Planning grant application draft - DRAFT

Application eligibility and cover sheet

0.1. Name of the applicant organization. If your organization is a registered nonprofit, enter the legal name listed on your Articles of Incorporation (the documents filed with the Oregon Secretary of State). If your organization uses a nickname or a name that is different than the one officially registered with the State, please list that as well. If your organization is not a registered nonprofit organization, list the name or names that the group uses. _____

0.2. Are you submitting your application through a fiscal sponsor?

   ❑ Yes

   i. Name of the fiscal sponsor organization _____

   ii. If available, attach the contract defining the fiscal sponsor agreement (e.g.,memorandum of understanding or other).

   ❑ No

0.3. Applicant organization's Employee Identification Number (EIN). The EIN is a unique number issued by the Internal Revenue Service (IRS). The EIN is also known as a federal Tax Identification Number (TIN): _____

   i. If your organization does not have an EIN and is submitting with a fiscalsponsor, provide fiscal sponsor's EIN: _____

0.4. Do all three of the following apply to applicant organization or fiscal sponsor?

   i. **Organization (or fiscal sponsor) is IRS tax exempt.** An organization that is IRS tax exempt has filed its application and been officially recognized by the IRS, and has maintained its exempt status by filing the required 990 form each year.

   ii. **Organization (or fiscal sponsor) is an active registered nonprofit with theState of Oregon.** The Secretary of State registers nonprofit organizations in Oregon and maintains records of required annual financial statements. Applicants must be registered with and be in current "active" status as nonprofit organizations with the State of Oregon.

   iii. **Organization (or fiscal sponsor) is not on the Disqualified Charities listwith the Oregon Department of Justice.** The Oregon Department of Justice Organization is responsible for some

of the oversight of nonprofit organizations. Applicants must not be included on the [Disqualified Charities list](#) with the Oregon Department of Justice.

- ❑ Yes
- ❑ No – Stop. The organization is not eligible to apply for PCEF funding.

0.5. Does your organization have, or plan to acquire, necessary and appropriate insurance for this project? If you are applying through a fiscal sponsor, please answer on behalf of the fiscal sponsor. (Note that some insurance costs can be an eligible grant expense.)

- ❑ Yes
- ❑ No – Stop. The organization is not eligible for PCEF funding.

0.6. Are there any tax liens on your organization and/or the fiscal sponsor?

- ❑ Yes – Stop. The organization is not eligible for PCEF funding.
- ❑ No

0.7. How many years has your organization been a registered nonprofit with the State of Oregon? If your organization is not a registered nonprofit in Oregon skip this question _____

0.8. Applicant organization mailing address _____

0.9. Name of applicant organization's executive director, CEO or president (if not available, list board chair) _____

0.10. Primary contact person for this application (this is the person we will contact with any questions or notifications about this funding request):

      i. Name: _____
      ii. Title: _____
     iii. Email: _____
     iv. Phone: _____

0.11. Secondary contact person for this application (this is the person we will contact with any questions or notifications about this funding request):

      i. Name: _____
      ii. Title: _____
     iii. Email: _____
     iv. Phone: _____

0.12. Fill in the following demographic information about your **board and staff**. We know this list is not comprehensive and that people may have additional identities not included here. Please complete to the best of your organization's knowledge, based either on estimates, by individuals self-reporting, or a combination of the two. This question allows you to count people in more than one category (e.g., a person maybe a woman and a person with a disability).

    a. **Board of Directors.** Total number of board members _____

1. Number of Black people _____
2. Number of Native American/Alaska Native people _____
3. Number of people of color who do not identify as Black or Native American/Alaska Native _____
4. Number of women, transgender people, two-spirit people, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace _____
5. Number of people who experience disabilities _____
6. Number of people who experience, or have experienced, housing or food insecurity _____
7. Number of people NOT included in any of the categories listed above* _____
8. How was information collected:
   ❑ Self reported (information was provided by individuals; forexample, in an application or survey).
   ❑ Estimated (you are making an educated guess about individuals'identities).
   ❑ Combination of estimated and self reported.
b. **Paid staff:** Total number of paid staff, both full time and part time _____
   1. Number of Black people _____
   2. Number of Native American/Alaska Native people _____
   3. Number of people of color who do not identify as Black or Native American/Alaska Native _____
   4. Number of women, transgender, two-spirit, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace _____
   5. Number of people who experience disabilities _____
   6. Number of people who experience, or have experienced, housing or food insecurity _____
   7. Number of people NOT included in any of the categories listed above* _____
   8. How was information collected:
      ❑ Self reported (information was provided by individuals, forexample, in an application or survey)
      ❑ Estimated (you are making an educated guess about individuals'identities).
      ❑ Combination of estimated and self reported

c. **Staff leadership:** Staff leadership includes the executive director and senior level staff responsible for management of the organization. This figure is a SUBSET of the total paid staff. Total number of staff leadership _____
   1. Number of Black people _____
   2. Number of Native American/Alaska Native people _____

3. Number of people of color who do not identify as Black or Native American/Alaska Native _____

4. Number of women, transgender, two-spirit, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace _____

5. Number of people who experience disabilities _____

6. Number of people who experience, or have experienced, housing or food insecurity _____

7. Number of people NOT included in any of the categories listed above* _____

8. How was information collected:
   ❑ Self-reported (information was provided by individuals, forexample, in an application or survey)
   ❑ Estimated (you are making an educated guess about individuals'identities)
   ❑ Combination of estimated and self-reported

   *Please enter the number of your staff, staff leadership, and board that do NOT identify as Black, Native American/Alaska Native, people of color, women, transgender, two spirit people, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination in the workplace, people with disabilities, people who currently, or have previously, experienced housing or food insecurity.

