



## CAPACITY-BUILDING SPONSORSHIPS

2020 sponsorship handbook – open call\*

**Requests due December 13, 2020 by 11:59 p.m.**

\*for groups and organizations who have not been previously funded by Parks and Nature’s Community Partnerships program (formerly Partners in Nature) or Nature in Neighborhoods community grants program.

Apply online at [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships)

*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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Portland, OR 97232-2736

503-797-1700

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## CAPACITY-BUILDING SPONSORSHIPS

The Parks and Nature capacity-building sponsorships support Black, Indigenous, and People of Color (BIPOC) communities in building capacity and connecting people with nature. 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 BIPOC communities to build relationships and increase opportunities for BIPOC communities to connect with nature.

### Program versions

There will be two versions of this program: by invitation and open call.

Has your organization or group previously received funding through one of these programs?

1. Parks and Nature’s Community Partnerships program (formerly Partners in Nature)
2. Nature in Neighborhoods grants program

Yes	No
Previously funded organizations and groups have been sent an invitation to apply. Request the <b>by invitation</b> handbook.	Review this <b>open call</b> handbook.

If you did not receive an invitation but believe you are eligible, or need to request an open call handbook, please contact Tara Sonali Miller at [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov).

### 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, while also facilitating two-way learning between Metro and partners. Metro recognizes that groups and organizations led by and for people of color tend to have the most established trust and capacity to build deep relationships with communities of color and that they are therefore best equipped to increase opportunities for communities of color to connect with nature. Resources for the Parks and Nature capacity-building sponsorships program are available thanks to the voters’ renewal of Metro’s parks and natural areas levy in 2016. Minimum requirements for this program that are derived from the levy are indicated with an asterisk (\*).

## Who is eligible?

These funds are for community-based organizations and groups (including community groups, nonprofits, neighborhood groups, faith groups, collaboratives and service groups) led by and for Black and Indigenous people, and People of Color\* (BIPOC). Group must be or have a fiscal sponsor that is a 501(c)3-designated nonprofit. Sponsorships may only be awarded to projects and programs that benefit Metro-area residents.

\*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.

## What's the timeline?\*

October 2020	Sponsorship funds announced.
Wednesday, October 21, 2020	Learn more about sponsorships at an optional workshop. <ul style="list-style-type: none"><li>• Wednesday, October 21, 8:30 to 9:30 a.m.</li></ul>
Thursday, November 12, 2020	<ul style="list-style-type: none"><li>• Thursday, November 12, 5 to 6 p.m.</li></ul>
<b>December 13, 2020</b>	<b>Requests due to Metro.</b>
December 2020 and January 2021	Community committee review and recommendation.
February 2021	Parks and Nature leadership review and funding decision.
February 2021	Capacity-building sponsorships announced.
March 1, 2021 to June 30, 2022	Sponsored programming takes place.

## Available funding for by invitation program

Groups and organizations who have been previously funded by Parks and Nature's Community Partnerships program (formerly Partners in Nature) or in the Nature in Neighborhoods community grants program are eligible. Eligible groups and organizations have been invited to apply by email. A separate program is available for groups and organizations who have not been previously funded. If you did not receive an invitation and believe you are eligible, please contact Tara Sonali Miller at [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov).

This is a one-time capacity building program. Up to \$21,000 will be available to allocate as capacity-building sponsorships for the open call program. Individual groups can request up to \$3,500.

## What are funds for?

These funds are intended to support community-based organizations and groups and must be used to build capacity to connect communities of color with nature. These funds could be used for the following:

- Advancing the group's ability to connect communities of color with nature, including staff time, program outreach costs, and insurance for events.
- Training, professional and leadership development of staff or community members related to increasing capacity to connect communities of color with nature.
- Materials and supplies, such as gardening equipment, backpacking gear, food, etc.
- IT services, software, and hardware for activities such as online curriculum development, administration, and participation, nature education guides, or information sharing: multimedia support, network connections, or improved broadband.
- Transportation costs for community members, including bus passes, gas cards and rideshare credits.
- Stipends and incentives for program participants.
- Expansion or establishment of online programming that connects communities of color with nature.
- Expansion or establishment of in-person programming to connect people of color with nature, in accordance with relevant COVID-19 health and safety guidelines.
- Other activities that build capacity to connect communities of color with nature.

Some examples of possible, allowed activities include:

- Creation of documents summarizing recommendations or best practices for Metro to consider when connecting BIPOC communities with nature or more collaborative programming with Metro staff and/or Metro's parks and natural areas.
- Acquisition of equipment to facilitate connecting communities with nature.
- Hiring a graphic designer to create a nature education field guide or other materials to facilitate BIPOC communities' connection with nature.
- Leadership development training for staff or community members that supports their capacity to offer programming that facilitates BIPOC connection with nature.

