

PLANNING GRANTS

DRAFT Application questions and scoring criteria

The purpose of PCEF planning grants is to support the development of high quality projects that will advance climate, racial and social justice.

Amount of funding: The maximum amount of funding per planning grant is \$100,000.

Timeline: Planning grants are intended to be completed in one year. However, if the proposed planning effort will take more than one year, you can request a longer timeline. A request to extend the time for a planning grant will have no impact on the score or the likelihood of receiving an award.

Planning grants can be used to pay for many types of activities. Examples include, but are not limited to, the following:

- Time for staff to coordinate and collaborate
- Hosting meetings with partners and other stakeholders
- Outreach and community engagement
- Research and analysis by staff and/or consultants
- Project planning and development
- Hiring technical consultants to provide recommendations.

Planning grants should be used to develop projects that could be funded by future PCEF grants. However, an award of a planning grant is not a guarantee that the project will receive future PCEF funding and also does not mean that you are obligated to submit a future application.

This application includes suggestions about the length for each narrative response. The suggestions on length appear in parentheses at the end of a question (e.g., 150-250 words). These suggestions are not requirements, they are provided to give you an idea of a typical level of effort for each question. There are no minimums or maximums for the length of your response and your score will not be affected if you provide a shorter or longer response to the 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. PCEF planning grants must be used to plan for projects that support both climate action and social justice within one of the categories of funding listed below. What type of future project is this planning grant for? (check all that apply)
 - Energy efficiency or renewable energy
 - Green infrastructure or regenerative agriculture
 - Workforce or contractor development
 - Innovation (please explain): _____
3. Are you submitting this application through a fiscal sponsor?
 - a. If yes, what is the name of the fiscal sponsor organization? _____
 - b. If yes, attach a memorandum of understanding or other document defining the agreement between your organization and the fiscal sponsor.
4. Applicant organization's Employee Identification Number (EIN) (Note that EIN is also known as a federal Tax Identification Number or TIN): _____.
 - a. If you are submitting through a fiscal provide fiscal sponsor's EIN: _____.
5. Applicant organization's business or mailing address: _____.
6. Name of applicant organization's Executive Director, CEO or President (if not available list Board Chair): _____.
7. Primary contact person for this application:
 - a. Name and title
 - b. Email
 - c. Phone
8. Amount of grant request (not to exceed \$100,000) \$_____.
9. Do all three of the following apply to your organization (or fiscal sponsor)?
 - Organization (or fiscal sponsor) is IRS tax exempt
 - Organization (or fiscal sponsor) is an active 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 – Your organization is not eligible to apply for PCEF funding.
10. 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) _____.
11. Does your organization have, or have plans 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.
12. Are there any tax liens on your organization and/or the fiscal sponsor?
- Yes – stop. This project is not eligible for PCEF funding
 - No
13. 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 14 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.
14. Is the planning grant for a project or program that is not a physical or capital investment (e.g., workforce development)?
- a. No. Skip to 15 below.
 - b. Yes. Will the project or program that is being planned serve people who reside in Portland?
 - i. Yes.
 - ii. No. This project is not eligible for PCEF funding.
15. 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 Information

This section collects information about your organization’s history and ability to successfully perform the proposed planning 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 with 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 asked to do so.

- O.1. What is your organization’s purpose or mission? (50 to 100 words)
- O.2. Describe how your organization prioritizes and serves one or more of the PCEF priority population(s). Include which population(s) you prioritize and what percent of your organization’s work is focused on serving that population(s). If applicable, include any supporting documents noted in your explanation. (100 to 250 words)
- O.3. Briefly describe **how** your organization does community organizing, outreach and/or engagement. How do you connect with the community you serve to find out what they need/want? (100 to 250 words)

O.4. Is the proposed project designed to primarily benefit any of the following PCEF priority populations: people of color, women, people with disabilities, people with low incomes, or people who are chronically underemployed?

- If Yes, briefly describe the specific population(s) the project is designed to benefit. Include the percent of project beneficiaries who belong to this group (e.g. 75% of project beneficiaries will be people of color). Do NOT include contractors and people employed to work on the project, they are addressed in another section. Then continue to question O.5.
- If No, briefly describe who the proposed project is designed to benefit. Do NOT include contractors and people employed to work on the project, they are addressed in another section. Then skip to question O.7. (100 to 150 words)

O.5. Complete questions and table below.

