

GRANT AGREEMENT NO.

This grant agreement (“Agreement”) is between the CITY OF PORTLAND, OREGON (“CITY”, or “GRANTOR”) and Portland Parks Foundation (or “GRANTEE”) in an amount not to exceed \$100,000 to support Portland Parks & Recreation (PP&R) and parks and recreation services in Portland.

RECITALS:

1. Parks are an essential infrastructure for Portland’s culture, health and economic vitality.
2. Portland’s parks, recreation, urban forest and outdoor opportunities must be available to and accessible for all people, especially underserved communities.
3. Enduring public support constantly improves equity, programming, and financial sustainability.
4. The Portland Parks Foundation was founded in 2001 to engage private philanthropy in improving Portland's parks and open space system. Since then, PPF has been involved in dozens of private/public partnerships, projects, and programs across the city. In 2016, PPF began receiving operating support from the city. During the first five years of this support, for every dollar invested by the city, PPF has raised \$15 in private contributions for programs, projects, and improvements to Portland's parks system and support for the many community groups who are the backbone of its stewardship.
5. In 2019, PPF took over the Summits from PP&R, and technical assistance provided for Portland's 200+ parks "friends" groups, evolving it into the "Friends & Allies Initiative": 2 annual summits, a growing grants program, and technical assistance.
6. Stable, adequate public funding for Portland Parks & Recreation’s capital, maintenance and operations is essential to deliver on this vision.
7. PP&R and the CITY want to support PPF to become financially independent from City of Portland resources and a vibrant supporter of PP&R and parks and recreation services in Portland.
8. City Council approved the fiscal year 2023-2024 budget, which includes a one-time allocation of \$25,000 to support PPF, and PP&R is contributing an additional \$75,000 to PPF.
9. CITY now desires to award a one-time grant to GRANTEE in an amount not to exceed \$100,000.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES

GRANTEE agrees to implement Portland Parks Foundation-led activities as described in ATTACHMENT A: Scope of Work, ATTACHMENT B: Budget hereto, which by this reference are incorporated herein and made a part hereof.

ARTICLE II – AGREEMENT PERIOD

This Agreement shall become effective on the date of last signature and will terminate on June 30th, 2024, unless extended in conformance with Article V, Section G or terminated in conformance with Article V, Sections A-E. Expenses incurred starting July 1, 2023, are eligible expenses for the grant funds reimbursement.

ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT

- A. **Publicity**: During the term of this Agreement, GRANTEE shall use its best efforts to mention the CITY's grant funding in publicity regarding the program(s) that will be supported by the grant funds.
- B. **CITY Grant Manager**: CITY hereby appoints Megan Dirks to act as its Project Manager with regard to this Agreement. CITY may, from time to time, designate another person to act as the CITY Project Manager and CITY will inform GRANTEE in writing of any change in Project Manager.

Megan Dirks
City of Portland
Portland Parks & Recreation
1120 SW 5th Ave., Suite 858
Portland, OR 97204
503.312.2299
megan.dirks@portlandoregon.gov

- C. **GRANTEE Project Manager**: GRANTEE appoints Jessica Green to act as its Project Manager regarding this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and shall inform CITY in writing of any change in Project Manager.

Jessica Green, Interim Executive Director
Portland Parks Foundation
833 SW 11th Ave, Suite 808
Portland, OR 97205
503.445.0994
jgreen@portlandpf.org

- D. **Billings/Invoices/Payment**: The CITY Grant Manager is authorized to approve work, billings, and invoices submitted pursuant to this grant and to carry out all other CITY actions referred to herein in accordance with this Agreement. **The Final Invoice, using Attachment D, is due no later than thirty (30) days after the grant termination date.**
- E. **Report**: GRANTEE shall complete and submit to the CITY Grant Manager the signed **Final Special Appropriation Progress Report, using Attachment C, no later than thirty (30) days after the grant termination date.**

