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Metro Central Community Enhancement Grants 2022 Application Handbook

Applications due midnight, Friday, Sept. 17, 2021

Submit via ZoomGrants™

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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 23 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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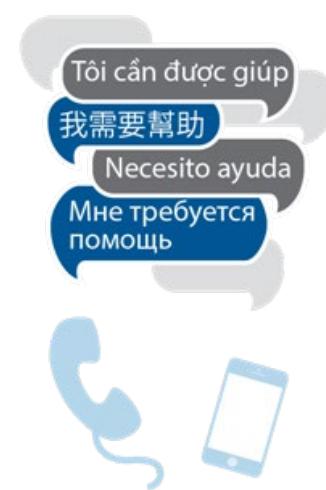
Metro fully complies with Title VI of the Civil Rights Act of 1964 that bans discrimination on the basis of race, color or national origin. For information on Metro's civil rights program, or to obtain a discrimination complaint form, visit www.oregonmetro.gov/civilrights or call 503-797-1536.

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 Rob Nathan, Community Enhancement Grant program coordinator, 503-797-1691 or Rob.Nathan@oregonmetro.gov.



503-797-1890

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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, Oregon City, Troutdale, Sherwood and Wilsonville.

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
- Regional equity.

During the 2022 grant cycle, approximately \$300,000 is estimated to be available for grants from community enhancement fees collected at the Metro Central transfer station. **Application requests are typically up to \$50,000.** Grants typically cover one year (Jan. 1 through Dec. 31, 2022). Metro will also consider grants which will take up to 18 or 24 months to complete.

For the previous grant cycle, Metro received 15 applications requesting \$387,659 in funding for programs that benefit the residents of Northwest Portland. The grant review committee approved funding for 9 of the 15 applications and awarded approximately \$300,000 with an average award amount of \$38,500.

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. 4) 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. **Metro encourages applications for projects that involve the leadership and meaningful participation of people of color, immigrants, elders, youth, those with disabilities, low-income residents, and other underrepresented groups.**



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PROJECT OR PROGRAM QUALIFICATIONS

General

- Projects or programs must meet all eligibility criteria and address at least one of the project goals on page 4.
- After being awarded the grant, projects must be completed within the length stated in the approved application. Metro will also consider grants requesting 12, 18 or 24 months to complete.

Location

- Projects must directly benefit the Metro Central target area or residents within it. Note: Applicants are not required to be physically located in the target area but programs must benefit the 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**. This means funds are not available up front, but are reimbursed for approved project expenses. Metro pays invoices within 30 days of approval of grantee's reimbursement request by Metro's Enhancement Grant Manager.
 - Optional 30% grant initiation payment is available to help cover initial costs of grant programs. This means grantees can request up to 30% of their total grant award without incurring project expenses.
- **Overhead costs** are reimbursable **up to ten percent** (10%) of the total grant award.



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 the Metro 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 all requests and awards the grants.

- Councilor Mary Nolan, District 5 – Chair
- Candice Jimenez – Environmental community
- Susan Andrews – Forest Park Neighborhood Association
- Kelly Stevens – Linnton Neighborhood Representative
- Derron Coles – Northwest Business Representative
- Barbara Erlich – Friends of Cathedral Park
- Vacant – Northwest District Association



Project Eligibility Criteria

A project must meet all of the following criteria to be eligible for funding:

1. The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
2. The project applicant must be:
 - a. A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
 - b. A local government, local government advisory committee, department or special district provided that they include documented support from the local government executive officer.
3. The project must not be used to replace any other readily available source of federal, state, local or regional funds.
4. The project must not promote or inhibit religion.
5. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
6. If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

Goals of Metro Solid Waste Community Enhancement Program

Project Goals: Projects shall meet one or more of the following goals:

1. Improve the appearance or environmental quality of the community.
2. Reduce the amount or toxicity of waste.
3. Increase reuse and recycling opportunities.
4. Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c)(3) status under the Internal Revenue Code.
5. Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
6. Result in improvement to, or an increase in, recreational areas and programs.
7. Result in improvement in safety.
8. Benefit youth, seniors, low income persons or underserved populations.

REPORTING REQUIREMENTS

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, Metro requires a 6-month progress report and a final report due upon project completion for all grantees of this



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program. Additionally, short-form progress reports are also required for each reimbursement request. The final report will include a summary of grant activities, the actual project expenses, photos, follow-up activities, and evaluation of the 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?