- a. Board of Directors: Number of board members _____. In **column A** in the table, note the percentage of your board of directors that reflects each demographic population.
- b. Paid staff: Number of paid staff, both full-time and part-time _____. In **column B** of the table, note the percentage of total paid staff that reflect each demographic population.
- c. In **column C** of the table below, note the percentage of staff leadership that reflects each demographic population. Note that leadership is included in the total staff percentages in column B and pulled out seperatley for column C. Staff leadership includes the executive director and other staff who are in a role where they make strategic decisions for the organization.

PLEASE NOTE: The table asks for demographic information for priority populations identified in the PCEF code. We recognize that this table is not comprehensive, and that people may have additional identities not included here.

The table allows you to count people in more than one category (e.g., a person may be a woman and a person with a disability). Please indicate whether the information you enter is self-identified (you collected information directly from staff/board) or estimated (you did not collect information directly from staff/board).

	A	B	C
	% of board	% of staff (including leadership)	% staff leadership
People of color			
Women			

People w/ disabilities			
People w/ low income and/or people who have life experience being low income			
Chronically underemployed people and/or people who have life experience being chronically underemployed			
People who do not identify as any of the categories above*			
Source of information	<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

* Please enter the percent of your staff, staff leadership and board that are NOT people of color, women, people with disabilities, people who are (or have life experience) of being chronically underemployed or with low incomes. This information is needed to determine total representation and avoid double counting.

O.6. The table above has broad categories; please provide a little more detail to help us understand how your organization’s staff, staff leadership and board reflect the specific population the proposed project is designed to benefit. For example, if your project is targeting Latinx people for a pre-apprentice program, how does your staff, leadership and board reflect the Latinx community? (100 to 250 words)

Organization Financials

If you are applying with a fiscal sponsor, provide financial information for O.8 and O.9 for the fiscal sponsor. If your organization is new and does not have financial records please make a note of that; this will not impact how your application is scored.

O.7. Describe how your organization will manage and account for spending of grant funds. If you are applying with a fiscal sponsor provide a description of the budget management and financial controls agreement between the applicant organization and the fiscal sponsor, including roles and responsibilities. (150 to 250 words)

O.8. Enter the month and day of the beginning and end of your fiscal year: _____

- O.9. 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 if available).

Project Description and Scope

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

P.1.Planning project opportunity or problem statement, including elements below: (300 to 700 words)

- a. Tell us why you want to do this planning project. Describe the issue that you hope to address. How was the issue or opportunity identified and how will the planning grant help address this issue or opportunity?
- b. How will the planning project address climate change, and advance racial and social justice?

P.2.Planning process: (500 to 1,000 words)

- 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?
 - iii. Describe the planning process (tell us what you are going to do) and how it advances racial and social justice. Include a description of any known partners as well as any known activities including research, technical/professional consultation, meetings and events, community engagement, etc.
- b. What are the known potential challenges to the success of the proposed planning process and how will you address them? (100 to 300 words)

Experience and Qualifications of Project Team

E.1. Describe how the professional and life experience of the project team will help the proposed planning process be successful. Team members include people from your organization and any other partners or contractors who have already been identified. If you haven't identified all of the members of your project team describe how you will make sure the final team includes the experience and qualifications needed. (150 to 350 words)

E.2. Provide one to two paragraph bios for each of the following: 1) primary people from the applicant organization who will be working on the proposed planning project and, 2) contractors and partners (if already identified).

Project Budget

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

Planning Grant Scoring Guidance

Planning grants will be scored on a 100-point scale. Points are awarded across three categories:

1. Organizational information – 45 possible points
2. Project description and scope - planning methodology – 45 possible points
3. Budget – 10 possible points