ARTICLE IV -- PAYMENTS

- A. The amount of this grant award is \$100,000. This is a cost reimbursable grant, meaning GRANTEE will only be reimbursed for eligible expenses incurred. However, after the Agreement becomes effective, GRANTEE may choose to submit an invoice using CITY'S invoice template included as Attachment D for a quarter (\$25,000) of the grant award to the CITY Grant Manager for approval and payment. GRANTEE shall certify that the reimbursable expenses it provides to the CITY are complete and accurate. The CITY will pay GRANTEE the amount of the invoice within thirty (30) days of the approval date. Subsequent payments will be made after review and approval of the progress report and invoice, Attachments C and D, respectively; which are due on a quarterly basis from the date of the final agreement signature. If GRANTEE requested a quarter of the grant award upon execution, then subsequent payments will only be made after the GRANTEE submits eligible expenses that exceeds the amount requested. The CITY Grant Manager may choose to accept an alternate form of invoice other than Attachment D at the CITY's sole discretion. GRANTEE may submit periodic progress reports and requests for reimbursement of approved expenses in advance of the due dates.
- B. GRANTEE shall operate the program as described in Attachment A, and GRANTEE shall expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the CITY'S Grant Manager to modify the program or the budget. Requests for payment shall be made using Attachment D and accompanied by Attachment C. Backup documentation to support eligible expenses is also required. Examples of backup documentation includes, but is not limited to payroll reports, timesheets, invoices, meeting agendas, sign in sheets, copies of checks, etc.
- C. If for any reason GRANTEE receives a grant payment under this Agreement and does not (1) use grant funds, (2) provide required services or (3) take any actions required by the Agreement, the CITY may (1) terminate, reduce or suspend any grant funds that have not been paid and (2) CITY may require GRANTEE to immediately refund to the CITY the amount improperly expended or received by GRANTEE.
- D. CITY funds under this Agreement may be used only to provide the services or take the actions described in this Agreement and GRANTEE shall not use CITY funds for any other purpose.
- E. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the CITY may terminate, suspend or reduce payment of funds under this Agreement.
- F. GRANTEE shall keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. GRANTEE shall make all receipts and evidence of payments available to CITY's Grant Manager, or other CITY designated persons, upon request. GRANTEE shall make all records available to CITY upon CITY request in accordance with sections V.I and V.T below.
- G. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If

GRANTEE's project is subject to the prevailing wage requirements, GRANTEE shall comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or city code.

- H. PREVAILING WAGE INDEMNITY. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CITY, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V -- GENERAL GRANT PROVISIONS

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from CITY. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period, GRANTEE shall commence cure within the thirty (30) days, notify CITY of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from CITY for a reasonable extension of the cure period.
- B. No Payment or Further Services Authorized During Cure Period. During the cure period, CITY is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require CITY to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for CITY. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by CITY. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of CITY, become the property of CITY; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, CITY, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.

- E. Termination by Agreement or for Convenience of CITY. CITY and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, CITY may, upon thirty (30) days written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, CITY's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to CITY any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase CITY's financial risk. Increases to the grant amount shall be approved by the City Council unless the City Council delegated authority to amend the grant amount in the ordinance authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, shall be in writing and executed by the authorized representatives of the Parties and approved to form by the City Attorney.
- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, age, disability, familial status, sexual orientation or national origin. Actions shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 104 of Executive Order 11246.

- I. Records and Audits
1. Records Retention. GRANTEE shall maintain current financial records in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE agrees to maintain and retain all financial records, supporting documents, statistical records and all other records pertinent to this Agreement during the term of this Agreement and for a minimum of ten (10) years after the expiration or termination date of this Agreement or until the resolution of all audit questions or claims, whichever is longer.

2. CITY Audits. CITY, either directly or through a designated representative, may conduct financial and performance audits of GRANTEE's records related to this Agreement at any time in the course of the Agreement and during the records retention period listed above. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in Government Auditing Standards by the Comptroller General of the United States Government Accountability Office.
3. Access to Records. CITY may examine, audit and copy GRANTEE's books, documents, papers, and records relating to this Agreement at any time during the records retention period listed above upon reasonable notice. GRANTEE shall make copies of applicable records available upon CITY's request.

