

Small Grant Application Questions

Section 1: Applicant eligibility

This section provides information about your (applicant) organization and helps us determine eligibility for PCEF funding.

- 1.1 Name of the applicant organization. If your organization is doing business as (DBA) other names, also include those names. _____
- 1.2 Are you submitting your application through a fiscal sponsor?
- Yes
 - i. Name of the fiscal sponsor organization _____
 - ii. Attach the contract defining the fiscal sponsor agreement (e.g., memorandum of understanding or other). <upload file>
 - No
- 1.3 Applicant organization's Employee Identification Number (EIN). Note that 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 fiscal sponsor, provide fiscal sponsor's EIN: _____
- 1.4 If applicable, how long has your organization been a registered nonprofit with the State of Oregon? _____
- 1.5 Applicant organization mailing address _____
- 1.6 Name of applicant organization's executive director, CEO or president (if not available, list board chair) _____
- 1.7 Primary contact person for this application:
- i. Name: _____
 - ii. Title: _____
 - iii. Email: _____
 - iv. Phone: _____
- 1.8 Amount of grant request \$ _____
- 1.9 Timeframe for grant implementation (e.g., one year, 18 months; maximum is three years).
- 1.10 Do all three of the following apply to applicant organization or fiscal sponsor?
- i. Organization (or fiscal sponsor) is IRS tax exempt.
 - ii. Organization (or fiscal sponsor) is an active registered nonprofit with the State of Oregon.
 - iii. Organization (or fiscal sponsor) is not on the Disqualified Charities list with the Oregon Department of Justice.
 - Yes
 - No – Stop. The organization is not eligible to apply for PCEF funding.

- 1.11 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. This project is not eligible for PCEF funding.
- 1.12 Are there any tax liens on your organization and/or the fiscal sponsor?
- Yes – Stop. This project is not eligible for PCEF funding
 - No
- 1.13 Does the proposed project include any physical improvement (e.g., tree/garden/farm, efficiency retrofits, solar/other renewable installations, etc.)?
- No – Skip to number 1.15 below.
 - Yes. Will the proposed physical improvement be located within the City of Portland?
 - Yes
 - No – Stop. This project is not eligible for PCEF funding.
- 1.14 Does the proposed project include installation of solar or other renewable technologies?
- No – Skip to number 1.16.
 - Yes
 - i. If yes, will the solar energy-related materials on the proposed project be predominantly manufactured in the United States, unless a product that meets project need is unavailable or the cost is prohibitive?
 - Yes
 - No – Stop. This project is not eligible for PCEF funding.
- 1.15 Is the proposed project a non-physical improvement or program (e.g., workforce development, conservation education)?
- No. Skip to 1.16 below.
 - Yes. Will the project serve people who reside in Portland?
 - Yes.
 - No – Stop. This project is not eligible for PCEF funding.
- 1.16 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.

Section 2: Organizational Information

- 2.1 What is your organization's purpose or mission? (50 to 100 words)
- 2.2 Describe how your organization prioritizes and serves one or more of the PCEF priority population(s). Include which population(s) you serve and what percent of your organization's work is focused on serving the population(s) that you identified. If you have documents to support your response, you may upload them below. <file upload field> (100 to 250 words)

- 2.3 How do you connect with the community you serve? Briefly describe how your organization does outreach, engagement, and/or community organizing. (75 to 150 words)
- 2.4 For applicants with six or more full time, year-round employees, which of the following benefits does your organization provide to those employees? (check all that apply)
- Health insurance
 - Paid time off and/or sick leave (excluding sick leave legally required for organizations with six or more employees)
 - Retirement contribution
 - Family-friendly practices (please explain): _____
 - Other (please explain): _____
 - None
 - NA
- 2.5 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 income, or people who are chronically underemployed?
- a. If Yes, briefly describe the specific population(s) the project is designed to benefit and continue to question 2.6. Do NOT include contractors and people employed to work on the project; they are addressed in another section. (50 to 100 words)
 - b. If No, briefly describe who the proposed project is intended to benefit and then skip to question 2.8. Do NOT include contractors and people employed to work on the project; they are addressed in another section. (50 to 100 words)
- 2.6 Complete the information below about your **board and staff makeup** of priority populations identified above. 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 made by the organization, 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 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), or a combination of the two sources.
- a. **Board of Directors.** Total number of board members _____
 1. Number of people of color _____
 2. Number of women _____
 3. Number of people with disabilities _____
 4. Number of people currently or have previously experienced low income _____
 5. Number of people currently or previously chronically underemployed _____
 6. Number of people NOT included in any of the categories listed above* _____