0.13. Amount of grant request (be sure that this amount matches the amount of PCEF funds in the budget attachment) The number entered here should represent the amount of PCEF grant money you are requesting for this proposal. $_____.

0.14. Timeframe from grant work. Estimate start and end date: Start date _____ End date _____
   • If longer than one year, please provide explanation _____.

0.15. PCEF planning grants are for projects that <u>both address climate change and advance racial and social justice</u> within one of the categories of funding listed below. Briefly describe how the planning project described in this application will support the development of a project that addresses both climate action and racial and social justice. (100-200 words).

0.16. 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/Other (please explain): _____

0.17. Required confirmation: If you are applying through the online application site, check the confirmation box for this question. If you are submitting your application by sending in documents through email or post please include the signature of an

authorized signer with the following statement: "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."

Section 1: Organizational information

1.1   Describe your organization's mission or purpose and describe how your organization prioritizes and serves one or more of the PCEF priority populations. Include which population(s) you prioritize and what percent of your organization's work is focused on serving that population(s). This question helps us understand why your organization was created and who you serve, as well as the ways your organization serves populations that are prioritized in PCEF legislation. (150 to 500 words)

Section 2: Project description and scope

This section of the application asks for information about the proposed planning project including scope of work, who will benefit from the project being planned, and what those benefits might be. You do not have to answer the questions in the order that they appear; use whatever format works for you. (3 to 7 pages)

Planning process/scope

2.1   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?

2.2   How will the planning project address climate change as well as advance racialand social justice?

2.3   Scope – describe what you plan to do as a part of your proposed planning grant, include the following elements.

a. What will the outcome or result of this planning grant be?

b. In thinking about the future project that you are planning for, will it be designed to *primarily benefit* Black people, Native American/Alaska Native people, other people of color, people with low incomes, women, transgender people, two-spirit people, gender non-conforming people, or other groups of people who experience gender or sex-based discrimination, and/or people who experience disabilities?

   i. If Yes, briefly describe the specific population(s) the project is designed to benefit and how your organization reflects that specific population.

   ii. If No, briefly describe who the proposed project is intended to benefit. Do NOT include contractors and people employed to work on the project.

c. How will you connect with the community who will benefit from the project that is being planned? How will this community be involved in the planning

process? How will your organization do outreach, engagement, and/or community organizing? We recognize that projects and programs require different amounts and types of community involvement; tell us about the community involvement that is relevant to this project.

d. Describe the planning process (tell us what you are going to do) and how it advances racial and social justice. Include a list of project milestones and the activities associated with achieving those milestones. Project milestones are significant markers in a project that indicate one stage of development is complete, for example: a decision point, events, a marker that a project goal has been achieved. Activities should describe the activity that will lead to achieving each milestone including any research, technical/professional consultation, meetings and events, community engagement, etc. An example is provided below:

Milestone: Identify community priorities about home energy use.

Activity 1: Design culturally appropriate survey in consultation with community members.

Activity 2: Conduct telephone survey of residents.

Activity 3: Analysis and summarize findings.

Activity 4: Host an online or in-person conversation to share and validate findings with survey participants.

e. Identify any challenges or barriers to the planning process that you anticipate and how you will to address them.

Section 3: Project team experience and qualifications

3.1 The project team includes staff from your organization and any other partners or contractors who have already been identified. For each team member provide the information in the bulleted list below. Be sure to include this information for the project manager, staff (if known) that will be spending at least 25 percent of their work hours on the proposed project, and contractors, partners, and/or key advisors that are a part of the project team (if already identified). If you haven't identified all members of your project team, describe how you will make sure that the final team includes individuals with the experience and qualifications needed. (500 to 1,000 words on average, varies greatly depending on size of team)

- the role they will play in the project
- a description of the team member's professional and/or life experience that will help make the project successful
- examples of experience with similar projects and/or transferable skills
- any planned professional development or training related to staffing the project

Section 4: Financials

There is no score associated with the financial health or practices of an organization, but the information requested in this section is required. PCEF uses this information to help inform decision making around support and management of projects should they be selected for funding. If you are submitting this application with a fiscal sponsor, please answer questions 4.2 and 4.3 for both your organization and the fiscal sponsor organization.

