

## PLANNING GRANTS

The purpose of PCEF planning grants is to support eligible applicants to develop high quality projects that are designed to achieve the climate and justice goals of the program. Planning grants can cover a wide range of activities including, but not limited to, time for coordination and collaboration, research and project development, and hiring technical consultants to provide project plan recommendations. Planning grants are intended to be used to develop projects that could be funded by future PCEF grants. However, an award of a planning grant does not ensure future PCEF funding.

The narrative questions in the application that follows includes guidance about length of response. These are displayed as word suggestions in parentheses; for example, (150-250 words). These guidelines are not requirements, they are provided to give applicants a sense of the level of effort the program might expect to see for each question.

### Draft Application Questions

#### Applicant Information & Eligibility

1. Provide the name of the applicant organization and any alternative names if appropriate (e.g., nickname, DBA). \_\_\_\_\_.
2. Are you submitting your application through a fiscal sponsor?
  - a. If yes, what is the name of the fiscal sponsor organization?
  - b. If yes, attach memorandum of understanding or other contract defining the agreement.
3. Applicant organization's Employee Identification Number (EIN) (Note that EIN is also known as a federal Tax Identification Number or TIN): \_\_\_\_\_.
  - a. If your organization does not have an EIN and is submitting with a fiscal sponsor, provide fiscal sponsor's EIN: \_\_\_\_\_.
4. Applicant organization's business or mailing address: \_\_\_\_\_.
5. Name of applicant organization's Executive Director, CEO or President (if not available list Board Chair): \_\_\_\_\_.
6. Primary contact person for this application:
  - a. Name and title
  - b. Email
  - c. Phone
7. Amount of grant request \$\_\_\_\_\_.
8. Do all three of the following apply to applicant organization or fiscal sponsor?
  - Organization (or fiscal sponsor) is IRS tax exempt

- Organization (or fiscal sponsor) is a registered non-profit with the State of Oregon
  - Organization (or fiscal sponsor) is not on the Disqualified Charities list with the Oregon Department of Justice.
- Yes.
- No. Stop – The organization is not eligible to apply for PCEF funding.
9. If applicable, how long has your organization been a registered non-profit with the State of Oregon? (if you are applying with a fiscal sponsor this question does not apply)
- \_\_\_\_\_.
10. Does your organization have, or plan to acquire, necessary and appropriate insurance for this project (if you are applying with a fiscal sponsor please confirm that they will provide necessary insurance)? Note that insurance costs can be an eligible grant expense.
- Yes
- No – stop. This project is not eligible for PCEF funding.
11. Are there any tax liens on your organization and/or the fiscal sponsor?
- Yes – stop. This project is not eligible for PCEF funding
- No
12. Does the project being planned include any physical/capital investment (e.g., tree/garden/farm, efficiency retrofits, solar/other renewable installations, etc.)?
- a. No. Skip to number 13 below.
- b. Yes. Will the proposed physical/capital investment be located within the City of Portland?
- i. Yes
- ii. No – stop. This project is not eligible for PCEF funding.
13. Is the project being planned a non-physical/capital investment or program (e.g., workforce development, innovation)?
- a. No. Skip to 14 below.
- b. Yes. Will the project that is being planned serve people who reside in Portland?
- i. Yes.
- ii. No. This project is not eligible for PCEF funding.
14. Required Signature: The undersigned certifies that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal. Include the signature in the blank box.

## Organizational Commitments and Capacity

This section collects information to assess the applicant's commitments and capacity to successfully perform the proposed project. All questions in this section apply only to the applicant organization. Do not include information about project partners or contractors as that

information is included elsewhere. If the application is being submitted using a fiscal sponsor, answer the questions from the perspective of the organization proposing to do the work and not from the perspective of the fiscal sponsor unless specifically indicated.

- O.1. Provide your organization’s mission statement and describe how the mission supports the goals of PCEF. If the organization does not have a mission statement, please provide a statement of the organization’s purpose and describe how that purpose supports the goals of PCEF. (100 to 200 words)
- O.2. Describe how your organization prioritizes social and racial justice, diversity, equity and inclusion in your programs, services and approach to community engagement. If applicable, attach supporting documents noted in your explanation. (100 to 200 words)
- O.3. Describe your organization’s internal practices and commitments to social and racial justice, diversity, equity, inclusion and creating a positive working environment. This question is separate from programs or services being provided and asks only about the organization’s internal culture and operations. Include the following components, if applicable: (100 to 200 words)
  - a. Description of recruitment, retention and advancement practices that promote social and racial justice, diversity, equity and inclusion.
  - b. Description of how the organization is advancing social and racial justice, diversity, equity and inclusion practices for staff and board. Indicate what participation is required versus optional for both staff and board.
  - c. Upload supporting documents (if any) noted in your explanations including written policies and procedures, planning documents, recruitment plans, etc.
- O.4. The following information helps us understand how your organization reflects the population(s) your proposed project intends to serve.
  - a. In **column A** of the table below, note the primary population(s) that the proposed project is intended to benefit (check all that apply).
  - b. Board of Directors: Number of members \_\_\_\_\_. In **column B** in the table below, note the percentage of your board that reflects the intended beneficiary population.
  - c. Paid staff: Number of staff \_\_\_\_\_, (#FTE) \_\_\_\_\_. In **column C** of the table below, note the percentage of total paid staff that reflect the intended beneficiary population.
  - d. In **column D** of the table below, note the percentage of staff leadership that reflects the intended beneficiary population.