Organizational information: 45 out of 100 points possible				
Criteria	Possible points	Full points	Partial points	No points
Organization’s purpose supports PCEF goals of providing benefit to people with low income, people of color, women, people with disabilities and people who are chronically underemployed.	8	Primary purpose of the applicant organization is to deliver programs that benefit the communities identified in this criteria.	Organization delivers programs that benefit communities identified in this criteria, but it is not their primary purpose.	Organization purpose does not align with criteria.
Organization demonstrates strong understanding and practice around community outreach, engagement, particularly focused on	7	Engagement reflects an understanding of the historically marginalized community(ies) the organization serves. If applicable, engagement activities are informed by cultural competence, principles of inclusion and/or collaboration.	Engagement shows some knowledge of historically marginalized community(ies) the organization serves and, if applicable, engagement activities are somewhat informed by	No evidence that organization understands the historically marginalized community(ies) they serve or that their

historically marginalized and culturally diverse communities.			cultural competence, principles of inclusion and/or collaboration	work is informed by cultural competence, principles of inclusion and/or collaboration.
Staff (including leadership) and board of the organization reflect the community their proposed project is intended to benefit.	15	Majority (more than 50%) of staff (including staff leadership) and majority of the board of directors reflect the community the project is intended to serve. If the project beneficiaries are people who are low income or chronically underemployed the applicant has provided evidence that these life experiences are reflected in the majority of board and staff at all levels of the organization.	At least thirty percent of staff (including staff leadership) and thirty percent of board of directors reflect the community the project is intended to serve. If the project beneficiaries are people who are low income or chronically underemployed the applicant has provided evidence that these life experiences are reflected in the majority of board and staff at all levels of the organization.	No representation or reflection of life experiences on staff or board of the community the project is intended to serve.
Applicant demonstrates ability to manage funds responsibly and effectively.	5	Revenues are not less than expenditures <u>without reasonable explanation</u> , no audit finding of a material weakness (when audited financials are available); strong budget management practices. Clearly defined areas of authority over budget, consistent financial reporting practices, strong board oversight.	Organization has financial issues but there is a plan for improvement. Financial management and controls are reasonable. Organization has more than one person (staff and/or board) with financial controls and budget management responsibilities.	Insufficient description of how grant funds will be managed. Material weaknesses in audit (if present) not addressed. No explanation provided for operating deficit.

Project team (including non-profit staff, contractors, and other partners) have relevant experience.	5	The project team members that have been identified have professional and/or life experience successfully implementing projects that share common characteristics to the proposed project. If applicable, application includes plan to secure additional project team members with appropriate experience.	Project team members that have been identified have skills that have prepared them to successfully complete the proposed planning project.	No experience, or plan to secure experience, provided.
Applicant is a small or emerging organization.	5	Points awarded to organizations that have fewer than six full time equivalent (FTE) employees or have been in operation for fewer than three years.		

Project description and scope : 45 out of 100 points possible				
Criteria	Possible points	Full points	Partial points	No points
The opportunity statement and goal of planning demonstrates understanding of issue and addresses climate and social justice.	15	It is clear from the opportunity statement that the project will address climate and social justice and that the applicant has a firm understanding of the issue they intend to address.	Opportunity statement is understandable but the issue to be addressed by planning is described only in general terms. There is not a strong connection to climate and social justice. Some questions remain.	Incomplete, not clear what issue or opportunity the application is hoping to address.
Scope of planning process is clear,	15	Objectives are clear. Process centers equity and justice and, If applicable, identified partners are appropriate,	Objectives are clear and scope identifies appropriate questions to be answered, however, details regarding	Objectives are not clear. Scope has not identified any

manageable, and likely to succeed.		outreach and engagement activities are well described, research and analysis needs have been identified and described,. Potential barriers have been identified and a plan to overcome them is included. Timeline is reasonable.	implementation of the process are provided in general terms that leave questions as to whether the process is manageable and likely to succeed. Timeline may need modification.	partners, stakeholders, activities or questions to be answered. Timeline likely to create problems.
Percent of benefits for project being planned that will go to specific PCEF priority populations.	15	100 percent of project beneficiaries are PCEF priority population(s) identified in O.4 if the applicant answered Yes. If applicant answered No to question O.4 they are not eligible for these points.	At least 75 percent of project beneficiaries are PCEF priority population(s) identified in O.4 if the applicant answered Yes. If applicant answered No to question O.4 they are not eligible for these points.	Fewer than 50 percent of project beneficiaries are PCEF priority population(s) identified in O.4 if the applicant answered Yes.

Budget: 10 out of 100 points possible

Criteria	Possible points	Full points	Partial points	No points
Project budget is complete and reasonable.	10	Budget is complete, clear, and appropriately scaled to the proposed project.	Budget is complete but would benefit from modification/right sizing to the proposed project.	Budget is not complete and/or is not appropriate to the proposed project (e.g., too large, too small, missing key items, including extraneous items).