



# Metro Central Community Enhancement Grants 2023 Application Handbook

Applications due 5 p.m. Monday September 12, 2022

[Submit via ZoomGrants](#)

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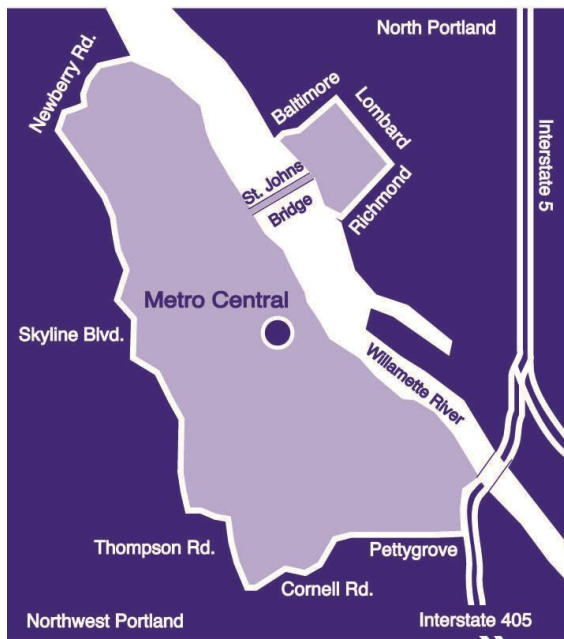
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## METRO CENTRAL COMMUNITY ENHANCEMENT GRANT OVERVIEW

For nearly three decades, Metro’s Community Enhancement Program has helped improve neighborhood livability in areas near the region’s garbage transfer facilities. The goal of this regional program is to provide funds to non-profits, schools and local governments who are implementing programs, services and community improvements in each grant boundary area. The [Metro Central Enhancement Grant](#) is one of nine grant programs serving geographical areas around the region including North and Northwest Portland, Forest Grove, Oregon City, Parkrose, Troutdale, Sherwood and Wilsonville communities. The Metro Central Enhancement Grant is funded by a surcharge on waste at the [Metro Central Transfer Station](#) located off of Highway 30 in Northwest Portland.



### Metro Central grant area boundary

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 shows the current boundary of the grant program. All grant applications must propose projects that deliver benefit to the people and communities within this geographic boundary.

For more information contact Noelle Dobson, [Noelle.Dobson@oregonmetro.gov](mailto:Noelle.Dobson@oregonmetro.gov).

### TIMELINE

<b>July 1, 2022</b>	Grant applications open – Applications submitted via <a href="#">ZoomGrants</a>
July 26, 2022	1 p.m. to 2 p.m. Optional info session via Zoom webinar. Registration not required. <a href="#">Click here to join.</a>
<b>Sept. 12, 2022 @ 5 p.m.</b>	<b>Applications due</b>
Dec. 2022	Grant awards announced; contracts developed
Jan 2023	Metro grant funds available
July 2023	Mandatory progress report and fiscal year-end reimbursement due
Dec. 31, 2023	Projects completed (unless timeline extension approved)

## Goals of Metro Solid Waste Community Enhancement Grant

All proposed grant projects shall meet one or more of the following goals:

- Provide programs, training or services that benefit youth, seniors, low income persons, people of color, veterans or other underserved populations
- Increase reuse, recycling and waste prevention opportunities
- Improve the environmental quality of the area
- Preserve or enhance wildlife and natural areas within the target area
- Improve or increase recreation opportunities for residents in the target area
- Rehabilitate and upgrade property owned or operated by non-profits
- Improve the safety, appearance or cleanliness of neighborhoods

Grants will be evaluated in part on how well the project supports one or more of these goals and its ability to create benefit for underserved communities through the project impacts and partnerships. This is part of Metro's commitment to advance the [Metro Strategic Plan to Advance Racial Equity, Diversity and Inclusion](#) and the [2030 Regional Waste Plan](#).