CONTRACTING AND REIMBURSEMENT PROCESS – PLEASE REVIEW

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 or spent prior to a completed and signed contractual grant agreement.**

In general, applicants will have up to 12 months (Jan. 1, 2022 to Dec. 31, 2022) to complete the proposed project. The Metro Central Enhancement Committee will also consider projects that take up to 18 or 24 months to complete. Projects that take 18 or 24 months are required to submit progress reports every 6-months during the duration of the grant agreement. **Funding is available on a reimbursement basis only. Once a reimbursement request is approved by Metro staff, Metro will issue the payment on a net-30 basis.** 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.

Grant recipients must be making reasonable progress towards the project goals and objectives within the first six months of award. A progress report is due six months in to the project. 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.

WHAT'S THE TIMELINE?

June 11, 2021	Grant applications open – Applications submitted via ZoomGrants
Aug. 5, 2021	Optional info session via Zoom webinar
Sept. 17, 2021 by midnight	Applications due
Dec. 2021	Grant awards announced
Jan.-Feb. 2022	Metro grant funds available
July 7, 2022	Mandatory progress report and fiscal year-end reimbursement due
Dec. 31, 2022	Projects completed (two-year grants completed by Dec. 31, 2023)



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CONTACTS

For more information, visit www.oregonmetro.gov/grants or contact: **Rob Nathan**, Community Enhancement Grants Coordinator, Rob.Nathan@oregonmetro.gov or 503-797-1691 or **Eric Crandall**, program assistant, Eric.Crandall@oregonmetro.gov.

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.

A full list of application questions is attached to the end of this document.

APPLICATION INSTRUCTIONS

Metro ONLY accepts applications via the online system **ZoomGrants™**. Please register, login and submit your application **by midnight on Friday, Sept. 17, 2021**. [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 a description of 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.



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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 (Applicable if, project requires any property upgrades on property the applicant does not own.)
- **Letters of support** (optional). Please feel free to provide letters of support from partners that actively support your application.
- **Demographic survey.** In order to serve the region's communities as broadly as possible, Metro is conducting a survey to learn whom our grants currently serve and to help improve community access. The demographic information you provide illustrates the demographics of whom your proposal will serve and will not be used for the review of your grant application.

Submitting the application

Metro accepts applications ONLY via the online system **ZoomGrants™**. Please register, login and submit your application **by midnight on Friday, Sept. 17, 2021**.

A confirmation email will be sent by **ZoomGrants™** once the application is received. If you do not receive a confirmation, please let Rob Nathan or Eric Crandall know as soon as possible.

[Link to ZoomGrants™](#)



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 questions:

On a scale of 1 to 5 (1 is low, 5 is high):

- 1. How well does the proposal support one, or more, of the goals of the Community Enhancement Program?**
- 2. How well does the proposed project reach or impact people in the Metro Central target area?**
- 3. How well does this proposal advance racial equity, diversity and inclusion?**



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METRO'S CONTRACTING AND REIMBURSEMENT PROCESS – ALL APPLICANTS PLEASE REVIEW

Grantees who are approved for funding must enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent. Grantee must not pre-commit or spend funds before the grant agreement is signed by both parties. In general, grantees will have up to 12 months (Jan. 1, 2022 to Dec. 31, 2022) to complete the proposed project. Some years, the Metro Central Enhancement Committee will also consider projects that take up to 18 or 24 months to complete.

Funding is available on a reimbursement basis only (except your first initiation payment up to 30% of your total grant award). Reimbursements requests Grantee submits to Metro must represent both payment and grant work that is or will be completed during the defined term of the grant agreement. Reimbursement requests include but are not limited to:

- Capital improvement projects
- Subcontractor services
- Events and other services
- Programmatic and staffing costs
- Product procurement

When external factors impact deliverables being completed within timeline, grantees may request a contract amendment and extension. In some cases, Metro may consult the grant committee for approval. Metro will not reimburse for work that has been paid for but not completed during the contract cycle without an approved amendment/extension.

Once Grantee submits a reimbursement request, Metro will issue the payment within 30 days of Metro's approval of the reimbursement request. Grant projects are subject to Metro audits and reviews. The Grantee must acknowledge Metro and the Metro Central Enhancement Program as grant sponsors on any written or published material, grant product and/or project signage. Grantee must make reasonable progress towards the project goals and objectives within the first six months of award. A mid-term progress report is due six months in to the project. A final report is due upon project completion. Grantee must provide Metro with copies of any grant products including but not limited to curriculum, videos, guides and brochures, upon request.



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RESOURCES

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

[Community enhancement grants | Metro](#): All information found in this handbook can be found on the Metro Central Enhancement Grant page on the Metro web-site.