J. Public Records

1. Public Records Act. CITY is subject to Oregon public records law. All documents and information submitted by GRANTEE to CITY may be deemed public records subject to public disclosure pursuant to Oregon public records law.
2. Submission of Confidential Records. GRANTEE shall contact CITY's Grant Manager before submitting confidential information to CITY. If the GRANTEE determines that it is necessary to submit confidential documents and information to CITY, the GRANTEE shall identify, highlight, and segregate any information that is identified as confidential from information that is not exempt. GRANTEE shall identify applicable exemptions under the Oregon Public Records Act. Information that has not been properly marked as confidential by GRANTEE may be disclosed by CITY in response to a public records request.
3. No Warranty or Representation of Confidentiality. CITY makes no warranty or representation as to the confidentiality of GRANTEE's documents or information submitted to CITY whether or not the documents or information are identified as confidential by GRANTEE. Documents or information identified by GRANTEE as confidential may be disclosed by CITY if CITY determines, in its sole discretion, that the GRANTEE's documents or information are subject to disclosure under Oregon public records law. In the event CITY receives a public records request applicable to GRANTEE's documents or information, CITY will make an independent determination regarding exemptions that may apply to documents or information properly marked as confidential by GRANTEE.
4. Acknowledgement and Waiver. GRANTEE acknowledges by its signature below that all documents and information submitted to CITY by GRANTEE may be subject to public disclosure upon CITY's determination that GRANTEE's documents or information are subject to disclosure under public records law, upon an order of the Multnomah County District Attorney, or upon an order of a court. GRANTEE is advised to consult GRANTEE's legal counsel regarding the applicability of Oregon public records law to GRANTEE documents and information submitted to CITY.

K. INDEMNIFICATION.

GRANTEE SHALL HOLD HARMLESS, DEFEND, AND INDEMNIFY CITY, AND ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS, AND SUITS (INCLUDING ALL COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM ACTIONS OR OMISSIONS OF GRANTEE AND/OR ITS CONTRACTORS IN THE PERFORMANCE OF THIS AGREEMENT.

L. Insurance. GRANTEE shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. CITY reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities during the term of this Agreement.

1. Workers' Compensation Insurance. GRANTEE, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, GRANTEE, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers for the duration of this Agreement.

In the event worker's compensation insurance coverage is due to expire during the term of this Agreement for any employers working under this agreement, GRANTEE agrees to require timely renewal of that insurance, either as a carrier-insured employer or a self-insured employer as provided by Chapter 656 of the Oregon Revised Statutes, before its expiration, and GRANTEE agrees to provide the CITY such further certification of worker's compensation insurance as renewals of said insurance occur.

2. Commercial General Liability Insurance: GRANTEE shall maintain commercial general liability and property damage insurance that protects GRANTEE and the CITY and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from GRANTEE's work under this Agreement. The insurance shall provide coverage for not less than \$2,000,000 per occurrence.
3. Automobile Liability Insurance: GRANTEE shall have automobile liability insurance with coverage of not less than \$2,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned auto. This coverage may be combined with the commercial general liability insurance policy.
4. Additional Insured: The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the City of Portland and its bureaus/divisions, officers, agents and employees as Additional Insureds, with respect to the GRANTEE's or its contractor's activities to be performed or services to be provided.

Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to CITY. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

5. Continuous Coverage; Notice of Cancellation: GRANTEE shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancelation, material change, potential exhaustion of aggregate limits, or non-renewal of coverage without thirty (30) days written notice from GRANTEE to CITY. If the insurance is canceled or terminated prior to termination of the Agreement, GRANTEE shall immediately notify CITY and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.
 6. Certificate(s) of Insurance: GRANTEE shall provide proof of insurance through acceptable certificates of insurance and a CG 2026 additional insured endorsement form (or an equivalent blanket additional insured form) to CITY on or before execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) must specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to CITY. GRANTEE shall pay for all deductibles and premium from its non-grant funds. CITY reserves the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if GRANTEE is a public body, GRANTEE may furnish a declaration that GRANTEE is self-insured for public liability and property damage for a minimum of the amounts set forth in the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- M. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and CITY shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of CITY.
- N. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of CITY and are not eligible for any benefits through CITY, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE

shall be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.