7. How was information collected:
- Self reported (information was provided by individuals; for example, 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 people of color _____
 2. Number of women _____
 3. Number of people with disabilities _____
 4. Number of people currently or have previously experienced low income _____
 5. Number of people currently or previously chronically underemployed _____
 6. Number of people NOT included in any of the categories listed above* _____
 7. How was information collected:
 - Self reported (information was provided by individuals; for example, 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 other staff who are in a role where they make strategic decisions for the organization. Note that staff leadership is also represented in the total staff numbers that were reported in the previous question (2.6.b). Total number of staff leadership _____
1. Number of people of color _____
 2. Number of women _____
 3. Number of people with disabilities _____
 4. Number of people currently or who have life experience being low income _____
 5. Number of people currently or who have life experience being chronically underemployed _____
 6. Number of people NOT included in any of the categories listed above* _____
 7. How was information collected:
 - Self-reported (information was provided by individuals; for example, 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 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 of your board and staff.

2.7 The PCEF priority populations reported above are in broad categories. Please give us a little more detail about how your organization's staff, leadership, and board reflect the specific population the 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)

Financials

If you are submitting this application with a fiscal sponsor, questions 2.9, 2.10 and 2.11 apply to the fiscal sponsor.

2.8 Describe how your organization will manage and account for grant funds. If you are applying with a fiscal sponsor, provide 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 you can attach the agreement instead of writing the narrative description. <upload file field> (100 to 200 words)

2.9 Submit the following financial documents:

- a. Current, board-approved operating budget <upload file field>
- b. Most recent full year financial statements <upload file field>

2.10 Below, enter total revenue and expenses for the current year to date, plus the most recent complete fiscal year. If your organization is new and does not have a complete fiscal year-to-date report, provide available information.

- a. Current year to date:
 1. Total revenue _____
 2. Total expenses _____
 3. Surplus/deficit _____
- b. Prior fiscal year: 20__
 1. Total revenue _____
 2. Total expenses _____
 3. Surplus/deficit _____

2.11 Please note whether your organization has any of the following and, if so, provide a brief explanation: (50 to 150 words).

- An operating deficit indicated above
- Audit finding(s) of a material weakness
- Significant surpluses or changes in budget size
- any other expected significant changes in your organization's budget/financial position

Section 3: Project Description and Scope

Type of project (check all that apply):

- Energy efficiency or renewable energy (clean energy)
- Green infrastructure or regenerative agriculture
- Workforce or contractor development
- Innovation (explain): _____

- 3.1 If the proposed project is for a clean energy, regenerative agriculture or green infrastructure, how many people are estimated to be served by this project? _____
- a. What estimated percentage of those served by this project are people with low income and/or people of color? _____
- 3.2 If the proposed project is for workforce and/or contractor development, what is the estimated number of people who will be served by this project? _____
- a. What estimated percentage of those served by this project are people of color, women, people with disabilities, and/or people who are chronically underemployed? _____
- 3.3 Project scope: (750 to 1,500 words not including milestones and activities attachment)
- a. Project description: In one or two paragraphs, describe the proposed project and what it seeks to accomplish.
- b. What challenges or barriers to project success do you anticipate, and how do you plan to address them?
- c. In what ways do you plan to engage the community and people who are intended to benefit in the proposed project?
- d. Complete the project milestones and activities template in [Attachment C](#). <file upload>
- e. Provide the information requested in [Attachment A](#) for each of the project types that are part of the proposed project (e.g., if the project will include energy efficiency and green infrastructure, complete the appendix questions for both).
- 3.4 Does the proposed project include physical improvements including, but not limited to, weatherization, solar installation, or plantings?
- Yes – Continue
 - No – Skip to 3.6
- 3.5 If the proposed project includes installation of clean energy, regenerative agriculture, green infrastructure, or innovation infrastructure, is the majority or all of the project located east of 82nd Avenue.
- Yes
 - No
 - Not yet known

Experience and Qualifications of Project Team Members

- 3.6 Describe the professional and/or life experience of your project team that will help make the project successful. Team members include staff from your organization and any other partners or contractors who have already been identified. Include examples of experience with similar projects and/or transferable skills. If you haven't identified all members of your project team, describe how you will make sure that the final team includes the experience and qualifications needed. Also include any planned professional development or training related to staffing the project. (250 to 750 words)
- 3.7 Supporting documents:
- One to two paragraph bios (or resume) for the primary people and/or organizations that will be working on the planning process. Please include the role each person or organization will have in the project and a brief description of the experience they bring.

