

Metro Central Enhancement Grants 2016 application and handbook

[NEW! On line application!](#)

Applications due 4 p.m., Sept. 15, 2015

Submit via ZoomGrants™



About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

Stay in touch with news, stories and things to do.

www.oregonmetro.gov/connect

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Kathryn Harrington, District 4

Sam Chase, District 5

Bob Stacey, District 6

Auditor

Brian Evans

Public Information

All applications are subject to the Oregon Public Records Law.

Translation Services

Translation and interpretive services are available upon request at no cost to you. For more information, contact Heather Nelson Kent, Grant Programs Manager, 503-797-1739 or HeatherNelson.Kent@oregonmetro.gov.

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SECTION 1: COMMUNITY ENHANCEMENT GRANT PROGRAM – METRO CENTRAL

For nearly three decades, Metro’s community enhancement grants have helped improve neighborhoods where the region’s solid waste transfer stations are located including North and Northwest Portland, Forest Grove and Oregon City.

Funded by a surcharge on waste at the [Metro Central Transfer Station](#) located off of Highway 30 in Northwest Portland, Metro Central Enhancement Grants benefit the neighborhoods of Forest Park, Cathedral Park and Linnton; the Northwest District Association and the Northwest Industrial Area; and an area directly adjacent to the St. Johns Bridge. These investments help the Metro Council fulfill their goal of supporting communities at the neighborhood and regional level and deliver on the Metro Council’s six desired outcomes for the region, including

- Vibrant communities
- Clean air, clean water and healthy ecosystems
- Equitable distribution of the benefits and burdens of growth.

During the 2016 grant cycle, approximately \$285,000 is estimated to be available for grants from community enhancement fees collected at the Metro Central transfer station. This is a significant increase over the amount available in 2015 and is primarily due to the increase of the enhancement fee by the Metro Council from \$.50 per ton to \$1.00 per ton in October 2015.

WHO MAY APPLY?

Metro Central grants were created more than 20 years ago with the intention of enhancing neighborhoods impacted by the Metro Central transfer facility. They are designed to support residents within a defined target area that stretches along the west side of the Willamette River from the Northwest Neighborhood Association to Linnton, along with North Portland’s Cathedral Park neighborhood and an area around the St. Johns Bridge. See target area boundary map (p. 3) for boundary details.

Individuals, community groups, neighborhoods, nonprofits, schools and school groups, government agencies, faith groups and service groups with nonprofit or other tax-exempt status may apply. Metro is not eligible to apply for or receive grant funds.

Community enhancement grants are intended to serve people within the target area of all ages and abilities from all backgrounds. This includes funding for projects and programs serving children to the elderly, job training and life skills for youth, community outreach and other programs for residents from the target area. Organizations are encouraged to submit applications for programs or projects that engage underserved, low-income and/or communities of color in project implementation, program delivery and outreach activities.

PROJECT OR PROGRAM QUALIFICATIONS

General

- Projects or programs must address at least one of the funding criteria.
- After being awarded the grant, most projects must be completed within 12 months. New this year, the committee is allowing grants to extend the timeline for completion up to 24 months.

Location

- Projects must directly benefit the Metro Central target area or residents within it.
- Projects or programs on private land must be able to show a clear public benefit.
- All projects must have written landowner permission at the time of application.
- Programs may be conducted on Metro property by other eligible organizations or individuals by obtaining a Metro [special use permit](#).

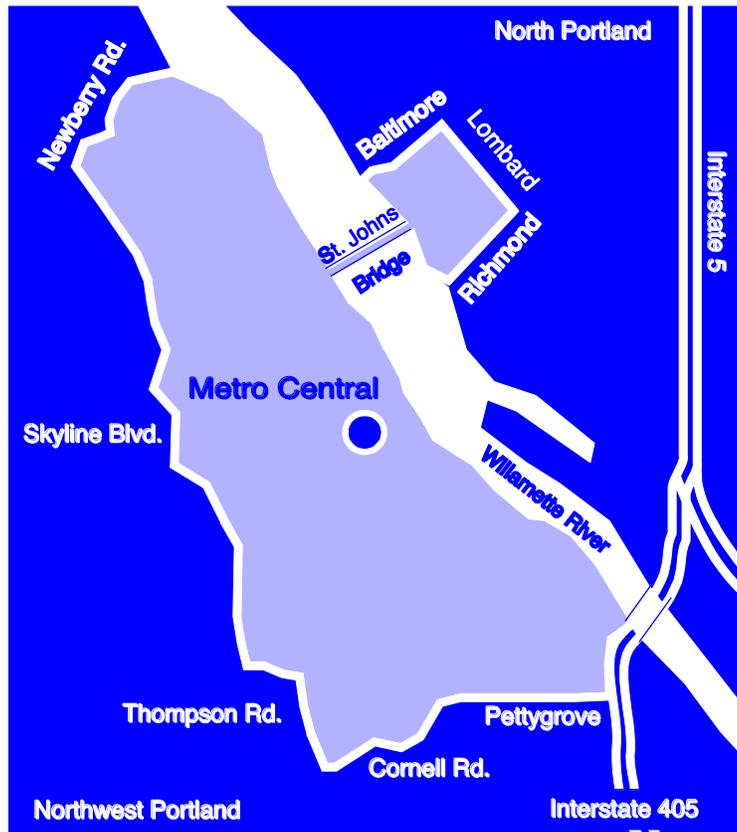
Financial

- Grants are awarded on a reimbursement basis.
- Overhead costs are reimbursable up to ten percent (10%) of the total grant award.
- See the program budget worksheet on page 10 for all eligible categories.

