



## SPONSORSHIPS FOR COMMUNITY-LED ACTIVITIES

2020 Sponsorship handbook

**Requests due April 1, 2020\* by 11:59 p.m.**

\*Deadline extended from March 25, 2020

Apply on-line at [oregonmetro.gov/parkpartnerships](https://oregonmetro.gov/parkpartnerships)

*Photos from left to right: IRCO Asian Family Center celebrates Diwali and Moon Festival at Blue Lake Park; Verde's Club Aves explores Smith and Bybee Wetlands (2); IRCO holds a community picnic at Oxbow Park*

If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

**So, hello. We’re Metro – nice to meet you.**

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## SPONSORSHIPS FOR COMMUNITY-LED ACTIVITIES

The Parks and Nature sponsorships for community-led activities help communities of color build capacity and connect with nature at Metro parks and natural areas. You can apply for sponsorship funds up to \$3,500 per proposal. These sponsorships are part of a broader department-wide community partnerships program. The program is focused on collaborating with community-based organizations and groups led by and for people of color to build relationships and create opportunities to experience the Metro parks and natural areas.

### Background

In 2013, voters across the region approved a Parks and Natural Areas Levy to protect water quality, fish and wildlife habitat, and create opportunities to enjoy nature close to home. This levy includes funding for a Parks and Nature community partnerships program that supports communities of color in building capacity and connecting people with nature at Metro parks and natural areas. There are four community partnership program areas: co-created community partnerships, sponsorships for community-led activities, support to participate in activities led by Metro staff, and partnership innovation funds. Resources for the Parks and Nature community-led activities fund are available thanks to the voters' renewal of Metro's parks and natural areas levy in 2016.

### What's the timeline?\*

December 2019	Summer 2020 to spring 2021 sponsorship funds announced
January 14, 2020, 6 -7:30 p.m.	Learn more about sponsorships at an optional <a href="#">workshop</a>
February 12, 2020, 6 -7:30 p.m.	Learn more about sponsorships at an optional <a href="#">workshop</a>
<b>April 1, 2020</b>	Requests due to Metro
April or May 2020	Community committee review & recommendation
May 2020	Parks and Nature leadership review & funding decision
May or June 2020	Community-led activities sponsorships announced
July 1, 2020 – June 30, 2021	Sponsored activities happen at Metro locations

The dates for the next sponsorships funding cycle will be announced in fall 2020.

\* Timeline has been updated from previous versions to reflect due date extension.

### Who may apply?

Sponsorships are intended to support community-led and community-driven activities. Community involvement is key to a successful request. Community-based organizations and groups led by and for people of color<sup>1</sup> can request a sponsorship. Requests may come from many different kinds of groups and organizations including community groups, non-profits, neighborhoods, faith groups and service groups.

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<sup>1</sup> Metro shares the Coalition for Communities of Color recognition of the following communities of color: African, African American, Asian and Pacific Islander, Latinx, Middle Eastern and North African, Native American and Slavic. Metro includes groups that serve a multi-cultural community comprised primarily of members of the groups listed above.

### Available funding

Individual groups can request up to \$3,500 per proposal. Groups can submit more than one proposal, the review committee will decide whether or not to fund multiple proposals from an individual group. At this time, there are two semi-annual award cycles. This spring cycle will have \$50,000 total funds available.

### Minimum requirements

- Activities must take place at a Metro park or natural area.
- Activities must be led by and for communities of color
- Activities must contribute to the 2013 Parks and Natural Areas Levy goal: *to increase opportunities for communities of color to experience nature at Metro parks and natural areas*
- Activities must have elements that can be tracked and reported (# of attendees, etc.)
- If your group is not a 501(c)3 nonprofit, you must have a fiscal sponsor that is one. The fiscal sponsor will submit the invoice and receive the funds on your behalf. They will be responsible for the proper use and accounting of the funds. If your sponsor charges a fee, you can include that fee in your request.
- Activities must start no earlier than July 1, 2020 and be completed by June 30, 2021.

### What is the process to receive funds?

- Complete your request by March 25, 2020 by filling out the online form or using the paper form available at [oregonmetro.gov/parkpartnerships](http://oregonmetro.gov/parkpartnerships).
- A group of Metro staff will review your idea and offer suggestions for ways to support you based on your request.
- A community committee will review all the requests and recommend which ones should receive funding.
- The department director will make the final decision on who receives sponsorship funds.

## **SPONSORSHIP PURPOSE AND GOALS**

All applications must advance the program's purpose and the 2013 levy goal.

### **Program purpose 2013**

Metro Parks and Nature's community partnerships program supports communities of color in building capacity and connecting people with nature at Metro parks and natural areas.

### **2013 Parks and Natural Areas Levy community partnership goal**

Increase opportunities for communities of color to experience nature at Metro parks and natural areas.

