



2022 COMMUNITY RESILIENCE AND CAPACITY BUILDING GRANT

FUNDING OPPORTUNITY ANNOUNCEMENT AND APPLICATION

PROGRAM ORIGIN AND PURPOSE

COVID disproportionately impacted Black, Indigenous, and other communities of color, immigrants, refugees, and people with disabilities. In 2020 and 2021, the City of Portland responded to COVID with a variety of programs intended to support communities disproportionately impacted by the pandemic emergency. These efforts demonstrated the value of working with community-based organizations to better serve Portland's diverse communities. This grant will build on successful elements of the City's pandemic response to support recovery and resilience-building in Portland, in continued partnership with CBOs.

GOALS OF THE GRANT

This grant is focused on strengthening partnerships with community-based organizations to address the disparate impacts of disasters. The purpose of the 2022 Community Resilience and Capacity-Building Grants is to:

- Increase disaster resilience in households in Portland that face disparate risks, focusing on resilience in the face of climate-change-induced and/or earthquake risks.
- Strengthen the ability of CBOs to serve their community during an emergency.

We invite applications in the following areas:

- Earthquake and severe weather education and preparedness for households;
- Earthquake and severe weather planning and preparedness for organizations;
- Mental health and disaster resilience.

Applicants are urged to consider how funds may be used to innovate their services and explore new possibilities and partnerships.

The most effective proposals will increase the disaster resilience of households and organizations in ways that also increase wellbeing outside of an emergency (e.g., even if a disaster doesn't happen soon, the project is worthwhile).

FUNDING AVAILABLE

AWARD SIZE

A total of **\$300,000** is available and will be distributed through three pathways:

Pathway 1: sponsorship of individual programs and events not to exceed \$5,000 (total funding available: \$30,000)

Pathway 2: grant award of individual programs not-to-exceed \$15,000 (total funding available: \$115,000)

Pathway 3: grant award of individual programs not-to-exceed \$50,000 (total funding available of \$150,000)

ALLOWABLE AND UNALLOWABLE EXPENSES

Activities, efforts, and materials needed for the performance of the grant program/project are generally allowable expenses. Eligible expenses may include, but are not limited to:

- Hiring or retaining staff;
- Hiring a consultant;
- Training or professional development; and
- Purchasing equipment and technology (such as, computer tablet, application software, radios, walkie-talkies, outreach equipment, such as canopies, tables, etc.)

Ineligible expenses include:

- Participation in any political or lobbying activities.
- Encouraging violations of law or City policy.
- Marketing and promotion of applicant organization(s), other than promoting participation in the funded program.
- Any other cost not approved by the grantor as related to the grant program
- Any expense which creates a private benefit to organization employees or board members (creates conflict of interest).

ELIGIBILITY CRITERIA

REQUIRED

The Community Resilience and Capacity Building Grant funds are available for applicants that meet the following requirements:

- Organization is a registered nonprofit organization or volunteer-based community organization.
- Organization is based in Portland, OR.
- Organization provides services primarily to communities that face disproportionate risks from disasters, due to geographic location or existing social disparities.

For Pathway 2 and 3 only:

- Organization is a registered nonprofit.
- Organization can provide the following proof of insurance by the time the program is implemented:
 - o Commercial General Liability and property damage insurance coverage for not less than \$1,000,000 per occurrence.
 - o Automobile liability insurance with coverage for not less than \$1,000,000 each accident.
 - o Workers' compensation insurance coverage for not less than \$1 million each accidental injury, \$1 million occupational disease for each employee, and \$1 million occupational disease policy limit.
 - o If the program serves vulnerable populations (such as children or adults living with mental disabilities), physical abuse and sexual molestation liability insurance coverage for not less than \$ 1 million per occurrence and annual aggregate not less than \$3 million.

DESIRED

- Organization has experience delivering emergency services and/or providing supportive services in communities that face disparate disaster risks.
- Organization is led by people who identify as members of the communities served by the projects, or community was highly involved in developing the project.

APPLICATION PROCESS

Pathway 1: submit a [Sponsorship Application](#) stating project description and objectives and presenting a simple budget for the requested funding.

Pathway 2: submit a [Letter of Interest](#) stating project objectives. If selected, applicant will receive an invitation to submit a [Proposal](#) including project implementation timeline, intended outcomes, and budget.

Pathway 3: submit a [Letter of Interest](#) stating project objectives. If selected, applicant will receive an invitation to submit a [Proposal](#) including project implementation timeline, intended outcomes, and budget.