- O. Conflict of Interest. No CITY officer or employee, during his or her tenure or for two (2) years thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof. CITY officer or employee who selected GRANTEE, participated in the award of this Agreement or managed this Agreement shall not seek the promise of employment from GRANTEE or be employed by GRANTEE during the term of the Agreement, unless waiver is obtained from CITY in writing.
- P. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between CITY and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- Q. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement.
- R. Severability. CITY and GRANTEE agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- S. Merger. This Agreement contains the entire agreement between CITY and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- T. Program and Fiscal Monitoring. CITY shall monitor on an as-needed basis to assure GRANTEE's compliance with the Agreement. Monitoring may include, but are not limited to, on site visits, telephone interviews and review of required reports and will cover both programmatic and fiscal aspects of the Agreement. The frequency and level of monitoring will be determined by the Grant Manager. Notwithstanding such monitoring or lack thereof, GRANTEE remains fully responsible for performing the work, services or obligations required by this Agreement in accordance with its terms and conditions.
- U. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.
- V. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

W. NOTICE: Notices to Grantee under this Agreement shall be sent to GRANTEE at the following address:

Jessica Green, Interim Executive Director
Portland Parks Foundation
833 SW 11th Ave, Suite 808
Portland, OR 97205
503.445.0994
jgreen@portlandpf.org

NOTICE: Notices to Grantor under this Agreement shall be sent to CITY at the following address:

Megan Dirks
City of Portland
Portland Parks & Recreation
1120 SW 5th Ave., Suite 858
Portland, OR 97204
503.312.2299
megan.dirks@portlandoregon.gov

SIGNATURES:

CITY OF PORTLAND

GRANTEE

Name: Adena Long
Title: PP&R Director
City of Portland, Oregon

Name: Jessica Green
Title: Interim Executive Director
Portland Parks Foundation

Date: _____

Date: _____

APPROVED AS TO FORM:

City Attorney, City of Portland

Attachment A: Program Description

PPF is an independent non-profit organization mobilizing influencers, donors, volunteers and resources to generate community participation and engagement in Portland's park and recreation system. PPF helps people help parks. PPF works closely with key constituencies of philanthropic, civic, and business leaders, donors, activists, volunteers, and parks-oriented friends and ally organizations.

The Parties have shared goals for the parks and recreation system:

- a. Equitable access to park and recreation facilities and programs.
- b. A movement of sustained, effective public support for parks, public spaces, and natural areas across all communities.
- c. Hearty civic dialogue about the contributions parks and open space make to a fully vibrant city – from houselessness to public health, public safety to urban design.
- d. Effective capacity in the ecosystem of park and recreation non-profits, public agencies and advocates to define and build support for stable, adequate public funding, and equitable services.

PPF and PP&R will work together on the following:

Goal A. Create equitable access to park and recreation facilities and programs

Strategies

1. Create, restore and/or renovate parks, play areas, community spaces for nature and recreation, and related amenities in underserved areas of Portland (PPF leads fundraising; PP&R leads capital project management on parks properties)
2. Catalyze and respond to projects inspired or initiated by community members or groups (PPF and PP&R collaborate; lead depends on type of project)

Goal B. Promote and activate movement of sustained, effective public supporters across all Portland communities