*Underserved populations: For this fund underserved populations are defined as groups of people that have been marginalized, underrepresented or suffered past institutional discrimination including people of color, youth, seniors, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds. Marginalizing people denies access or blocks them from rights, opportunities and resources to which those in the dominant culture have easier access.*

## Available funding

The 2023 grant cycle will fund approximately \$300,000-\$400,000. The committee may award on the higher end of the range if there are a number of compelling projects addressing immediate community needs and one-time capital projects. Organizations that have never received funding are encouraged to apply. Last year the program funded nine grants ranging from \$5,000-\$60,000 for a total of \$267,000 in awarded grant funds. Grants typically cover one year (Jan. 1 through Dec. 31, 2023). Metro will also consider 24-month grant projects.

## Eligible grant expenses include:

- Staff time: Costs directly attributable to designing, implementing or evaluating the project. May include benefits such as health insurance, retirement funds, etc.
- Professional consultant or contractor services hired for the purpose of the project
- Materials and supplies

- Indirect or overhead costs up to 10 percent of the total grant award. Eligible indirect or overhead costs include expenses incurred by the organization that are identifiable and benefit the project. Eligible costs may include accounting and financial resources, management, planning or support resources, space and equipment.

### Eligibility criteria

Community groups, neighborhoods, nonprofits, schools and school groups, government agencies, faith groups and service groups with nonprofit or other tax-exempt status may apply. Applicants may use a fiscal sponsor if needed. Metro is not eligible to apply for or receive grant funds.

Applicants and projects must meet all of the following criteria to be eligible for funding:

- The project must be located in the Metro Central community enhancement grant area boundary or must benefit individuals, programs or community infrastructure located inside the boundary. Applicants are not required to be physically located in the target area but programs must benefit the residents within it.
- The project applicant is A) a non-profit or charitable organization with 501(c)(3) status under the Internal Revenue Service; B) a local government, local government advisory committee, department or special district provided they include documented support from the local government executive officer; or C) K-12 school.
- 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.

### APPLICATION GUIDELINES AND SELECTION PROCESS

Metro accepts proposals **ONLY** via the online system ZoomGrants. [Follow this link](#) to get your account started and begin your application.

Register, login and submit your application by 5:00pm on Monday, Sept. 12, 2022. 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 so that the review committee can review the application. Application review may include follow-up communication with the applicant.

A confirmation email will be sent to you by ZoomGrants once the application is received. To ensure that you are receiving emails, 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 let Noelle Dobson know as soon as possible, [Noelle.Dobson@oregonmetro.gov](mailto:Noelle.Dobson@oregonmetro.gov).

### **Important notes for working in ZoomGrants**

You will need to have a ZoomGrants account in order to submit an application. [This link will take you to the grant application page where you can open an account](#). Here is general information on [how to set up a ZoomGrants account](#). If you already have a ZoomGrants account from another Metro grant program you do not need a new account.

- Each answer has a character limit, which includes spaces. For example, 3,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- You can complete your application in Word and cut-and-paste your answers into ZoomGrants. Remove all formatting (e.g. bullets, hyphens) before pasting into ZoomGrants.
- For technical support, use the Help button at the top of the ZoomGrants page, access tutorials at [help.zoomgrants.com](http://help.zoomgrants.com) or contact the Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

The application includes verification of eligibility criteria and the following questions and attachments:

- Briefly describe the project. Where will the project take place?
- What goals does your program strongly meet? Check as many as apply.
- Describe the community need(s) that this project responds to. How did you identify this community need?
- Who will benefit from your grant proposal? Individuals or communities? Highlight any aspects of the project where underserved populations will be involved and benefit from the project.
- What outcomes will your project achieve? What impact will your project have in the community? How do these outcomes and impacts connect to the program goals in questions #2?
- List the primary activities and high-level timeline for your project.
- Describe the skills and expertise of the individuals and organizations that will implement the project.
- Describe any current or planned organizational practices, policies or professional development that supports your organization to advance equity and inclusion?
- How will you know you've succeeded? What information can you gather to help Metro understand how you are reaching the program goals and the impact your project is having in the community?