Applicants should submit their Sponsorship Application or Letter of Interest via email to regina.ingabire@portlandoregon.gov. PBEM will accept only one project pitch per organization. The request should follow the format provided; applicants are requested not to include additional materials in the application, as PBEM is unable to consider additional documents. Word counts are maximum length, not suggested length; shorter answers are fine if they provide all required information.

LONG PROPOSAL – BY REQUEST

To reduce the burden on applicant organizations, letters of interest will be reviewed by the selection committee and only applicants with a high likelihood of receiving funding will be asked to develop a long proposal.

APPLICATION ASSISTANCE

Resources are available to support organizations with their grant application to help build a strong application. If your organization would like to take advantage of this offering, please reach out to [Regina Ingabire](mailto:Regina.Ingabire@portlandoregon.gov) regina.ingabire@portlandoregon.gov (503-522-0529) to schedule a consultation.

INFORMATIONAL SESSIONS

PBEM staff will host two informational sessions on this grant to address any grant and application specific questions. These are optional sessions to ask questions about the grant:

Date 1: To be determined

Zoom information:

Date 2: To be determined

Zoom information:

ACCESS NEEDS/ACCOMMODATIONS

The City of Portland is committed to providing meaningful access to this funding opportunity. To

request translation, interpretation, modifications, accommodations, or other auxiliary aids or services, contact [Regina Ingabire](mailto:regina.ingabire@portlandoregon.gov) (503-522-0529) or regina.ingabire@portlandoregon.gov at least 10 days prior to deadlines.

Please ask us for access support/accommodations if you need them to complete the application or participate in this funding opportunity. Examples of requests include:

- Interpretation services
- Translation of application materials. Note: request these services early as translation may take several weeks.
- Alternate formats for the application
- Scribe services (you tell someone what you want to write, and they will type it for you, word-for-word.)

These and other accommodations to create access will be paid for by the City and are free for you. They will be done by independent contractors, not City staff. Please ask us as soon as possible so there is enough time to make arrangements and for you to complete your application before the submission deadline.

PUBLIC RECORD

Your submitted application becomes part of the public record. This means that any member of the public may request to see it. Personal contact information, such as names, addresses, phone numbers, or email will be treated as confidential and redacted before release, unless ordered by a court.

APPLICATION EVALUATION

ELIGIBILITY/MINIMUM REQUIREMENTS

Each application is screened for eligibility and minimum requirements prior to submission to the Selection Committee. Only proposals that fulfill the following minimum requirements will be considered for funding:

- 1) All application sections are completed.** Sections left blank without explanation, incomplete sections or information, or sections beyond the page limit will disqualify application.
- 2) Application is filled out accurately.** Providing false information will automatically disqualify the application.
- 3) For grants over \$5,000, applicant or fiscal sponsor is a registered 501(c)3 non-profit.**

- 4) **Organizations located in Portland, OR.** Funded programs must serve primarily residents and organizations located within the City of Portland.

SELECTION COMMITTEE

Pathway 1: The Review Committee will be composed by three City of Portland employees: one from PBEM, one from the Office of Community & Civic Life, and one from the Office of Violence Prevention.

Pathways 2 and 3: The Review Committee will be composed of seven individuals:

- Three City of Portland employees: one from PBEM, one from the Office of Community & Civic Life, and one from the Office of Violence Prevention;
- One individual representing a place-based organization; and
- Three individuals representing identity-based organizations.

Committee members will sign a Conflict-of-Interest Disclosure form and a Value Statement form.

EVALUATION CRITERIA

The Review Committee will review Letters of Interest and Proposals. Submissions will be ranked on the effectiveness of the proposed project and how thoroughly the application questions are addressed. All submissions will be evaluated and numerically scored using the criteria below. Final recommendation of awardees will be decided by the selection committee in a group discussion using the individual evaluations as a starting point.

Letter of Interest (maximum 10 points)

Category	Description	Scoring Guide	Maximum Points
Alignment with grant goals (on page 1)	Description of the project or program goals; what will be accomplished	4 – Clear alignment with multiple program goals, co-benefits to community 3 – Clear alignment, meets one goal, has co-benefits, or somewhat meets another goal 2 – Alignment with one goal 1 – Partial alignment, meets	4

		goals somewhat 0 – Unclear alignment between project and the grant goal	
Community benefit	Description of how program benefits communities that experience disproportionate impacts from disasters	3 – Provides benefits that mitigate disproportionate impacts to communities with disparate impacts 2 – Provides meaningful benefits to frontline communities 1 – Provides some benefits to frontline communities 0 – Unclear how outcomes benefit the community	3
Feasibility	The project or program appears realistic for applicant within the grant timeline (12 months)	2 – Appears realistic and feasible within the grant timeframe 1 – May experience difficulties achieving project goals within the grant timeframe 0 – Unclear whether project goals can be achieved within the grant timeframe	2
Innovation	The project suggests a new program or approach to building resilience	1 – The program is innovative for the organization or community it serves 0 – The program is existing	1