TARGET AREA BOUNDARY MAP

The grant target area generally encompasses the neighborhoods of Forest Park, Linnton, Northwest District Association and the Northwest Industrial area, as well as a portion of Cathedral Park and the St. Johns Bridge. The map below provides a basic outline of the area. For a detailed map that can be seen street by street, please see the map on our website:

http://www.oregonmetro.gov/sites/default/files/CentralEnhance_Map11x17.pdf



APPLICATION PROCESS

Application review and selection

The Metro Central Enhancement Committee is comprised of six neighborhood association representatives. The Metro Councilor from District 5 serves as chair. The committee reviews and awards all grant requests.

Program purpose and funding guidelines

Successful proposals will achieve the program purpose established by the Committee by strongly meeting at least one of the following community needs:

- Improve the safety, appearance or cleanliness of neighborhoods
- Improve the environmental quality of the area
- Preserve or enhance wildlife areas within the target area
- Improve or increase recreation opportunities for residents in the target area
- Provide training or services that benefit youth, elderly and/or low-income residents
- Increase recycling opportunities for residents of the area.

EVALUATION MEASURES

Reporting on how well community grants met their purpose and delivered on the intended outcomes will strengthen accountability with residents in the target area and the Metro region. Therefore, a final report will be due upon project completion. The report should include a summary of grant activities, the actual total budget (including any matching contributions), photos, follow-up activities, and an evaluation of the program or project's success.

In your application you'll need to describe the outcomes you will report for your project, according to the overall purpose and goals established for your grant. What will you measure to illustrate the effectiveness of your project or program? What stories can you tell about your project or program's success? How will you use the information to improve your community or your programs in the future?

WHAT'S THE TIMELINE?

July 2015	Availability of grant funds announced
4 p.m., Sept. 15, 2015	<u>Applications due to Metro – via ZoomGrants™</u>
December 2015	Grant awards announced
Jan. 1, 2016	Metro funds available
Dec. 31, 2016	Projects completed (some projects may extend to Dec. 31, 2017)

CONTACTS

For more information, visit www.oregonmetro.gov/grants or contact: **Heather Nelson Kent**, Grants Program Manager, HeatherNelson.Kent@oregonmetro.gov or 503-797-1739.

SECTION 2: APPLICATION GUIDELINES

Applications that meet all eligibility requirements will be reviewed by the Metro Central Enhancement Committee. It is the responsibility of the applicant to ensure their program is sufficiently defined according to the guidelines so that the review committee can efficiently review the application. Application review may include follow-up communication with the applicant.

Metro will inform applicants if the grant application was successful. Upon request, information about other funding sources or suggestions for strengthening an application for a subsequent funding cycle may be provided.

FULL APPLICATION INSTRUCTIONS

New this year! Metro ONLY accepts applications via the online system **ZoomGrants™**. Please register, login and submit your application **by 4 p.m. September 15, 2015**. [Follow this link](#) to get your account started and begin your application. The information you will need to submit will be similar to previous years including:

Applicant and contact information

Project narrative or program description In this section you'll briefly describe the project for which you are requesting funds including the following:

- a description of the skills, qualifications and track record of the individuals and organizations (e.g., staff, volunteers and board members, partners) involved that will achieve your project goals
- why your organization selected this project and the community need(s) to which it responds
- a project timeline (general estimate of when project will begin and when it will be completed) and describe where the project or program will take place.

You will also answer a question about how the community will benefit from your project including approximately how many people or what specific property will be directly affected and what are the anticipated outcome(s) of your project? If grant funds will be spent outside the target area, please list and explain how those funds serve the target area or residents within the target area.

Budget worksheet and budget narrative You will need to provide a detailed project budget. Please use the budget narrative to explain how your figures are calculated.

Evaluation measures Please describe clearly the outcomes to be included in your final report. This report will tell the story of what was accomplished and documented at the end of the project or program. This information should directly relate to the program goals and purpose stated in your application.

Attachments Additionally, please plan to upload the following attachments:

- **501(c)(3) tax-exempt status statement** or your organization's 501(c)(3) IRS determination letter (if applicant is not a school or government agency)

- **Landowner permission** A letter stating permission to use property by land owner or manager (if applicable).
- **Letters of support** (optional). Please feel free to provide letters of support from partners that actively support your application.

Submitting the application

New this year, Metro accepts applications ONLY via the online system **ZoomGrants™**, which will be available in August 2015. Please register, login and submit your application by **4 p.m. Sept. 15, 2015**.

A confirmation email will be sent by **ZoomGrants™** once the application is received. If you do not receive a confirmation, please let Heather Nelson Kent know.