Note: The table below allows you to count people in more than one category (e.g., a person may be a woman and a person with a disability). The “other” category may include specific populations that you serve (e.g., youth, LGBTQ, immigrants, refugees, formerly incarcerated, specific neighborhood, specific racial, ethnic, or cultural group). For each group please indicate the source of the data as being either self-identified (you collected information directly from staff/board) or estimated (you did not collect information directly from staff/board)

	A	B	C	D
	Population(s) served	% of board	% of staff (including leadership)	% staff leadership
POC	<input type="checkbox"/>			
Women	<input type="checkbox"/>			
Low income (define)	<input type="checkbox"/>			
People w disabilities	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>			
White	<input type="checkbox"/>			
Women	<input type="checkbox"/>			
Low income (define)	<input type="checkbox"/>			
People w disabilities	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/> _____			
	P.1.			
Source of information	P.2.	<input type="checkbox"/> Self-identified <input type="checkbox"/> Estimated	<input type="checkbox"/> Self-identified <input type="checkbox"/> Estimated	<input type="checkbox"/> Self-identified <input type="checkbox"/> Estimated

### Organization Financials

Note for those applying with fiscal sponsor: If you are applying with a fiscal sponsor, provide financial information for O.6, O.7 and O.8 from the perspective of the fiscal sponsor.

- O.5. Describe how your organization will manage, track and document spending of grant funds. (e.g., established signature authority, multiple signatures needed for expenditures over certain \$ amount, method for approving work received and fund disbursement, separation of duties, software used to track funds, etc.). If you are applying with a fiscal sponsor provide a description of the budget management and financial controls agreements between the applicant organization and the fiscal sponsor, including budget management and financial controls, and roles and responsibilities. (150 to 250 words)
- O.6. Enter fiscal year dates (e.g., July 1 to June 30): \_\_\_\_\_
- O.7. Submit the following financial documents (if available):
  - a. the current, board-approved operating budget; and
  - b. the most recent full completed year financial statements (audited financials if available): Balance Sheet (Statement of Financial Position) and Income Statement/Profit & Loss (Statement of Activities).
- O.8. If you are applying with a fiscal sponsor provide their most recent full completed year financial statement (audited if available).
- O.9. In the table below, enter total revenue and expenses for the current year-to-date plus the last complete fiscal year, starting with the most recent year first. If the organization is less than two years old, provide available information.

Fiscal Year	Total Revenue	Total Expenses	Surplus/Deficit
Current year-to-date	\$	\$	\$
20__	\$	\$	\$

Please explain, if applicable: operating deficit indicated in the table above, relevant audit findings, significant surpluses or changes in budget size, and/or budget trends the organization has experienced in recent years or expects during the grant period (e.g., growth, change in primary revenue sources).

## Project Description and Scope

This section of the application asks for information about the planning project including the project team, scope, benefits, and budget.

- P.3. Opportunity statement – Briefly describe the issue or opportunity that the proposed planning process will address. How was the issue identified and how will the planning grant help address this issue or opportunity? (300 to 500 words)
- P.4. Planning project and scope:
  - a. Scope:

- i. Timeline: what is the proposed start date and end date for this planning grant? \_\_\_\_\_
  - ii. What will the outcome or result of this planning grant be? (150 to 250 words)
  - iii. Describe key milestones and activities in the project milestones and activities timeline template (see [Appendix C](#)). (300 to 500 words)
  - iv. Describe the organization's approach to project management and continuous improvement for this planning project (e.g., team meetings at defined time intervals, project management software, clearly defined areas of responsibility for project team, etc.). (150 to 250 words)
- b. In what ways, if any, will the planning process engage the community and intended beneficiaries? Narrative should include: (300 to 500 words)
- i. Goals of outreach and engagement plan.
  - ii. Activities and methods used to meaningfully and appropriately engage the community you are serving, including continuous improvement to ensure responsiveness and accountability.
  - iii. Description of the partners (formal and informal) in outreach and engagement, and the benefit they bring.
  - iv. Note that key community engagement milestones should be included in project timeline (a.iii. above).
- c. What are the known or potential challenges to planning project success and what is your plan to address them? (150 to 250 words)

## Future project

The questions in this section apply to the future project being planned. PCEF planning grants must be used to plan for a project that supports the program's climate and social justice objectives. We recognize there are unknowns at this point in the development process for many applicants; please answer the question to the best of your ability.

F.1. Project type: Indicate what type of project is being planned for: (check all that apply)

- Energy efficiency or renewable energy
- Green infrastructure or regenerative agriculture
- Workforce or contractor development
- Innovation

F.2. Provide a brief description of the project this planning grant is intended to support. Your response should include: (150 to 250 words)

- a. The ways in which the project will support greenhouse gas (GHG) reduction and social justice; and

- b. Any additional benefits of the future project such as non-GHG environmental benefits, climate resiliency benefits, development of meaningful partnerships, and inclusive workforce and contracting benefits.

## **Experience and Qualifications of Project Team**

- E.1. Describe the experience and qualifications of the team. Include partners and contractors who have already been identified. (150 to 250 words)
- E.2. Provide one to two paragraph bios for each of the following: 1) primary staff from the applicant organization who will be working on the proposed planning project and, 2) contractors and partners (if already identified).

## **Budget**

- B.1. Complete budget template (see [Appendix B](#)).