Strategies

1. Build a mutually supportive network of allies (parks and community groups) aligned on big goals (PPF and PP&R collaborate)
2. Use annual communications planning to develop shared understanding of PP&R programs, projects, and initiatives, align message and strategy for each organization's audiences, and adapt to evolving needs (PPF and PP&R collaborate)
3. Foster investment and sense of ownership through Friends & Allies (PPF leads)
4. Implement small grants program, volunteer awards and leadership awards for groups and individuals working to improve parks (PPF leads with PP&R's participation on review/selection committees)
5. Activate:
 - Programming to bring alive public spaces and parks across the City (PP&R and PPF collaborate)
 - Build on activation to foster further support of PPF initiatives like Friends & Allies and playground upgrades (PP&R and PPF collaborate)

Goal C. Contribute to the civic dialogue

Strategies

1. Green Dreams, Friends & Allies, and other civic programs (PPF leads)
2. Continue development and activation of Healthy Parks, Healthy Portland to listen and learn from centered, underserved communities to enhance equity (PP&R leads)

Goal D. Advocate for stable, adequate funding

Strategies

1. Build community support for alternative funding sources to support PP&R, resulting in stable, adequate funding

The intention is for PPF to utilize the funding from PP&R to strengthen its operations and develop sustainable strategies that will foster its financial independence.

Attachment B: Budget - \$100,000

EXPENSES: Please identify all expenses related to the project for the grant period

Personnel	\$	100,000
Materials/Supplies	\$	
Contracts/Subgrants	\$	
Other	\$	
Indirect/Admin	\$	
	\$	
TOTAL EXPENSES		\$100,000

BUDGET NARRATIVE: Please describe the anticipated costs for the one-year grant period, and their role in carrying out the project.

The Portland Parks Foundation's anticipated costs for which it seeks support from the city are entirely derived from staff and overhead. While we fund the majority of these basic operating costs through private contributions, most funders want their money to go directly to projects and programs.

Examples:

We successfully raised over \$170,000 for the Thompson Elk Fountain restoration, but expenses for architectural roughly equal this, not accounting for many hours devoted to meetings with city staff, community members, and consultants

Paseo: We raised over \$200,000 for 2022's festival to bring underrepresented communities to activate downtown, but fees for artists, producers, subcontractors, rentals, steering committee stipends, etc. equaled that. The many hours for facilitation, fundraising, media strategy and execution, and production came from general operating revenues.

Each program listed has similar costs associated with it. But overall, the ROI on the city's investment is 15: 1, say nothing of the community benefit each initiative creates.

Estimated personnel costs for the following programs:

- Thompson Elk Fountain Restoration: \$20,000**
- Playground Replacement Campaign: \$25,000**
- Friends & Allies Spring & Fall Summit: \$35,000**
- Joey Pope Leadership Award: \$5,000**
- Small Grants Facilitation: \$10,000**
- Paseo: \$5,000**

Attachment C: Progress Report Template

[Check here if this is your FINAL Progress Report] FINAL

GRANTEE Organization Name	
Project Title	
City Program Area**	
Overall Project Status >>	
Project Summary	<i>[Help text: grant project]</i>
Successes	<i>[Help text: What are some of the key successes in your project so far? Please share a story that demonstrates success of your program. Photos, graphics, and videos are encouraged! Graphics submitted may be used on the website, and/or may be shared with City Council and the public; please include your written permission for this use.]</i>
Challenges	<i>[Help text: Describe any challenges encountered in your project so far, and how your organization has, or plans, to overcome those challenges.]</i>

Project Milestones	<i>[Help text: Describe project progress during this reporting period. Please include: • latest news, • overall project status, • milestones accomplished, • any additional comments about the project, additional photos, or supplementary documents you would like to share.]</i>
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Data Collection »
[If collected, please include data below.]

Project Specific Evaluation & Data Collection to Show Progress:	<i>(open text box)</i>
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Project Finances	Awarded:	<i>[Insert total funds awarded by City]</i>	Grant Expenditures to Date:	<i>[Insert grant expenses incurred to date and submit with the expenditure report***]</i>
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Next Steps	<i>[What are the next steps for this project and your organization?]</i>
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Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. <i>Typed or printed name and title:</i>	
Name:	

Signature:	Date:
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date report submitted (month, day, year)</i>	

Attachment D: Expense Reimbursement Template