[ZoomGrants™ link](https://zoomgrants.com/gprop.asp?donorid=2199&limited=808) to Metro Central 2016 Enhancement Grant application:
<https://zoomgrants.com/gprop.asp?donorid=2199&limited=808>

APPLICATION EVALUATION CRITERIA

Applications will be evaluated by the Metro Central Enhancement Committee based on the information submitted in the application and the stated funding criteria. The application should make a convincing case that the program meets the purpose of the grant program and is achievable. In general, the committee will base its funding decisions on the following requirements:

Qualified program

Organization, program and contact information: Meets the eligibility requirements of targeting funds for projects and/or programs serving people within the Central Enhancement Program target area (see map for details).

Organizational preparedness: Demonstrates leadership interest, organizational capability and (if applicable) landowner permission to implement the project or program.

Well-crafted program

Program narrative: Describes clearly and concisely a well-crafted program and its budget.

Goals: Meets the overall grants purpose and funding guidelines (page 4).

Serves the Community: Identifies a community need and describes how the grant will meet this need.

Location and program reach: The full slate of awarded programs reach communities from within the target area.

CONTRACTING AND AGREEMENTS

Once the application is approved by the Metro Central Enhancement Committee, Metro staff will work with the successful applicant to enter into the necessary agreements for the project between Metro and the applicant and/or their fiscal agent. Applicants who receive funding shall 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.

In general, applicants will have up to 12 months (Jan. 1, 2016 to Dec. 31, 2016) to complete the proposed project. This year, the Metro Central Enhancement Committee will also consider projects that extend to Dec. 31, 2017. Funding is available on a reimbursement basis only. Once a reimbursement request is complete, Metro will issue the payment within 15 days. Grant projects are subject to Metro audits and reviews. Metro and the Metro Central Enhancement Program shall be acknowledged as grant sponsors on any written or published material, grant product and/or project signage.

New grant recipients are required to attend the Metro-sponsored “contracting basics” meeting prior to executing the contract. Grant recipients must be making reasonable progress towards the project goals and objectives within the first six months of award. A final report will be due upon project completion. Metro shall receive copies of any grant products including but not limited to curriculum, videos, guides and brochures upon request.

RESOURCES

Below is a list of documents, maps and tools to assist with program research to support the need for you project or program and the benefits it may provide to the community.

[Regional Equity Atlas](http://www.gis.oregonmetro.gov/equityatlas): Using maps, policy analysis, community-based research and other tools, the Equity Atlas project assesses how well different populations across the four-county Portland-Vancouver metro region can access key resources necessary for meeting their basic needs and advancing their health and well-being. By illuminating the region's geography of opportunity, the Equity Atlas is a powerful tool for promoting greater [regional equity](#). It can be used to inform a wide range of planning, policy and investment decisions, such as where to locate new housing, transit, parks, services, infrastructure and other amenities, and where to most effectively target public and private investments.

www.gis.oregonmetro.gov/equityatlas

[MetroMap](http://www.gis.oregonmetro.gov/metromap): This is Metro's web mapping service where you can view and print maps or data specific to your area of interest. MetroMap allows you to view map-based information about a location of your choice. View information on parcel and tax assessment, zoning, political boundaries, planning, flood plain and special districts. The results can be displayed in text-only format or on a map.

www.gis.oregonmetro.gov/metromap

[PortlandMaps](http://www.portlandmaps.com): City of Portland's mapping tool shows overhead maps of addresses within the city limits. It includes property and tax information for most of metro Portland. www.portlandmaps.com

[Portland Public Schools](#): Maintains data on the [percentage of students eligible](#) for the free and reduced lunch program and students participating in English as a Second Language programs.

[The City of Portland Office of Equity and Human Rights](http://www.portlandoregon.gov/oehr): Provides education and technical support to City staff and elected officials, leading to recognition and removal of systemic barriers to fair and just distribution of resources, access and opportunity, starting with issues of race and disability.

www.portlandoregon.gov/oehr

[Neighbors West/Northwest](http://www.nwnw.org): Provides support to residents in 12 neighborhood associations in northwest and inner southwest Portland. www.nwnw.org

[Regional Conservation Strategy](http://www.theintertwine.org/RegionalConservationStrategy): This document organizes conservation strategies for the Portland metropolitan region by landscape types – natural area, working lands and developed areas – as well as strategies for biodiversity corridors and for species of special concern.

www.theintertwine.org/RegionalConservationStrategy

[The Oregon Environmental Literacy Plan](http://www.ode.state.or.us/gradelevel/hs/oregon-environmental-literacy-plan.pdf): The Oregon Environmental Literacy Plan targets integration of conservation and environmental education into science, technology, engineering and math curriculum. The Oregon Environmental Literacy Aligning the Oregon Environmental Literacy Strands & the Academic Standards delineates specific curriculum adjustments to integrate environmental education into academic standards. www.ode.state.or.us/gradelevel/hs/oregon-environmental-literacy-plan.pdf

[EE-Link](http://www.eelink.net): EE-Link is the primary portal to environmental education resources and information on the Internet. Specific resources include a calendar of environmental education events in North America, jobs for environmental educators, grant links and resources for the classroom. www.eelink.net