



# Community Placemaking

Spring 2017 grant application handbook

Applications due May 26, 2017 at noon

[Apply online](#)

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## COMMUNITY PLACEMAKING GRANT GUIDELINES

The Community Placemaking program supports and stabilizes communities through the deliberate shaping of place to facilitate social interaction and improve a community's quality of life. The program provides grants and technical assistance for projects that build on local and cultural assets, strengthen social fabric, foster connection to place and increase access to economic opportunities. Metro's investments are strategically focused to help local communities create or sustain the vibrant places and efficient land use envisioned in the Region's 2040 Growth Concept.

Community Placemaking grants are offered by Metro to provide support to locally-driven, community-based projects. Metro will consider a wide range of potential grant investments.

### WHO CAN APPLY?

Community Placemaking grants are intended to support community-driven initiatives. Applications may feature multiple partners committed to realizing a project. Partnerships can maximize inclusiveness and lead to creative approaches that address a community challenge or opportunity. Project proposals must be able to demonstrate broad community support for implementing the proposed concept.

The applicant may be a community based organization, city or county, property owner, local business owner or other entity, and must satisfy the following:

- a. If the applicant is a community-based organization, the applicant must have written support from the property owner (city or private owner).
- b. If the applicant is a public agency, the applicant must have a plan to involve community groups and at least one letter of support indicating such.
- c. If the applicants are co-partners (public, private, community), the application should clearly describe the roles and responsibilities of each partner.
- d. Applicants must have a federal employer tax ID number and capacity to contract with Metro, as determined by Metro in its sole discretion. Unincorporated organizations may satisfy this requirement through fiscal sponsorship by a state certified, federally approved 501(c) non-profit, or by co-partnering with a municipal entity.

### HOW MUCH FUNDING IS AVAILABLE?

The Community Placemaking program can allocate up to \$100,000 during the spring 2017 cycle. Future grant funding will be determined through Metro's budget process. Metro encourages grants ranging from \$5,000 to \$25,000.

### MINIMUM GRANT REQUIREMENTS

- Projects must be located within the Urban Growth Boundary.
- Projects must be completed within 12 months of grant award date.
- Projects must be clearly achievable given proposed resources and personnel.
- Projects in public spaces must demonstrate support from the local jurisdiction.

- Projects must have a designated fiscal sponsor that will be responsible for proper use, accounting and reporting for all grant funds. If the main applicant is not eligible to serve as fiscal sponsor, the applicant must identify a project partner who will serve in this capacity and who is willing to serve as the fiscal sponsor. Note that if the fiscal agent is not a non-profit or government entity, grant funds may be considered a gift and may be taxable. Metro reports all grant distributions to the IRS.
- While matching funds are not required, applications that include some type of resources leveraged from other sources, such as matching funding, in-kind donations, or volunteer time, will receive a more favorable review.

## GRANT CRITERIA

Grant recommendations are made by an advisory group using the evaluation criteria below. Program staff and the advisory group will use these criteria to determine whether to recommend funding, the level of funding to recommend for approval, and to identify any conditions that should be met. Not every criterion must be met, but priority will be given to projects that clearly satisfy multiple criteria in each category.

### Placemaking

1. Prompts social interaction and connection to place
2. Provides an innovative event, activity or destination for the community
3. Uses art as a tool for engagement and change
4. Strengthens existing cultural and local assets

### Equity

1. Clearly addresses a community development challenge or opportunity and involves the community members most impacted
2. Provides community benefit to historically marginalized<sup>1</sup> individuals or communities
3. Supports efforts to break down barriers to participation in placemaking activities for historically marginalized individuals or communities
4. Is led or supported by historically marginalized individuals or communities, or by groups that serve historically marginalized individuals or communities

### Partnerships

1. Engages the public in the planning for and/or participating in the project's implementation
2. Involves cross-sector partnerships
3. Leverages contributions from other entities

---

<sup>1</sup> **Historically marginalized** - This program supports cultural and healthy community experiences, values and traditions already innate and important to these populations to be given an opportunity to be celebrated and made visible." Historically marginalized "refers to groups who have been denied access and/or suffered past institutional discrimination in the U.S. and, according to the Census and other federal measuring tools, includes African Americans, Asian Americans, Hispanics or Chicanos/Latinos and Native Americans.