4.1 Describe how your organization will manage and account for grant funds including a description of your financial management practices. Tell us how you are going to: keep track of grant funds, make sure that grant funds are spent on appropriate grant activities, provide documentation of grant expenditures. Examples include, but are not limited to requirements for multiple signatures for payments using grant funds, accounting systems used to track funds, description of review and approval needed to accept and pay for contracted work, policies and procedures related to financial management and controls. If you are applying with a fiscal sponsor, include a description of the agreements about budget management and financial controls between the applicant organization and the fiscal sponsor, including roles and responsibilities. If you already have a written agreement with your fiscal sponsor that includes this information you can attach the agreement instead of writing the narrative description. (100 to 200 words)

4.2 Please note whether your organization has experienced any of the issues in the bulleted list below and, if so, provide an explanation of the situation and ways your organization is trying to remedy any issues. It is not uncommon for an organization's budget to change from year to year. This may occur for positive reasons (e.g., receiving a significant amount of money) or for challenging reasons (e.g., COVID, damage to building, management issues). This question provides an opportunity for you to share the story behind the numbers. (50 to 150 words).

- An operating deficit in last year
- Audit finding(s) of a material weakness

4.3 Submit the following financial documents for applicant and fiscal sponsor if applicable:

- Current operating budget
- Most recent complete year financial statement or 990 (audited financials if available)

Section 5: Project budget

Complete budget template (Attachment B).

Planning grant application evaluation guidance for reviewers

Planning grants will be scored on a 100-point scale. Points are awarded across three categories: Organizational information, Project description and scope - planning methodology, and Budget

Organizational and team information – panel scored criteria

#	Criteria	Possible points	Full points	Middle points	Low points
1	Organization's purpose supports PCEF goals of providing benefit to PCEF priority populations.	10	Primary purpose of the applicant organization is to deliver programs that benefit the PCEF priority communities.	Organization delivers programs that benefit PCEF priority communities, but it is not their primary purpose.	Organization purpose provides benefit to the general community with limited focus on PCEF priority communities.
2	Staff (including leadership) and board of the organization reflect the community the proposed project is intended to benefit.	15	Majority (more than 50%) of staff (including staff leadership) and board of directors reflect the community the project is intended to serve. In the case of projects whose beneficiaries are people who are low income this may include prior rather than current lived experience.	At least 40 percent of staff (including staff leadership) and board of directors reflect the community the project is intended to serve. In the case of projects whose beneficiaries are people who are low income this may include prior rather than current lived experience.	At least 30 percent of the staff and board of directors reflect the community the project is intended to serve.
3	Project team (including non-profit staff, contractors, and other	10	The project team members that have been identified have professional and/or life experience that prepares	Project team members that have been identified have professional and/or life experience that will help	Project team appears to be missing important relevant professional

			them for successful implementation of the proposed project. If applicable, application includes plan to secure additional project team members with appropriate experience.	support successful implementation, but it is not clear that the existing and/or proposed team will be fully prepared to successfully complete the proposed planning project	and/or life experience. Plan to secure additional team members is general and lacks detail.

Project description and scope – panel scored criteria

	Criteria	Possible points	Full points	Middle points	Low points
4	The opportunity statement demonstrates understanding of issue and addresses climate and racial 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 and how the planning grant will help address the issue or opportunity,	The proposal has some strengths but lacks clarity regarding the opportunity, how the planning grant will help address the issue or opportunity, and/or how the planning grant will address climate and social justice. Some questions remain.	Incomplete or unclear description of issue or opportunity the application is hoping to address.
5	Scope of planning process is clear, manageable, and likely to succeed.	10	Outcomes are clear. Process centers equity and justice and, if applicable, identified partners are appropriate, 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.	Outcomes are clear and scope identifies appropriate questions to be answered, however, details regarding implementation of the planning grant leave questions as to whether the process is manageable and likely to succeed. Timeline may need modification.	Objectives are unclear. Scope has identified few or no partners, stakeholders, activities, or questions to be answered. Timeline likely to create problems.
6	Percent of benefits for project(s) that will be developed as a result of the planning process that will go to specific PCEF	10	Highly likely that nearly all of the project beneficiaries will be PCEF priority population(s)	Likely that most of the project beneficiaries will be PCEF priority population(s)	Likely that at least the majority of project beneficiaries will be PCEF priority population(s).

			priority populations.		

	Criteria	Possible points	Full points	Middle points	Low points
7	Application demonstrates strong understanding and practice around community outreach and engagement, particularly focused on historically marginalized and culturally diverse communities.	10	Engagement reflects an inherent or personal 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 is somewhat informed by cultural competence, principles of inclusion and/or collaboration	Little evidence that organization understands the historically marginalized community(ies) they serve or that their work is informed by cultural competence, principles of inclusion and/or collaboration.

Budget – panel scored criteria

	Criteria	Possible points	Full points	Middle points	Low points
8	Project budget is complete and reasonable.	5	Budget is complete, clear, and appropriately scaled to the proposed project.	Budget is complete but would benefit from modification or 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).

Overall project alignment with principles – panel scored criteria

	Criteria	Possible points	Full points	Middle points	Low points
9	Alignment with PCEF guiding principles	10	Project is aligned with the PCEF guiding principles: • Focused on climate action with multiple benefits • Community powered	Project is mostly aligned with the PCEF guiding principles.	Project is somewhat aligned with the PCEF guiding principles.

			• Justice Driven • Accountable		

Staff scored criterion

10	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.