## Minimum requirements for applicants and sponsored activities

- Applicant must not have received funding from Metro through either the Community Partnerships program (formerly Partners in Nature) or the Nature in Neighborhoods community grants program.
- Applicant organizations or groups must be led by and for communities of color.
- Capacity-building activities must contribute to the Parks and Natural Areas Levy goal of increasing opportunities for communities of color to experience nature.\*
- Activities must include an element of shared learning between Metro and applicant.\*
- Group must be a 501(c)3 nonprofit or have a fiscal sponsor that is one.
- Activities must start no earlier than March 1, 2020 and be completed by June 30, 2022.

## Application process

Applicants must answer the following questions to apply. Applicant may answer through a Google form or a fillable, printable form.

- Describe what you would do with this capacity-building sponsorship. How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- How would you share what you learned with Metro?
- What are the demographics of the people who will be participating in your activity? In particular, what percentage identify as BIPOC (Black, Indigenous, People of Color)?
- How will your programming benefit BIPOC communities?
- What does connecting with nature mean to you and the community you work with?

## **SPONSORSHIP PURPOSE AND GOALS**

Parks and Nature's one-time capacity-building sponsorship program supports community-based organizations and groups and must be used to build capacity to connect BIPOC communities with nature.

### **2013 and 2016 Parks and Natural Areas Levy community partnership goals**

Increase opportunities for communities of color to connect with nature, support partnerships between Parks and Nature and communities of color, and ensure that programs support communities of color. All applications must advance the program's purpose and the 2013 and 2016 levy goals.

Some examples of allowed activities include:

- Creation of documents summarizing recommendations or best practices for Metro to consider when connecting BIPOC communities with nature or more collaborative programming with Metro staff and/or Metro's parks and natural areas.
- Acquisition of equipment to facilitate connecting communities with nature.
- Hiring a graphic designer to create a nature education field guide or other materials to facilitate BIPOC communities' connection with nature.
- Leadership development training for staff or community members that supports their capacity to offer programming that facilitates BIPOC connection with nature.

### **Committee review questions**

A committee of community members and internal staff will make funding recommendations to the department director. These committee members will be selected based on their experience and expertise in community engagement and partnerships, racial equity and justice work, community events, and/or nature-based recreation, health or art programming, grant management, or related fields.

The committee will review sponsorship requests to recommend the ones to receive funding.

Keeping the following criteria in mind, the 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? Will the activity benefit Black, Indigenous, and/or People of Color (BIPOC) communities?
- Does the proposed activity enhance the applicant's ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- Does the proposed activity fit with allowable uses for these funds?
- Does the activity provide an opportunity for shared learning with Metro?

## 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:

Tara Sonali Miller

Parks and Nature community partnerships program manager

503-813-7533 (voicemail only) or [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov).

*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 an 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 INSURED on the Commercial General Liability policy and on the automobile policy, described above.

If you anticipate using these funds to hold an event, please contact Tara Sonali Miller at [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov) for information about special event insurance.

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

If relevant to your proposed sponsorship and/or activity, explore more about Metro's parks and natural areas on our website at [oregonmetro.gov/parks](https://oregonmetro.gov/parks).

### Fill out the request online (*preferred*)

The sponsorship request form is available via an online 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 online form. Forms are available from October 2020 – December 13, 2020.
- An email will be sent within 24 hours by Metro staff through the online form confirming that the application was received.

This online form is a Google form. You do not need to have a Gmail account in order to submit this form. Page three (3) 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. Download the form here: [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships) and email it to [oriana.quackenbush@oregonmetro.gov](mailto:oriana.quackenbush@oregonmetro.gov) when you are finished electronically filling it out.

In light of limited or unknown operations coverage 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 or mailed sponsorship request forms must be received by staff by 11:59 p.m. on December 13, 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.

### **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 online 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 CAPACITY-BUILDING SPONSORSHIP REQUEST FORM

### Request overview

OVERVIEW	
What is the name of your proposal?	How much funding are you requesting? (up to \$3,500 depending on your organizational budget):
Please describe your proposal 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 nonprofit 501(c)3 tax ID:	
Fiscal sponsor phone/email:	
Mailing address:	

## Activity questions

Please answer the following questions related to your activity.

- Describe what you would do with this capacity building sponsorship. How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- How would you share what you learned with Metro?
- What are the demographics of the people who will be benefiting from your activity? In particular, what percentage identify as BIPOC (Black, Indigenous, People of Color)?
- How will your activity benefit BIPOC communities?

## Budget

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

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> <i>(includes your organization's employee's hours spent on tasks related to the sponsorship)</i>		
Examples: (Staff: % of executive director salary) (Staff: administrative support) (Staff: program manager)	\$ \$ \$	
<b>Materials and services costs</b> <i>(include costs such as printing, artist fees, stipends, transportation, insurance or food)</i>		
Examples: (Contractor: facilitator) (Supplies: food, gardening equipment, backpacking gear, computer hardware) (Services: IT services, multimedia support) (Transportation: ride share)	\$ \$ \$ \$	
<b>Administration costs</b> <i>(includes fiscal sponsor, administrative program management, accounting, etc.)</i>		
Examples: (Fiscal sponsor: fee) (Staff: bookkeeper)	\$ \$	
<b>TOTAL</b>		