In June 2016, Metro elevated racial equity as a core goal for the agency. Metro focuses on racial equity with the goal of improving life and economic outcomes for all groups, and ensuring that race is no longer the most significant factor in predicting life outcomes. Due to a long history of exclusionary and discriminatory policies, communities of color experience the most widespread barriers to improving social well-being. These barriers prevent communities from thriving and continue to cause our communities of color to experience the worst economic and social outcomes of any demographic group. Metro is committed to using its policies, programs, services and destinations to create conditions that allow everyone to flourish. Government must serve all communities effectively, especially those most vulnerable.

The barriers that are the most significant for people of color are typically also the most significant for other marginalized groups. These groups may include but are not limited to other ethnicities, adult learners, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds.

4. Enhances regional efforts where Metro is actively engaged or is located in 2040 Growth Concept areas (central city, town centers, main streets, regional centers and station communities)

### **Leadership**

1. Builds capacity for organizations and individuals to participate in civic processes
2. Is consistent with community plans
3. Has a vision for enhancing the social and/or economic livability of the community

Applicants must clearly demonstrate the capacity to carry out the project as outlined in their application materials.

### **RESTRICTIONS ON USE OF FUNDS**

Community Placemaking grant funds may not be used for any of the following purposes:

- Activities or events held outside the Urban Growth Boundary
- Materials or costs not tied to the proposed project
- Costs that may be incurred in preparing this grant application
- General organizational support, annual appeals or fund drives
- Direct grants or loans that primarily benefit specific individuals or businesses
- Any attempt to: directly influence legislation or public policy; participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; induce or encourage violations of law or public policy or improper private benefit to occur
- Activities or events held on property whose owner discriminates against individuals or groups because of race, color creed, national origin, sex, age or disability, in violation of Title VI of the Civil Rights Act, as amended; 42 U.S.C. Section 2000d; Section 303 of the Age Discrimination Act of 1975, as amended; 42 U.S.C. Section 6102; Section 202 of the Americans With Disabilities Act of 1990; 42 U.S.C. Section 12132.

### **CONTRACTING AND AGREEMENTS**

Metro staff will work with the successful applicants to enter into the necessary agreements for the project between Metro and the applicant. The applicant will have up to 12 months from the time these agreements are signed to complete the project. During the development of the agreement, Metro and the applicant will establish milestones or deliverables for grant disbursement. The applicant will invoice Metro for the milestone or deliverable and Metro will issue payment within two weeks.

Applicants who receive funding will enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent. Funds may not be pre-committed prior to a completed and signed contractual agreement. Grant projects are subject to Metro audits and reviews. Metro and the Community Placemaking program should be acknowledged as grant sponsors on any written or published material, grant product and/or project or signage.

New grant recipients are required to attend the Metro-sponsored meeting with other grantees prior to or near the beginning of the contract to develop context-sensitive metrics to evaluate the impact of the

placemaking project. Applicant must be making reasonable progress towards the project or program goals and objectives within the first six months of award. A final evaluation report will be due upon project or program completion. Metro shall receive any grant products including but not limited to curriculum, videos, guides and brochures upon request.

## COMMUNITY PLACEMAKING GRANT APPLICATION INSTRUCTIONS

### APPLICATION ASSISTANCE

Applicants are encouraged to contact Metro staff to discuss the proposed project, project partners (including jurisdictional support) and grant criteria. Note: there will be limited application assistance April 19 to May 9, 2017. Contact Dana Lucero at 503-797-1755 or [dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov).

### ONLINE APPLICATION

Metro accepts applications via the online system ZoomGrants.

- Create a log in at [www.zoomgrants.com](http://www.zoomgrants.com).
- The Spring 2017 Community Placemaking grant application is available April 1 to noon, May 26, 2017 at <https://zoomgrants.com/gprop.asp?donorid=2199&limited=1386>.
- Answers are saved automatically in ZoomGrants when you move to another field.

There is a Help button at the top of each ZoomGrants page. You can also contact their tech support at [questions@zoomgrants.com](mailto:questions@zoomgrants.com). Frequently asked questions, an application tutorial and more can be found at <https://zoomgrants.zendesk.com/hc/en-us>.

A confirmation email will be sent within 24 hours from Metro staff via ZoomGrants that the application was received. To ensure that you are receiving emails about your grant, please add to your “safe senders list” the email address [notices@zoomgrants.com](mailto:notices@zoomgrants.com). If you do not receive a confirmation, please email or call Dana Lucero at 503-797-1755 or [dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov).