### **Examples of activities funded by sponsorships**

- A full day intercultural community gathering with the opportunity to share food
- A community healing day featuring speakers and activities
- A multi-generational overnight camping experience held at Oxbow Regional Park
- A traditional ecological knowledge workshop held at a natural area
- A church community bringing together community members to plant trees.

### **Committee review questions**

A committee of community members will make funding recommendations to the department director. These committee members will be selected through an application process and will have expertise in community events, nature-based recreation, health or art programming, racial equity, diversity and inclusion work, grant management or related fields.

The community committee will review sponsorship requests to recommend the ones to receive funding. A team of staff members will also review all support requests (e.g. shelter availability, staff capacity) and provide input to the community review committee about the request's feasibility and any concerns along with any potential alternatives.

Keeping the following criteria in mind, the community committee will use your application answers and any additional information provided in the application to review and compare sponsorship proposals.

- Is the proposed activity led by and for people of color?
- Given proposed resources and personnel, is the activity doable and does it have reportable outcomes?
- Does the proposed activity provide benefits for the community?
- Does the proposed activity align with the program purpose and Levy goal?

## SPONSORSHIP REQUEST INSTRUCTIONS

### Sponsorship Request Assistance

You are encouraged to contact Metro community partnerships staff to discuss your idea. Community partnerships staff does not play a role in advocating for applicants or making the funding recommendations. Staff is available to help you make your application as strong as possible. An optional information session and individual assistance are also available.

### Staff contact information

For more information, please visit [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships) or contact:  
Juan Carlos Ocaña-Chú, Parks and Nature Community Investments and Cemeteries Manager  
[juan.carlos.ocana-chiu@oregonmetro.gov](mailto:juan.carlos.ocana-chiu@oregonmetro.gov)  
503-797-1856  
*Se habla español*

### Insurance

All groups receiving sponsorship funds will be required to secure insurance for their activity.

- If you will be driving participants to the event location, then you will need to provide **proof of automobile insurance** during the effective date of the activity to Metro with coverage for bodily injury and property damage covering yourself, your employees, subcontractors and agents.
- If you or your fiscal sponsor have Commercial General Liability insurance, then you or your fiscal sponsor will add Metro, its elected officials, departments, employees, volunteers and agents as ADDITIONAL INSUREDS on the Commercial General Liability policy and on the automobile policy, described above.
- If you and your fiscal sponsor do not have Commercial General Liability insurance, then you will need to purchase special event insurance. Metro maintains access to a special event insurance policy for people or organizations holding events at Metro facilities including Parks and Natural Areas. This policy can be used by the event organizer to purchase insurance that Metro will accept in place of the required commercial general liability.
  - This insurance is also known as Tenant User Liability Policy (TULIP). This policy has a \$1,000,000 per occurrence limit with a \$1,000,000 aggregate.
  - The Metro policy is available at [tulip.onebeaconentertainment.com/e/tulip/apply.aspx](https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx)
  - Questions about the website can be directed to Metro's insurance broker, Brown & Brown Northwest: Michaelene Thomas at 503 219-3290 or [mthomas@bbnw.com](mailto:mthomas@bbnw.com)
- Insurance costs can be included in the budget of the sponsorship request as part of the 'materials and services' section.

## Where you can learn more about Metro parks and natural areas

Explore more about Metro's Parks and Natural Areas on our website at [oregonmetro.gov/parks](https://oregonmetro.gov/parks).

### Fill out the request on-line *(preferred)*

The sponsorship request form is available via an on-line form. Although any internet browser can be used, the form will be in the best format using Google Chrome or Firefox.

- Go to [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships)
- Complete the on-line form. Forms are available from December 2019 – March 25, 2020
- An email will be sent within 24 hours by Metro staff through the on-line form confirming that the application was received.
- This on-line form is a google form. You do not need to have a Gmail account in order to submit this form. Page three of the form includes a complete list of questions that will be asked.

### Fill out the request on paper

The sponsorship request is also available as a fillable, printable form. There are three\* options for submitting the form using this method:

- Download and type directly into the form and email it to [oriana.quackenbush@oregonmetro.gov](mailto:oriana.quackenbush@oregonmetro.gov). You can find the form at [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships)

\* **Update March 17, 2020:** In light of limited or unknown operations at the office, we do not recommend mailing or hand delivering applications to the Metro Regional Center at this time. If you are concerned about how to turn in your hand written or typed form and prefer not to fill it out online, please get in touch and we will help you find a way to turn in your application. We are here to help!

All emailed, hand-delivered or mailed sponsorship request forms must be received by staff by 11:59 p.m. on April 1, 2020. Staff will confirm receipt of your sponsorship request form within one business day.

