neighborhood coalitions, all of which are affiliated with Portland's Office of Community and Civic Life. To note, after the Spring 2024 Grant round, we will grow to include residents and neighborhoods from North and further East as we continue our work of supporting our communities.

- **We seek to stay rooted in history and driven by vision:** Drawing from Northeast Portland's diverse historical tapestry, we envision a future where personal connections and networks forge resilient communities.
- **Through past lessons, we make way for present collaborations:** Building upon the lessons of community resilience, we engage in organized efforts to shape a future where grassroots democracy thrives.
- **Acknowledging lived heritage, we can take collective action, we can take collective action:** Informed by cultural experiences and expressions of our past, we can intentionally and collectively create inclusive communities where sharing, teaching, and learning are celebrated as tools for positive change.
- **We find unity in diversity and strength in equity:** Embracing our multicultural and neurodiverse environment, we foster inclusion, diversity, equity, and accessibility, ensuring that all voices contribute to building capacity and shaping the future of Northeast Portland.
- **Environmental Stewardship, Land Use Equity:** Guided by environmental justice, we advocate for equitable land use in Northeast Portland. Through civic involvement, we prioritize sustainable development and unity in diversity, fostering resilience and environmental justice for all.

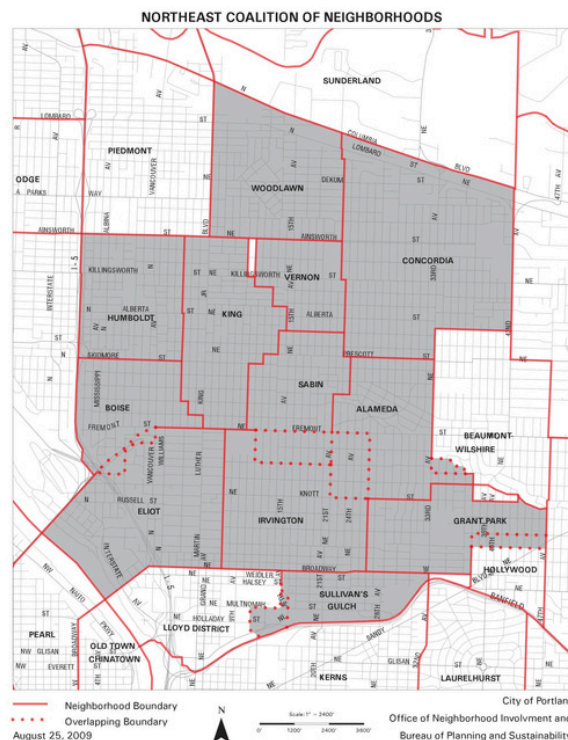
**WE BELIEVE IN THE POWER OF EVERY CITIZEN, IN EVERY COMMUNITY, TO CREATE  
THE WORLD THEY WANT TO LIVE IN, ONE NEIGHBORHOOD AT A TIME.**

# ABOUT THE COMMUNITY SMALL GRANTS PROGRAM

Since 2006, NECN and the Office of Civic and Community Life have collaborated to offer our community small grants program, dedicated to strengthening District 2's fabric through grassroots initiatives. We offer grants from \$500-\$4500 to support projects that bring communities together and enhance quality of life. We seek to fund projects that engage diverse populations, foster leadership, and empower underrepresented groups to shape the future of our neighborhoods.

At NECN, we're committed to empowering you, a cherished community member, to drive positive change in our community. Our mission is clear: to foster healthy, inclusive neighborhoods where every voice matters. Through our grants program, we hope to provide resources and support you need to turn your vision into reality.

Let us work together to enhance our beloved District 2



## PROGRAM GOALS

- Engage diverse groups within the district.
- Foster leadership, economic stability, education, and environmental sustainability, especially among underrepresented and historically disenfranchised groups.
- Empower the community to influence public decisions and shape policy.
- Develop unique projects with broad impact.
- Support community resilience in the face of change.
- Enhance environmental stewardship and placemaking efforts.
- Ensure projects actively engage and benefit Northeast Coalition of Neighborhoods residents.

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## AWARD INFO

- Applications must be fully completed and submitted by June 3, 2024 by 11:59 PST to be considered. Applications may be received by electronically submitting on the website, email or mailed to the NECN office.
- Grant amounts awarded are between \$500 - \$4500. This year, NECN has \$30,000 total to be disbursed.
- Project must occur between July 15, 2024 and October 15, 2024. All final reports are due by October 31, 2024.
- Projects must take place in and/or benefit the residents in the current NECN District 2 area - see map below.
- Grants may only be awarded for project expenses. Operating support is not eligible for funding.
- Projects must meet at least one of the project goals, while keeping in line with NECN's Mission.

## ARE YOU ELIGIBLE?

- Applications will be accepted from nonprofit organizations, community groups, and collaborative project teams. Individuals are not eligible to apply.
- Applicants 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 NECN.
- Past NECN Community Small Grant recipients must have completed their project and submitted their final reporting paperwork to be eligible.
- Past NECN Community Small Grants recipients who have been awarded two years in a row may apply again only if they have a different project or project phase for funding. If this is the third year of funding, we

NOTE: Groups that are registered only as a nonprofit with the Oregon Secretary of State do not have federal tax-exempt status.