### APPLICATION REVIEW PROCESS AND TIMELINE

Metro staff will review applications for consistency with the program mission and basic eligibility requirements. Applications that meet these will be reviewed by an advisory group with expertise in creative placemaking; community development and engagement; social justice; racial equity, diversity and inclusion; urban and transportation planning; and urban design.

The submitted application is the primary basis to determine funding eligibility. It is the responsibility of the applicant to ensure their project is sufficiently defined according to the guidelines so that staff and the advisory group can efficiently review the application. Applications will be evaluated based on the information submitted, responsiveness to the program’s objectives and grant criteria, and the advisory group’s professional and collective judgment. Application review may or may not include follow-up communication with the applicant. The advisory group will select applications to recommend to Metro’s Planning and Development Director for funding. In early July 2017, Metro will inform applicants if the grant application was successful. Upon request, suggestions for strengthening an application for a subsequent funding cycle can be provided.

## STAFF CONTACT INFORMATION

For more information, please visit [www.oregonmetro.gov/placemaking](http://www.oregonmetro.gov/placemaking) or contact:

Dana Lucero, senior planner  
dana.lucero@oregonmetro.gov  
503-797-1755

## COMMUNITY PLACEMAKING GRANT APPLICATION

The content of the application appears below. Images of the online interface follow. Please note the character limits include spaces.

### Project summary

- Project name
- Amount requested
- Organization information

### Project overview

- Project overview: provide a brief summary of your project (limit 1000 characters)
- Fiscal agent, if different than the lead organization
- Project partners: list committed partner organizations (limit 1000 characters)
- Community challenge or opportunity to be addressed (limit 1000 characters)
- Which grant criteria would your project meet? (check all that apply)

### Project narrative

- Describe the main intent of your project. Include information about the partnerships involved, including supporting organizations, jurisdictions and/or businesses. Describe the role each will play. (limit 4000 characters)
- Specify how the project meets the Community Placemaking grant criteria. Be sure to describe how equity will be a foundational element of the project. (limit 4000 characters)
- Describe the geographic area where this project will take place. Include information about the surrounding community and businesses. You may upload maps or images later in the application. (limit 2000 characters)

### Community engagement

- Who is most impacted by the community challenge or opportunity this project will address? How will they be involved in the planning, implementation and benefits of the project? (limit 2000 characters)
- How are you involving other surrounding community members and businesses? (limit 1500 characters)

### Anticipated outcomes

- Describe what will be accomplished at the end of the project. For example, outcomes you hope to achieve could include such things as increased opportunities to socialize, a new or better gathering space, more active spaces or increased community pride. (limit 1500 characters)
- What would you want the headline of a news story about your project to read?

- What could you measure to illustrate the effectiveness and impact of your project? (limit 1500 characters)

### Advancing regional goals on a local scale

- How does the project relate to the 2040 Growth Concept, a plan influenced by thousands of Oregonians and adopted by Metro Council, and the Six Desired Outcomes Metro Council adopted to anchor future planning to shared regional values. (limit 1500)

**Policies in the 2040 Growth Concept encourage: Desired Outcomes**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>– safe and stable neighborhoods for families</li> <li>– compact development that uses land and money efficiently</li> <li>– a healthy economy that generates jobs and business opportunities</li> <li>– protection of farms, forests, rivers, streams and natural areas</li> <li>– a balanced transportation system to move people and goods</li> <li>– housing for people of all incomes in every community</li> </ul> | <ol style="list-style-type: none"> <li>1. People live, work and play in vibrant communities where their everyday needs are easily accessible.</li> <li>2. Current and future residents benefit from the region's sustained economic competitiveness and prosperity.</li> <li>3. People have safe and reliable transportation choices that enhance their quality of life.</li> <li>4. The region is a leader on climate change, on minimizing contributions to global warming.</li> <li>5. Current and future generations enjoy clean air, clean water and healthy ecosystems.</li> <li>6. Equity exists relative to the benefits and burdens of growth and change to the region's communities.</li> </ol> |
|--|---|

### Organizational structure and team preparedness

- Describe the team's experience and capacity to conduct the project. Describe skills that will be relied upon to execute the project, and the relevant background of team members enlisted to help execute the project. (limit 1500 characters)
- Do you own the property where the project will take place?
- If you are not the property owner, describe how they will be involved. (limit 1000 characters)
- List any permits that will need to be approved to carry out the project and describe actions that will or have been taken to obtain them. (limit 1000 characters)

### Budget table

Use the budget table to list total anticipated revenues and expenditures by category. \*\*Only for expenses directly related to project. Costs are reimbursable up to 10 percent of total grant award.