### Processing your award

If your proposal is recommended for funding, you will receive an email notification including directions for receiving your funding. The process to receive your funding can take 2-6 weeks to complete. Before receiving your funding, you will

- submit a Metro W9
- send in proof of insurance
- sign a work order that will be used to process your payment
- schedule at least one activity at a Metro park or natural area



### **Reporting about your activity**

Metro staff appreciates information that helps to measure the outcomes of your activity. This involves sharing your vision of a successful activity in your request. Sponsored partners will complete a short on-line form to report activity numbers and key impressions or learnings after their activity. Sponsored partners will not need to include receipts or matching funds.

## 2020 SPONSORSHIP REQUEST FORM

### Request overview

Overview	
What is the name of your activity?:	How much funding are you requesting? (up to \$3,500):
Please describe your activity in 2-3 sentences:	
How did you find out about this opportunity? (Through a friend or colleague, on website, through email from Metro, other – please describe)	
Contact Information	
<i>Please use this section for the group and main contact person for your activity.</i>	
Organization/Group:	
Contact Name:	
Contact email:	
Phone number:	
Mailing address:	
Fiscal Information	
<i>Please use this section to describe the organization that will be responsible for processing invoices.</i>	
Organizational status: <input type="checkbox"/> 501 (c) 3 <input type="checkbox"/> Unaffiliated group/other <input type="checkbox"/> Fiscally sponsored by other 501 (c)3. → Fiscal sponsor name:	
Fiscal sponsor or Non-profit 501(c) 3 Tax ID:	
Fiscal Sponsor Phone/Email:	
Mailing address:	

## Activity details

Please share more information about the date and location of your activity. If you do not yet have a date or location in mind, please use the comments section to describe what time of year, day of the week and type of location you are interested in.

Activity Information	
<b>Date</b>	<p>What date would you like for your activity (MM/DD/2020)? (between July 1, 2020 and June 30, 2021)</p> <p>Please share additional possible dates or what time of year and day of the week you want:</p>
<b>Location</b>	<p><b>What location would you like for your activity?</b> (Must take place at a Metro Park)</p> <p><input type="checkbox"/> Blue Lake Regional Park</p> <p><input type="checkbox"/> Oxbow Regional Park</p> <p><input type="checkbox"/> Scouters Mountain Nature Park</p> <p><input type="checkbox"/> Graham Oaks Nature Park</p> <p><input type="checkbox"/> Other (specific site):</p> <p>Please share any additional information about location.</p>
<b>Amenities</b>	<p>Would you like to reserve a shelter or picnic tables for your activity?</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Other:</p> <p>What additional amenities do you need for your activity? (for example, a large field, BarBQ, etc.)</p>

## Staff support

Please share how our staff can support you during your activity.

<b>Metro staff support</b>	<b>Ranger Support</b> Would you like a park ranger to come to your activity? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe If you do want a ranger to attend, what would you like them to share? Some ideas include: join for a meal, talk about their career, or share information about the park.
	<b>Nature Education Support</b> Would you like a guided walk or activity with a nature educator? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe If yes, what kind of activity? Some ideas include: plant walk, song bird walk, nature art, animal tracking.
	<b>Community Service Support</b> Would your organization like to build community through community service in our parks or natural areas? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe If yes, what kind of project? Some ideas include: planting trees, park beautification, controlling weeds?
	<b>Communications Support</b> Would you like communications and events support? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe If yes, what kind of support? Some ideas include: Facebook or Instagram posts, event planning support, or a story in our magazine.
Please share any special considerations for your group:	

## Activity questions

Please answer the following questions related to your activity.

1. What are the demographics of your board, staff, activity leader and the people who will be participating in your activity? In particular, what percentage identify as BIPOC (Black, Indigenous, People of Color)?
2. Tell us about your activity. Include details such as intended audience (estimated ages, number of people) and steps you will take to implement. What other groups will be involved? If you were to envision a successful activity, what would it look like?
3. What makes your activity relevant to your community? What benefits will they receive?
4. Why is it important for your community to connect with nature? (What does nature mean to you and your community?)
5. How will your activity advance the program purpose and levy goals? (see page 2)

**Budget:** Please use the following sections to give an overview of your proposed budget.

Note that total costs must not exceed \$3,500.

Under each category, please list the item and an estimated cost

Example: Food for event: \$15/person for 100 people =\$1,500

Item	Requested Funds	Describe what funds will cover
<b>Staff and Labor costs</b> (includes your organization's employee's hours spent on activity tasks)		
Examples: (Staff: event coordinator)	\$	
(Staff: program manager)	\$	
(Staff: program manager)	\$	
<b>Materials and Services costs</b> (include costs such as printing, artist fees, stipends, transportation, insurance or food)		
Examples: (Contractor: Speaker)	\$	
(Supplies: Food)	\$	
(Insurance: Event insurance)	\$	
(Transportation: Ride share)	\$	
<b>Administration costs</b> (includes fiscal sponsor, administrative program management, accounting, etc.)		
Examples: (Fiscal sponsor: fee)	\$	
(Staff: bookkeeper)	\$	
<b>TOTAL</b>		