Proposal (maximum 15 points)

Category	Description	Scoring Guide	Maximum Points
Project planning	Description of: <ul style="list-style-type: none"> - project or program goals and activities; - timeline; 	4 – Clear description of goals and timeline of activities; project addresses multiple grant goals, has co-benefits 3 – Clear description of goals	4

	<ul style="list-style-type: none"> - expected outcomes/ impacts 	<p>and activities; clearly addresses at least one goal</p> <p>2 – Provides description of goals and planned activities; may be vague; addresses at least one goal</p> <p>1 – Vague description of goals and planned activities; generally aligns with purpose of grant</p> <p>0 – Goals or activities are unclear or not aligned with purpose of grant</p>	
Organization and Community profile	Description of the applicant organization's services and demographics and other factors of the communities it serves	<p>4 – Organization centered in service to communities that face disparate risks. Community involved in design of the proposed project / project expected to reduce long-term disparities.</p> <p>3 – Organization serves communities that face disparate risks. Community consulted on proposed project / project may reduce disparities over time.</p> <p>2 – Organization serves communities most impacted by disasters. Community not involved on proposed project / project proposes one-time interventions.</p> <p>1 – Organization provides services regardless of risk/need. Community not involved on proposed project.</p> <p>0 – Organization primarily does not serve communities that</p>	4

		face disparate risks.	
Emergency response experience	Applicant has experience providing emergency or disaster assistance to community. Project will support or extend this capacity.	4 – Significant experience providing emergency assistance; project strengthens or expands it 3 – Experience with emergency assistance; project continues or expands it 2 – Some relevant experience with emergency assistance 1 – Little relevant experience 0 – Experience is not relevant	4
Budget	Description of how the budget supports the project plans and its associated costs	3 – Expenses clearly support project goal, provide good value 2 – Expenses clearly support project goal 1 – Expenses mostly support project goal, may be vague 0 – Unclear how expenses support project goal	3

Additional considerations may be used to make funding decisions (tiebreakers):

- Does this project propose an innovative approach or program?
- Does this project foster connections between CBOs?
- Does this project come from an organization or group that lacks access or capacity to seek traditional funding opportunities?



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SPONSORSHIP APPLICATION

SUBMISSION

Submit application no later than **DATE** to Regina Ingabire, regina.ingabire@portlandoregon.gov via email

CONTACT INFORMATION

Project Title		
Name of the organization		
Contact Name and Title		
Contact Email		
Requested amount (not to exceed \$5,000):		\$
Is your organization a registered nonprofit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please explain the status of your organization (e.g., unincorporated organization, neighborhood group, etc.)		
Is your organization based in Portland, Oregon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT DETAIL

Please describe your project. How will it build resilience to earthquakes and/or increase resilience to climate change and/or improve mental health resilience in your community?

BUDGET

Indirect costs (also referred to as Administration Fees) are those associated with the expenses of doing business not clearly associated with the funded project/program but essential to keeping the organization up and running. These may include utility bills, accounting, executive staff time, stipends for staff not involved on the funded project. Indirect Costs and fiscal Sponsor Fees are limited to 15% of the total requested funds.

Item	Description	Requested Funds (In dollars)
Personnel/Payment for services (Direct project management, contracting for special services, interpretation/translation, etc.)		
Participant Support (Travel costs, stipends, etc.)		
Promotional Materials/Printing (Flyers, brochures, translation of materials, advertisements, etc.)		
Event or Activity Related Expenses (Space and equipment rentals, etc.)		
Materials (Materials needed to complete the project)		
Additional Expenses (please specify)		
Subtotals		\$
Indirect Costs or Fiscal Sponsor Fees (Cannot exceed 15% of total requested funds)		
TOTALS		\$



2022 COMMUNITY RESILIENCE AND CAPACITY BUILDING GRANT

LETTER OF INTEREST

SUBMISSION

Submit application no later than **DATE** to Regina Ingabire, regina.ingabire@portlandoregon.gov via email.