	Metro funds requested	Other funds or contributions	Total budget
Professional and artistic (creative) services			
Equipment, materials & supplies			
Promotional costs & printing			
Permitting & fees			
Indirect or overhead costs**			
Other			
Total			

## Budget narrative

Explain how budget figures were derived; describe cost of professional services (name of individual or company, rate, # of hours, etc.) and any other relevant information.

## Milestones, timeline and funds requested

Describe your project by breaking it into phases, associated activities and funds requested from Metro. (More detail will be worked out between Metro and grantee while developing our contractual agreement.)

- Phase: What activities will take place during this phase? List any milestones or deliverables.
- Timeline: When will this phase occur? (e.g., October 1-18 or months 1-2)
- Funds requested: What funds will you need from Metro to complete this phase?

## Document uploads

- (Required) Please upload at least two letters of support by active partners. (limit 4MB per upload)
- If applicable, please upload a letter stating permission to use property by land owner or manager. (limit 4MB per upload)
- Please upload the Organization 501(c)(3) IRS determination letter or a 501(c)(3) tax-exempt status statement and Employer Identification Number (EIN). This is not required for schools or government agencies. (limit 4MB per upload)
- If desired, upload photos, maps or materials that help to describe or illustrate the project. (limit 4MB per upload)



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Metro  
Planning and Development

CLOSED Deadline 5/26/2017

## Community Placemaking grants

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### Application info [\[hide this\]](#)

#### COMMUNITY PLACEMAKING GRANTS Spring 2017 pilot grant cycle

The Community Placemaking program supports creative, community-driven projects that strengthen social fabric, foster connection to place and involve and benefit historically marginalized communities. Thank you for taking the time to apply. Metro staff and the Community Placemaking advisory group look forward to reviewing your application.

#### ZOOMGRANTS

Questions about ZoomGrants? Use the Help button at the top of the page. For more information, please visit [ZoomGrants University](#) or contact the Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

To ensure you receive confirmation of your submission, add [[Notices@zoomgrants.com](mailto:Notices@zoomgrants.com)] to your safe senders list.

Questions about your application, contact Dana Lucero at 503-797-1755 or [dana.lucero@oregonmetro.gov](mailto:dana.lucero@oregonmetro.gov). For more information, visit the [program website](#).

#### APPLICATION PROCESS

Metro staff will review applications for consistency with the program mission and basic eligibility requirements. Applications that meet these will be reviewed by an advisory group with expertise in creative placemaking; community development and engagement; social justice; racial equity, diversity and inclusion; urban and transportation planning; and urban design.

The submitted application is the primary basis to determine funding eligibility. It is the responsibility of the applicant to ensure their project is sufficiently defined so that staff and the advisory group can efficiently review the application. Applications will be evaluated based on the information submitted, responsiveness to the program's objectives and grant criteria, and the advisory group's professional and collective judgment. Application review may or may not include follow-up communication with the applicant. The advisory group will select applications to recommend to Metro's Planning and Development Director for funding.

In early July, Metro will inform applicants if the grant application was successful. Upon request, suggestions for strengthening an application for a subsequent funding cycle can be provided.

### Requirements [\[hide this\]](#)

#### ELIGIBILITY AND REQUIREMENTS

##### Who may apply?

- If the applicant is a community-based organization, the applicant must have written support from the property owner (city or private owner).
- If the applicant is a public agency, the applicant must have a plan to involve community groups and at least one letter of support indicating such.
- If the applicants are co-partners (public, private, community), the application should clearly describe the roles and responsibilities of each partner.
- Applicants must have a federal employer tax ID number and capacity to contract with Metro, as determined by Metro in its sole discretion. Unincorporated organizations may satisfy this requirement through fiscal sponsorship by a state certified, federally approved 501(c) non-profit, or by co-partnering with a municipal entity.

##### Minimum grant requirements

- Projects must be located within the Urban Growth Boundary.
- Projects must be completed within 12 months of grant award date.
- Projects must be clearly achievable given proposed resources and personnel.