[Metro Strategic Plan to Advance Racial Equity, Diversity and Inclusion](#): adopted by Metro Council June 2016. www.oregonmetro.gov/strategic-plan-advance-racial-equity-diversity-and-inclusion.

[Oregon Certification Office of Business Inclusion and Diversity \(COBID\)](#): the sole certification authority and [searchable database](#) of minority-owned, woman-owned and emerging small businesses. Metro encourages grantees to look for firms certified by Oregon's COBID program for contract work associated with grant projects.

[Regional Equity Atlas](#): 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.

[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.

[PortlandMaps](#): 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](#): 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.

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



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[The Oregon Environmental Literacy Plan](#): 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.

Metro Central Enhancement Grants

2022 RFP Application Questions

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Waste Prevention and Environmental Services

Metro Property and Environmental Services

Deadline 11/17/2021

2022 Metro Central Enhancement Grants

[SHOW PROGRAM DESCRIPTION](#)

[SHOW WHO MAY APPLY?](#)

[SHOW PROJECT OR PROGRAM QUALIFICATIONS](#)

Applicant View

Application Status: Not Submitted

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[Program summary](#)

[Application Questions](#)

[Budget](#)

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Program summary

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

Application Title/Project

Name

Amount Requested

USD\$

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

ZIP+4/Postal Code

Country

[Add Address](#)

Telephone

Fax (optional)

Website (optional)

Program Contact

First Name

Last Name

Title

Email

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Metro Property and Environmental Services

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[Apply Now/Start Application](#)[Program summary](#)[**Application Questions**](#)[Budget](#)[Document uploads](#)[Activity Log](#)[Financial](#)**Application Questions***(answers are saved automatically when you move to another field)*[Instructions Show/Hide](#)

- 1. Briefly describe the project for which you are requesting funds. Where will the project or program take place?**

Projects must directly benefit the Metro Central target area or residents within it. See this map - http://www.oregonmetro.gov/sites/default/files/CentralEnhance_Map11x17.pdf - for details.

Maximum characters: 2500. You have 2500 characters left.

2. What Community Enhancement Program goals does this application strongly meet? (you may select more than one).

- 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.
-

3. Describe 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.

Maximum characters: 2500. You have 2500 characters left.

4. How does your organization prioritize racial equity, diversity and inclusion and how does that inform the project you are requesting funds for?

For further information, see Metro's Strategic Plan to Advance Racial Equity:

<https://www.oregonmetro.gov/sites/default/files/2017/10/05/Strategic-plan-advance-racial-equity-diversity-inclusion-16087-20160613.pdf>

Maximum characters: 2500. You have 2500 characters left.

5. How do the outcomes of your project advance racial equity, diversity and inclusion of the most vulnerable within the enhancement grant boundary?

Maximum characters: 2500. You have 2500 characters left.

6. Describe why your organization selected this project and the community need(s) to which it responds.

How did you identify this community need?

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.

Maximum characters: 2500. You have 2500 characters left.

7. If applicable, how many project participants do you expect to serve or engage? inthe Metro Central target area? Who is your target audience? (include demographic information about participants like age, race and ethnicity and socio-economic status)

Projects must directly benefit the Metro Central target area or residents within it. See this map - http://www.oregonmetro.gov/sites/default/files/CentralEnhance_Map11x17.pdf - for details.

Maximum characters: 2500. You have 2500 characters left.

8. Include a project timeline (general estimate of when project will begin and when it will be completed).

Maximum characters: 2500. You have 2500 characters left.

9. What are your primary project activities? How many/much of each do you expect to complete?

Be as specific as possible.

Maximum characters: 2500. You have 2500 characters left.

10. Describe your project outcomes and data collection methods. What do you hope to accomplish?

How will you know you've succeeded? (What will you measure and how?)

Maximum characters: 2500. You have 2500 characters left.

11. Please confirm your project meets all of the eligibility criteria below.

- The project must be located in the solid waste community enhancement area boundary as specified by the solid waste community enhancement committee or the project must benefit individuals or programs located inside the solid waste community enhancement area boundary.
- The project is with a. A non-profit organization, including without limitation a neighborhood association or charitable organization with 501(c)(3) status under the Internal Revenue Service; or The project is with b. A local government, local government advisory committee,

department or special district provided that they include documented support from the local government executive officer.

