



## COMMUNITY-LED PROGRAMS GRANTS

2023 grants handbook

**Requests due December 14, 2023, by 11:59 p.m.**

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

*Photos from left to right: Familias en Accion hosts gathering and food distribution for health promotors at Scouters Mountain Nature Park; Verde's Club Aves explores Smith and Bybee Wetlands; People of Color Outdoors experiences Oxbow Park; 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.**

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

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

[oregonmetro.gov/news](http://oregonmetro.gov/news)

**Follow oregonmetro**



**Metro Council President**

Lynn Peterson

**Metro Councilors**

Ashton Simpson, District 1

Christine Lewis, District 2

Gerritt Rosenthal, District 3

Juan Carlos González, District 4

Mary Nolan, District 5

Duncan Hwang, District 6

**Auditor**

Brian Evans

600 NE Grand Ave.

Portland, OR 97232-2736

503-797-1700

## TABLE OF CONTENTS

<b>Community-led Programs Grants</b> .....	<b>1</b>
Background	
Who is eligible?	
What’s the timeline?	
Available funding	
What are funds for?	
Minimum requirements for applicants and activities	
Application process	
<b>Grants purpose and goals</b> .....	<b>4</b>
2013 and 2016 Parks and Natural Areas Levy goals	
Committee review questions	
<b>Grant request instructions</b> .....	<b>5</b>
Grant request assistance	
Staff contact information	
Insurance	
Where you can learn more about Metro parks and natural areas	
Fill out the request online	
Fill out the request on paper	
Processing your award	
Reporting about your activity	
Role of fiscal sponsor	
<b>2023 grant request form</b> .....	<b>7</b>
Request overview	
Program questions	
Budget	



## COMMUNITY-LED PROGRAMS GRANTS

The Parks and Nature community-led programs grants support Black, Indigenous, and People of Color (BIPOC) communities in connecting people with nature. These grants 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.

### 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 community-led programs grants are available thanks to the voters' renewal of Metro's parks and natural areas levy in 2016 and 2022. 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).

- Groups who have an accepted legal entity status to receive funds or have an eligible fiscal sponsor that are not political committees, campaigns or lobbying groups, and religious organizations (religious organizations are acceptable if the project provides a public benefit and does not promote religion, and
- Groups whose mission or business purpose aligns with the programmatic initiatives of the Community Partnerships program and who propose programs that connect BIPOC communities with nature are eligible.
- Grants may only be awarded to projects and programs that benefit Metro-area residents.

\*The Community Partnerships program recognizes the following as BIPOC communities, adapted from the Coalition for Communities of Color definition: African, African American, Asian and Pacific Islander, Latine, South West Asian 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 2023	Grant funds announced
November 2, 7, & 8, 2023	Optional workshops for interested organizations
<b>December 14, 2023</b>	<b>Requests due to Metro</b>
January 2024 and February 2024	Community committee review and recommendation
February 2024	Parks and Nature leadership review and funding decision
March 2024	Community-led programs grants announced
March 2024	Grantee orientation and contracting
June 1, 2024 to September 30, 2025	Grantee programming takes place

## Available funding

Up to \$195,000 will be available to allocate as community-led programs grants. Individual groups can request up to \$5,000 for one year.

## What are funds for?

These funds are intended to support community-based organizations and groups and must be used to facilitate connection to nature for BIPOC communities. 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 connecting BIPOC communities 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 BIPOC communities with nature.
- Expansion or establishment of in-person programming to connect people of color with nature

- Other activities that facilitate connection to nature for BIPOC communities.

Some examples of possible, allowed activities include:

- Leadership development training for staff or community members that supports their capacity to offer programming that facilitates BIPOC connection with nature.
- Facilitation of an herbal medicine-making workshop for BIPOC communities in a park or natural area
- Creation of 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.

### **Minimum requirements for applications and grantee activities**

- Applicant organizations or groups must be led by and for BIPOC communities
- Programs must contribute to the Parks and Natural Areas Levy goal of increasing opportunities for BIPOC communities to experience nature.\*
- Programs must include an element of shared learning between Metro and applicant.\*
- Groups who have an accepted legal entity status to receive funds or have a fiscal sponsor who does are eligible, excluding political committees, campaigns or lobbying groups, and religious organizations, unless the project provides a public benefit and does not promote religion. Programs must start no earlier than June 1, 2024 and be completed by September 30, 2025.

### **Application process**

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

- Describe what you would do with this community-led programs grant. How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- What are the demographics of the people who will be participating in and/or benefiting from your program? Please describe how your organization or group is led by and for BIPOC communities.
- How will your programming benefit BIPOC communities?
- What does connecting with or accessing nature mean to you and the people and communities you work with?

## GRANT PURPOSE AND GOALS

Parks and Nature's community-led programs grants support community-based organizations and groups and must be used to facilitate connection to nature for BIPOC communities.

### **2013,2016, and 2022 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.
- Herbal medicine-making program for BIPOC communities in a park or natural area
- 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 grant 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 grant 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?



## GRANT REQUEST INSTRUCTIONS

### Grant request assistance

You are encouraged to contact Metro community partnerships staff to discuss your idea. Community partnerships staff does not have 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 grant 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 INSUREDS 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 grant 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 grant 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 2023 – December 14, 2023.
- An email will be sent within 24 hours 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 grant request is also available as a fillable, printable form. Download the form here: [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships) and email it to [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov) when you are finished electronically filling it out.

Considering the limited staff presence 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 handwritten 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 grant request forms must be received by staff by 11:59 p.m. on December 14, 2023. Staff will confirm receipt of your grant 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 if all forms are submitted immediately upon request. Before receiving your funding, you will:

- Submit a Metro W9 form.
- Complete a form to confirm proof of insurance.
- Sign a grant agreement that will be used to process your payment.

### **Reporting about your program**

Metro staff appreciates information that helps to measure the outcomes of your program. This involves sharing your vision of a successful program in your request. Grantees will complete a short online form to report key impressions or learnings after their program. Grantees will not need to include receipts or matching funds.

### **Role of a fiscal sponsor**

Community groups or individuals without accepted legal status to receive funds must partner with a fiscal sponsor, such as a state certified, federally approved 501(c)3 nonprofit or a public agency. A fiscal sponsor plays an important role in a community-led programs grants and should expect to participate in the following ways.

- Carefully review and sign the legal agreement
- Provide insurance coverage for the duration of the grant program
- Receive payments from Metro and distribute funds appropriately
- Participate in grantee orientation if requested by fiscal sponsee

## 2023 COMMUNITY-LED PROGRAMS GRANT REQUEST FORM

### Request overview

OVERVIEW	
What is the name of your proposal?	How much funding are you requesting? (up to \$5,000):
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: _____	
Are you fiscally sponsored? _____	
If yes to the above, what is the name of your fiscal sponsor? _____	
Fiscal sponsor or applicant tax ID:	
Fiscal sponsor phone/email (if applicable):	
Mailing address:	

### Program Questions

Please answer the following questions related to your activity.

- Describe what you would do with this community-led programs grant. How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- What are the demographics of the people who will be participating in and/or benefiting from your program? Please describe how your organization or group is led by and for BIPOC communities.
- How will your programming benefit BIPOC communities?
- What does connecting with or accessing nature mean to you and the people and communities you work with?

### 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 grant)</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>		