## 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 three times consecutively from NECN. Further, NECN may fund a different phase in your project, but not the same more than twice.

- Costs that may be incurred in preparing this application or evaluating the project
- Direct social services such as food baskets or health clinic services
- Ongoing general organizational support such as rent, utilities, or staff
- Direct grants, scholarships or loans for the benefit of specific individuals
- Fundraising activities or community events\* that cost money to attend
- Capital projects, unless built by volunteers
- Items intended for sale

\*Events may have a suggested donation

## TIMELINE & SUBMISSION PROCESS



- Applications open May 3, 2024.
- Applicants may contact [admincoordinator@necoalition.org](mailto:admincoordinator@necoalition.org) to schedule a one-on-one grant session as time permits before the application window closes.
- The application deadline is 11:59pm PT on Monday, June 3, 2024. Applications received after the deadline - mailed or otherwise - will not be eligible.
- Applicants will be notified of grant decisions by June 21, 2024.
- Projects awarded a grant will be required to attend an orientation session prior to receiving funds after our Board votes on the grants in June.
- All projects must be complete and funds spent by October 15, 2024.
- A final report will be due to NECN no later than Friday, November 1, 2024

## HOW TO APPLY & SUBMIT APPLICATION

Applications may be submitted via our online application form, by email or mail. Electronic submission is preferred, however, applications will be evaluated without regard to submission method or language. NECN recommends that applications are submitted at least three days before the deadline to ensure there is time to respond in the event that the application is incomplete.

The application checklist can be found on page 10.

- Apply Online (Preferred & Easiest): [necoalition.org/2024-necn-csg](https://necoalition.org/2024-necn-csg)
- Apply by Mail: NECN | Attn: Grants Coordinator | 4815 NE 7th Ave | Portland, OR 97203
- Applications must be received by the deadline.
- Email: Send a Word doc or PDF to [admincoordinator@necoalition.org](mailto:admincoordinator@necoalition.org) with "CSG Grant Application" in the subject line.

## SELECTION PROCESS

Grants will be awarded through a competitive process. Applications will be evaluated by a volunteer-led Grants Review Committee. 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 NECN's 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 this scoring criteria:

- Fit and Impact (35%)
- Diversity and Equity (35%)
- Engagement (15%)
- Project Feasibility (15%)

## 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, youth, elders, houseless, renters, people with disabilities and LGBTQIA2S+ people. They should 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 volunteers.

## WHAT HAPPENS IF YOU RECEIVE FUNDING

### GRANTEE RESPONSIBILITIES

If awarded a grant, recipients are expected to:

- Attend an orientation session prior to receiving funds.
- Acknowledge support from NECN in their programs and all related promotional material, including publications, presentations, and websites.
- Complete their projects and spend all grant funds by 10/15/2024
- Submit a final report that will include a narrative, financial report, and images of the project. The final report must be submitted within 14 days of completing the project or no later than 11/1/2024.

## APPLICATION SUPPORT

### GET ONE-ON-ONE SUPPORT

You may contact NECN 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 to reviewing a draft application. You can reach Hanifah Abioto, NECN's Programs & Grants Manager, at [admincoordinator@necoalition.org](mailto:admincoordinator@necoalition.org) to make arrangements.

### ABOUT FISCAL SPONSORSHIP WITH NECN

Is your group without federal designation as a 501c3 tax-exempt nonprofit or fiscal sponsorship from a nonprofit that has it? NECN simplifies the process for applying for our grants by offering fiscal sponsorship for 7.5% of the award amount, which may be waived; reach out to NECN for details.

If your group requires fiscal sponsorship from NECN, please note it in your application. If you anticipate needing this service, contact us before submitting your grant application. Should your group be selected for a grant, we'll prompt you to complete our fiscal sponsorship application within 30 days to avoid grant delays or forfeiture.

## APPLICATION GUIDELINES

1. Prepare your answers to our online application by downloading our narrative and budget templates and completing them in their entirety before copying and pasting into our online form.
2. Gather applicable attachments listed in the checklist on the next page.
3. Submit your application online according to instructions below. Do not include any additional documents. See page 5 for alternatives to an online submission.



## GRANT APPLICATION CHECKLIST

<p><b>Project Narrative:</b> <u>Download the narrative template.</u> Prepare your answers to questions that will verify your eligibility, provide 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.</p>	<input type="checkbox"/>
<p><b>Budget and Budget Narrative:</b> <u>Download the budget template.</u> 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 via the online application.</p>	<input type="checkbox"/>
<p><b>Provide Proof of Eligibility:</b> Applicants that are a tax exempt 501c3 nonprofit organization must provide their tax ID number and upload a copy of the organization's IRS tax exempt determination letter,</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. They must also submit a copy of their contract with the fiscal sponsor and copy of an IRS letter from Fiscal sponsor, or an official government document if applicable.</p> <p>Applicants that are not a 501c3 organization or fiscally sponsored by one who is must complete NECN's fiscal sponsorship application by July 15th, 2024.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>Neighborhood Association (NAs)</b> 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"/>
<p><b>(Optional) Partnership Letters:</b> Include a letter of support from any partner organizations explaining how they will actively participate in the project</p>	<input type="checkbox"/>