- Projects in public spaces must demonstrate support from the local jurisdiction.
- Projects must have a designated fiscal sponsor that will be responsible for proper use, accounting and reporting for all grant funds. If the main applicant is not eligible to serve as fiscal sponsor, the applicant must identify a project partner who will serve in this capacity and who is willing to serve as the fiscal sponsor. Note that if the fiscal agent is not a non-profit or government entity, grant funds may be considered a gift and may be taxable. Metro reports all grant distributions to the IRS.
- While matching funds are not required, applications that include some type of resources leveraged from other sources, such as matching funding, in-kind donations, or volunteer time, may be prioritized.

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Program objectives [\[hide this\]](#)

**PROGRAM OBJECTIVES**

**Placemaking:** Promote community interaction by supporting community-driven projects and activities that create places where people want to socialize. Strengthen social fabric. Prompt people to think or feel differently about a place, and foster a personal connection to that place. Support and strengthen existing cultural and community assets.

**Equity:** Reduce racial disparities and improve equitable outcomes for historically marginalized individuals or communities, and advance Metro's racial equity strategy. Promote equitable access to and participation in placemaking activities. Foster community stability. Recognize and leverage cultural assets. Support innovative approaches that benefit diverse communities.

**Partnerships:** Promote cross-sector collaboration (public, private, community). Create new partnerships that benefit historically marginalized communities. Leverage local resources and other investments to strengthen existing neighborhoods and communities. Support coalitions seeking to partner with Metro or expand Metro's planning efforts. Advance implementation of the region's 2040 Growth Concept.

**Leadership:** Build individual and organizational capacity for civic engagement. Support peoples' participation in projects that affect them. Advance community plans and visions. Demonstrate best practices for community development through placemaking.

Project summary

Application questions

Budget

Milestones, timeline and funds requested

Document uploads

Activity Log

## Project summary

(answers are saved automatically when you move to another field)

Project name

Amount Requested   
*Between \$5,000 and \$25,000* \$

### Applicant Information

First Name

Last Name

Telephone

Email

### Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization name

Address 1

Address 2

City

State/Province  Non-US ▾

ZIP+4/Postal Code

Country  United States ▾

Telephone

Fax

Website

EIN (XX-XXXXXXX)

### CEO/Executive Director

First Name

Last Name

Title

Email

#### Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Next

## Application questions

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

### Project overview

#### 1. Project overview (limit 1000 characters)

Provide a brief summary of your project.

Maximum characters: 1000. You have  characters left.

#### 2. Fiscal agent

If different than the lead organization. If no fiscal agent, please write "not applicable."

Maximum characters: 255. You have  characters left.

#### 3. Project partners (limit 1000 characters)

List committed partner organizations.

Maximum characters: 1000. You have  characters left.

#### 4. Community challenge or opportunity to be addressed (limit 1000 characters)

Maximum characters: 1000. You have  characters left.

#### 5. Which grant criteria would your project meet?

Check all that apply

- Placemaking: Prompts social interaction and connection to place
- Placemaking: Provides an innovative event, activity or destination for the community
- Placemaking: Uses art as a tool for engagement and change
- Placemaking: Strengthens existing cultural and local assets
- Equity: Clearly addresses a community development challenge or opportunity and involves the community members most impacted
- Equity: Provides community benefit to historically marginalized individuals or communities
- Equity: Supports efforts to break down barriers to participation in placemaking activities for historically marginalized individuals or communities
- Equity: Is led or supported by historically marginalized individuals or communities, or by groups that serve historically marginalized individuals or communities
- Partnerships: Engages the public in the planning for and/or participating in the project's implementation
- Partnerships: Involves cross-sector partnerships (public, private, community)
- Partnerships: Leverages contributions from other entities
- Partnerships: Enhances regional efforts where Metro is actively engaged or is located in 2040 Growth Concept areas (central city, town centers, main streets, regional centers and station communities)

- Leadership: Builds capacity for organizations and individuals to participate in civic processes
- Leadership: Is consistent with community plans
- Leadership: Has a vision for enhancing the social and/or economic livability of the community

### Project narrative

6. Describe the main intent of your project. Include information about the partnerships involved, including supporting organizations, jurisdictions and/or businesses. Describe the role each will play. (limit 4000 characters)

Maximum characters: 4000. You have  characters left.

7. Specify how the project meets the Community Placemaking grant criteria. Be sure to describe how equity will be a foundational element of the project. (limit 4000 characters)

Maximum characters: 4000. You have  characters left.

8. Describe the geographic area where this project will take place. Include information about the surrounding community and businesses. You may upload maps or images later in the application. (limit 2000 characters)

Maximum characters: 2000. You have  characters left.