BASIC INFORMATION

Project Title		
Organization Name		
Contact Name and Title		
Contact Email		
Contact Phone		
If applicable, Name of Fiscal Sponsor organization		
Fiscal Sponsor, Contact Name and Title		
Fiscal Sponsor, Contact Email		
Project Focus Area (check all that apply)	<input type="checkbox"/> Earthquake resilience <input type="checkbox"/> Climate resilience <input type="checkbox"/> Mental health resilience	
Note: Projects \$6,000 - \$15,000 are "small grants." Projects \$16,000 - \$50,000 are "project grants." Small grants and project grants are awarded in separate categories		
Amount requested:		\$
Is your organization a registered nonprofit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your organization based in Portland, Oregon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT DETAIL

☐ Please describe your project and objectives (up to 500 words).

Please address the following

- What is your project – what do you plan to do?
- What issue, problem, or opportunity will this project address?
- Who will benefit from this project?
- Is this a new project? Is it similar to other work you have done?
- Please list up to five key benefits/outcomes of the project completion.

Pending Final Revision



2022 COMMUNITY RESILIENCE AND CAPACITY BUILDING GRANT

PROPOSAL – BY INVITATION ONLY

SUBMISSION

Submit application no later than **DATE** to Regina Ingabire, regina.ingabire@portlandoregon.gov via email.

BASIC INFORMATION

Project Title		
Organization Name		
Contact Name and Title		
Contact Email		
Contact Phone		
If applicable, Name of Fiscal Sponsor organization		
Fiscal Sponsor, Contact Name and Title		
Fiscal Sponsor, Contact Email		
Project Focus Area (check all that apply)	<input type="checkbox"/> Earthquake resilience <input type="checkbox"/> Climate resilience <input type="checkbox"/> Mental health resilience	
Note: Projects \$6,000 - \$15,000 are “small grants.” Projects \$16,000 - \$50,000 are “project grants.” Small grants and project grants are awarded in separate categories		
Amount requested:		\$
Is your organization a registered nonprofit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your organization based in Portland, Oregon?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Project Title	
Name of the organization	

SECTION 1. NARRATIVE

Provide a short description of the project (maximum 500 words)

What do you plan to do? How will this increase disaster resilience or mental health resilience? Clearly state your main idea and main goals.

List your project activities and timeline (maximum 500 words)

List the activities to be completed during this program and provide a timeline.

Describe the organization demographic composition and community involvement of project design (maximum 500 words)

Describe the organization demographics – staff, board, and volunteers – and its relation to those communities being served by its projects. Who was involved in project design?

Describe experience in emergency response (maximum 250 words)

Describe any previous experience in providing disaster relief or emergency assistance to communities in need or people in crisis. Does this project build on that experience or increase your ability to do this work in future?

SECTION 2. BUDGET

Indirect costs (also referred to as Administration Fees) are those associated with the expenses of doing business not clearly associated with the funded project/program but essential to keeping the organization up and running. These may include utility bills, accounting, executive staff time, stipends for staff not involved on the funded project. Indirect Costs are limited to 30% of the total requested funds. Fiscal Sponsor Fees are limited to 15% of the total requested funds

Item	Description	Requested Funds (In dollars)
Personnel/Payment for services (Direct project management, contracting for special services, interpretation/translation, etc.)		
Participant Support (Travel costs, stipends, etc.)		
Promotional Materials/Printing (Flyers, brochures, translation of materials, advertisements, etc.)		
Event or Activity Related Expenses (Equipment rentals, interpretation services, etc.)		
Materials (Materials needed to complete the project)		
Additional Expenses (please specify)		
Subtotals		\$
Indirect Costs or Fiscal Sponsor Fees (Cannot exceed 30% of total requested funds)		
Fiscal Sponsor Fees (Cannot exceed 15% of total requested funds)		
TOTALS		\$

Budget Narrative

Pending Final Revision

SECTION 3. AGREEMENT AND SIGNATURE

If selected to receive funds, applicant agrees to:

- Submit proof of non-profit status or fiscal sponsor (if applicable)
- Present the required proof of insurance (may use grant funds to acquire insurance)
- Attend the program orientation workshop and grant cohort meetings
- Acknowledge the Portland Bureau of Emergency Management, and the City of Portland on all promotional materials, this includes logo placement and specific verbiage when appropriate
- Submit final progress report within 30 days of the completion of the project, which includes Outcomes Summary and Program photographs; and
- Meet any other City provisions per agreement.

By signing and/or printing my name below, I accept the terms listed above. All information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature _____

Printed Name: _____

Date: _____