- Has your organization received a Metro Central Enhancement Grant in the past three years?
- What is the desired time period for this grant? The majority of Metro Central grants are 12 months.
- Describe if other project partners will be involved and how they will contribute to the project. If you have no partners indicate N/A.
- Do you have other funding sources secured for your proposal? To what extent is your proposal contingent on funding by the Enhancement Grant program?

Additionally, please upload the following attachments:

**Budget:** including staff time, professional services, materials and supplies, indirect or overhead costs up to 10% of the total grant award. Applicants are encouraged but not required to indicate any funding match for the proposal.

**Attachment: 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). Applicants without 501(c)(3) status may apply through a fiscal sponsor with this status.

**Attachment: Landowner permission.** A letter stating permission to use property by land owner or manager (Only applicable if the proposed project requires any property upgrades on property the applicant does not own.)

**Attachment: Letters of support** (optional). Please feel free to provide letters of support from organizations that will partner with you on the project or who will benefit from project outcomes.

### **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 committee is comprised of six members that represent the area's neighborhood, business and environmental interests. The committee evaluates grant applications based on the four evaluation criteria below and committee discussion on the strengths of the proposed projects.

Application evaluation criteria:

- On a scale of 1-5 how well does the proposed project support the goals of the Community Enhancement Program?
- On a scale of 1- 5 how well does the proposed project deliver benefit and impact to the community and address community needs?



- On a scale of 1-5 how well does this proposed project advance equity, and inclusion and create benefit for underserved communities through the project impacts, partnerships and organizational equity practices?
- On a scale of 1-5 are the proposed project activities, timeline, budget and experience sufficient to create the impact the project proposes?

## CONTRACTING, GRANT PAYMENTS AND REPORTING

### Contracting and insurance requirements – ALL APPLICANTS PLEASE REVIEW

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, if applicable. Funds may not be pre-committed or spent prior to a completed and signed contractual grant agreement. When external factors impact deliverables being completed within timeline, grantees may request a contract amendment or extension.

All grant recipients will be required to have the following types of insurance and provide proof of coverage during the contracting phase:

- Commercial general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability must be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. Metro, its elected officials, departments, employees and agents must be named as an ADDITIONAL INSURED.
- Automobile bodily injury and property damage liability insurance. Insurance coverage must be a minimum of \$1,000,000 per occurrence. METRO, its elected officials, departments, employees, and agents must be named as an ADDITIONAL INSURED.
- Worker's compensation coverage in compliance with Oregon law.

Please email [Noelle.Dobson@oregonmetro.gov](mailto:Noelle.Dobson@oregonmetro.gov) if these insurance requirements would present a barrier to your organization or business.

### Grant payments

Grant funds are primarily distributed on a reimbursement basis. This means funds are not available up front, but are reimbursed for approved project expenses. Grantees can invoice as frequently as monthly. Once a 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.

An optional 30% grant initiation payment is available upon request to help cover initial costs of the funded projects. This means grantees can request up to 30% of their total grant award at the beginning of the project before project expenses have been incurred.

## Reporting

Each reimbursement request must include a short progress report that describes how grant funds were used to advance the activities and outcomes of the project and any challenges with the project. All grantees are required to submit a 6-month progress report regardless of whether they are submitting a reimbursement. A final report is due upon contract completion that gathers information on final project outcomes and communities served, successes, and challenges of the project. Upon request the grantee shall provide Metro with copies of any grant products including but not limited to photos, curriculum, videos, guides and brochures.

## Questions?

For questions about the application process please contact Noelle Dobson, [Noelle.Dobson@oregonmetro.gov](mailto:Noelle.Dobson@oregonmetro.gov).

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