### Community engagement

9. Who is most impacted by the community challenge or opportunity this project will address? How will they be involved in the planning, implementation and benefits of the project? (limit 2000 characters)

Maximum characters: 2000. You have  characters left.

10. How are you involving other surrounding community members and businesses? (limit 1500 characters)

## Anticipated outcomes

### 11. Describe what will be accomplished at the end of the project. (limit 1500 characters)

*For example, outcomes you hope to achieve could include such things as increased opportunities to socialize, a new or better gathering space, more active spaces or increased community pride.*

Maximum characters: 1500. You have  characters left.

### 12. What would you want the headline of a news story about your project to read?

Maximum characters: 255. You have  characters left.

### 13. What could you measure to illustrate the effectiveness and impact of your project? (limit 1500 characters)

Maximum characters: 1500. You have  characters left.

## Advancing regional goals on a local scale

### 14. How does the project relate to the 2040 Growth Concept, a plan influenced by thousands of Oregonians and adopted by Metro Council, and the Six Desired Outcomes Metro Council adopted to anchor future planning to shared regional values. (limit 1500)

*Scroll to the bottom of the program webpage to find links to the 2040 Growth Concept and Six Desired Outcomes. <a href="http://www.oregonmetro.gov/placemaking"> http://www.oregonmetro.gov/placemaking </a>*

Maximum characters: 255. You have  characters left.

## Organizational structure and team preparedness

### 15. Describe the team's experience and capacity to conduct the project. Describe skills that will be relied upon to execute the project, and the relevant background of team members enlisted to help execute the project. (limit 1500 characters)

Maximum characters: 1500. You have  characters left.

### 16. Do you own the property where the project will take place?

- Yes  
 No

**17. If you are not the property owner, describe how they will be involved. (limit 1000 characters)**

Write "not applicable" if you are the property owner.

Maximum characters: 1000. You have  characters left.

**18. List any permits that will need to be approved to carry out the project and describe actions that will or have been taken to obtain them. (limit 1000 characters)**

Maximum characters: 1000. You have  characters left.

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You must be logged in to begin.

[Project summary](#) [Application questions](#) [Budget](#) [Milestones, timeline and funds requested](#) [Document uploads](#) [Activity Log](#)

## Budget

(answers are saved automatically when you move to another field)

### Budget table

Use the budget table to list total anticipated revenues and expenditures by category. Use the budget narrative below the table to itemize expenses in each category.

Item Description	Metro funds requested	Other funds or contributions	Total budget
Professional and artistic (creative) services	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Equipment materials and supplies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Promotional costs and printing	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Permitting and fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Indirect or overhead costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (describe in budget narrative)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	Total \$ 0.00	Total \$ 0.00	Total \$ 0.00

### Budget Narrative (Discuss/justify the items and amounts you entered above.)

Explain how budget figures were derived; describe cost of professional services (name of individual or company, rate, # of hours, etc.) and any other relevant information.

Maximum characters: 65000. You have  characters left.

## Milestones, timeline and funds requested

(answers are saved automatically when you move to another field)

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### Milestones, timeline and funds requested

Describe your project by breaking it into phases, associated activities and funds requested from Metro.

#### PHASE

- What activities will take place during this phase?
- List any milestones or deliverables.

#### TIMELINE

When will this phase occur? (e.g., October 1-18 or months 1-2)

#### FUNDS REQUESTED

What funds will you need from Metro to complete this phase?  
(More detail will be worked out between Metro and grantee while developing our contractual agreement.)

#	Phase: List activities and milestones	Timeline	Funds requested
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>			<b>0</b>

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## Document uploads

[Instructions](#) [Show/Hide](#)

#### Documents Requested \*

Please upload at least two letters of support by active partners. (limit 4MB per upload)

#### Required?

**Required**

#### Uploaded Documents \*

-none-

[Upload](#)

If applicable, please upload a letter stating permission to use property by land owner or manager. (limit 4MB per upload)

-none-

[Upload](#)

Please upload the Organization 501(c)(3) IRS determination letter or a 501(c)(3) tax-exempt status statement and Employer Identification Number (EIN). This is not required for schools or government agencies. (limit 4MB per upload)

-none-

[Upload](#)

If desired, upload photos, maps or materials that help to describe or illustrate the project. (limit 4MB per upload)

-none-

[Upload](#)