Section 4: Environmental benefits

PCEF-funded projects must be designed to reduce impacts of climate change. For most projects, staff will calculate GHG impact using a standard model, based on information included in the project description section of the application. Staff will perform calculations to both reduce the burden on applicants and to provide consistency in estimating GHG impact.

- 4.1 Does the proposed project consist solely of activities that are not physical improvements (e.g., workforce and contractor development, education, outreach)?
- Yes – skip to question 5.4
 - No
- 4.2 If applicable, describe additional environmental benefits of the project that are not related to GHG reduction (e.g., improved air quality, flood protection, water quality, habitat creation). (100 to 300 words)

Section 5: Social benefits

- 5.1 Does the proposed project consist solely of activities that are not physical improvements (e.g., workforce and contractor development, education, outreach)?
- Yes – skip to question 5.4
- 5.2 Cost savings: If the proposed project will result in cost savings, complete the following: (100 to 300 words)
- What costs will be saved (e.g., energy utility bills, food costs, transportation costs) and for whom? Will these cost savings go to households, an organization serving a PCEF priority population, or to another nonresidential facility?
 - What are the estimated average annual cost savings as a percent of total annual bills (e.g., 10% annual bill savings per household)? How were the savings calculated?

- 5.3 If applicable, describe how the project supports climate resiliency. Climate resiliency is the ability of a person or community to prepare for, adapt to, and/or recover from the impacts of climate change. Answers might include how the project will reduce harm to communities impacted by climate change or improve the ability of a community or household to adapt to effects of climate change. (100 to 300 words)
- 5.4 If applicable, describe any additional social benefits of the proposed project that you would like to share. (100 to 300 words)

Section 6: Workforce and contractor benefits

This section applies only to projects with construction-related physical improvements that will require contractors and/or workers for construction-related services. This section does not apply to projects that focus solely on farming, regenerative agriculture, and tree planting because the questions in this section pertain to prevailing wages and apprentice training programs for workers in trades for which prevailing wages and training programs have been defined by the state's Bureau of Labor and Industry (BOLI).

For the purposes of this application, PCEF defines diverse contractors and subcontractors as follows:

- Certified by the State of Oregon's Certification Office for Business and Inclusion (COBID) as a Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Disadvantaged Business Enterprise, Emerging Small Business, or Service-Disabled Veteran Business (M/W/DBE/ESB/SDV) (provide certification #); or
- A nonprofit or non-COBID-certified business that can demonstrate majority ownership and leadership by women, people of color, people with disabilities, the chronically underemployed, or other historically disadvantaged populations. Defined as follows:
 - Be registered with the Oregon Secretary of State.
 - Have gross annual receipts (3-year average) that do not exceed \$23.98 million.
 - Demonstrate control and management of day-to-day operations that are led by persons from the defined population.
 - For nonprofit organizations, demographics of the board of directors and executive staff are 51% or greater of the defined populations.
 - For businesses, ownership of 51% or greater is held by persons from the defined populations, and owner is not an owner or partial owner of other construction/construction-related firms.

6.1 Will this project include construction-related physical improvements (e.g., weatherization, solar installation, site improvements)? This does not include projects that only involve tree planting, and farming, and not construction-related physical improvements.

- Yes
- No – Skip to Budget section below.

6.2 Describe your strategy to recruit diverse, locally based contractors for construction services on this project (see [definition above](#)). If the project will also include construction-related subcontractors, describe how the strategy will address recruitment and use of diverse, local subcontractors. (150 to 300 words)

The next two questions ask about “workers” on the project. These questions are asking only about workers who are employed by contractors or subcontractors on the project. Answers should not include workers at your organization unless your staff are doing the construction related physical improvement work directly.

6.3 Will prevailing wages (including benefits/fringe) be required for workers on this project in trades for which a prevailing wage is defined?

- Yes – Skip to Budget section below.
- No – Answer below.

6.4 If you are not requiring prevailing wages on this project, note which of the following will be required for workers on this project, including those working for contractors and subcontractors. Do not include the applicant organization. (Check all that apply)

- Health Insurance
- Paid time off and/or sick leave (excluding sick leave required for organizations with six or more employees)
- Retirement contribution
- Family-friendly practices
- Other (please explain): _____
- None of the above

Budget

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