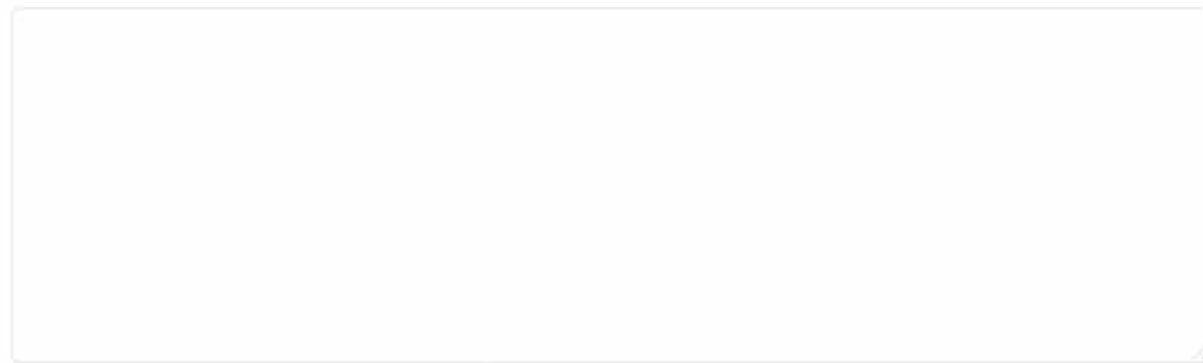
- The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- The project must not promote or inhibit religion.
- The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
- If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

12. Has your organization received a grant from the Metro Central Community Enhancement Fund in the past three years?

- Yes
- No

13. If you currently have a grant from the Metro Central Community Enhancement Fund (an active grant project from either the 2019 or 2020 grant year), what is the status of the project?

Please note whether your project is completed, in progress, have requested a deadline extension, or other status. Include a brief description of the project status.



Maximum characters: 2500. You have 2500 characters left.

14. Please provide the address of the project/program or the nearest intersection where the project/program will be focused. This will be used to verify that the proposed project is within the grant target area.



Maximum characters: 255. You have 255 characters left.

15. What is the desired time period for this grant?

- 12 months
- 18 months
- 24 months

16. Program partners

List any committed partner organizations. What is the nature of these relationships?

Maximum characters: 2500. You have 2500 characters left.

17. Potential partners

List key potential partner organizations. What is the potential nature of these relationships?

Maximum characters: 2500. You have 2500 characters left.

18. What are your partners bringing to the table to ensure the success of your project proposal?

Maximum characters: 255. You have 255 characters left.

19. Do you have other funding sources or financial partners secured for your proposal?

- Yes
- No

20. To what extent is your grant proposal contingent on funding by the Enhancement Grant program?

Maximum characters: 255. You have 255 characters left.

21. Fiscal Sponsor Information - if applicable. Include contact name, title, mailing address, phone number, email address.

Maximum characters: 255. You have 255 characters left.

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Metro Property and Environmental Services

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

[Instructions Show/Hide](#)**Funding****Uses/Expenses**

Please describe the program budget, including revenues and expenditures, which directly relates to your program narrative. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. If applicable, describe matching sources; list contributors and amounts.

Item Description	Amount requested	Match funds (if applicable)	In-kind match (if applicable)
	USD\$	USD\$	USD\$
Personal services			
Volunteer labor			

Professional services	USD\$	USD\$	USD\$
Materials & supplies	USD\$	USD\$	USD\$
Transportation costs	USD\$	USD\$	USD\$
Indirect or overhead costs	USD\$	USD\$	USD\$
Other	USD\$	USD\$	USD\$
	Total USD\$ 0.00	Total USD\$ 0.00	Total USD\$ 0.00

Budget Narrative (Discuss the items and amounts you entered above.)**BUDGET NARRATIVE**

Please describe the program budget, including revenues and expenditures, which directly relates to your program narrative. Provide explanation of how figures were derived; describe personal and/or professional services costs (name of individual or company, rate, # of hours, etc.) and any other relevant information. If applicable, describe matching sources; list contributors and amounts.

Personal services - list salaries and administration costs (staff)

Volunteer labor - calculate at \$23.07/hour

Professional services - list activity and amount (consultants or non-staff contracted services)

Materials & supplies - list items, quantities, prices

Transportation costs - please itemize (E.g. mileage, transit passes, school bus rental)

Indirect or overhead costs - (E.g. utilities, rent, telephone, insurance, fiscal administration)

Other - please describe

Maximum characters: 6000. You have 6000 characters left.

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Organization 501(c)(3) IRS determination letter, if Required -none-
 applicant is not a school or government agency.

If using a fiscal agent, supply their IRS letter.

Landowner permission, if applicable. Letter
 stating permission to use property by land owner
 or manager, if applicable (one page maximum)

Letters of support, if applicable.

-none-

-none-

Metro Demographic Survey

Required -none-

[Download template: 2022 Metro Central](#)

[Demographic Survey](#)