



Metro Central Community Enhancement Grants 2024 Application Handbook

Applications due 5 p.m. Monday December 11, 2023

[Submit via ZoomGrants](#)

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.

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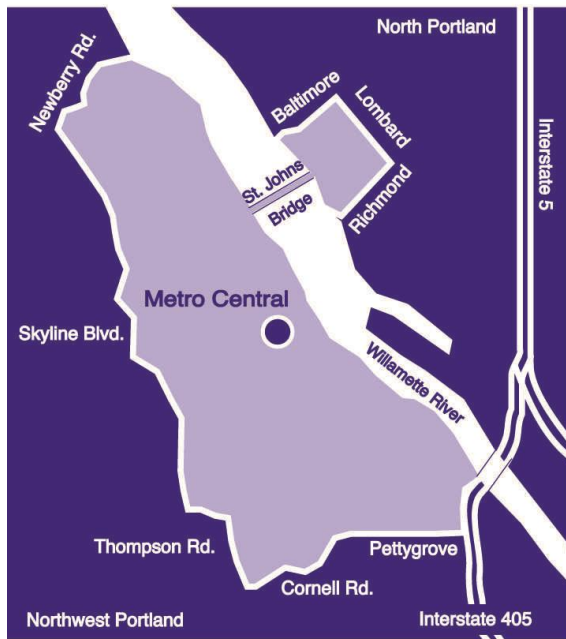


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COMMUNITY ENHANCEMENT GRANT OVERVIEW

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. There are nine enhancement grant programs serving geographical areas around the region including North, Northwest and Northeast Portland, Forest Grove, Gresham, Oregon City, Troutdale, Sherwood and Wilsonville communities.



Metro Central Enhancement Grant

The Metro Central Enhancement Grant is funded by a surcharge for every ton disposed of waste at the [Metro Central Transfer Station](#) located off of Highway 30 in Northwest Portland. The \$1 fee funds community enhancements to benefit people who live or work near the Metro Central Transfer Station.

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 to the left 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.

TIMELINE

October 6, 2023	Grant applications open – Applications submitted via ZoomGrants
October 17, 2023	1 p.m. to 2 p.m. Optional info session via Zoom. Registration not required. Click here to join.
December 11, 2023	5 p.m. Applications due
March 2024	Grant awards announced; contracts developed
April 2024	Metro grant funds available

July 2024	Mandatory progress report and fiscal year-end reimbursement due
April 1, 2025	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 but not limited to 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 and annual priorities

The 2023 grant cycle will fund a total of approximately \$320,000 worth of community enhancement projects. This year the committee is interested in prioritizing projects that address program goals around environmental restoration, reducing toxicity of materials, benefit to BIPOC and other underserved communities, and projects that seek to achieve workforce development outcomes. Last year the program funded fourteen grants ranging from \$10,000-\$45,690 for a total of \$358,111 in awarded grant funds. Grants will cover one year (April 1 through March 31, 2025).

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, salaries and administration costs, etc.
- Consultants, contractors and stipends: Professional consultant or contractor services hired for the purpose of the project. Stipends paid to non-staff for their project participation.
- Materials and supplies
- Transportation
- 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, utilities, rent, telephone, fiscal administration and equipment.
- Other: please describe

APPLICATION GUIDELINES AND SELECTION PROCESS

Eligibility criteria

Groups with nonprofit or other tax-exempt status, including but not limited to community groups, neighborhoods, schools and school groups, government agencies, faith groups, and service groups 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 benefit individuals, programs or community infrastructure located inside the boundary. Applicant organizations 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 organization; if a non-profit is applying to rehabilitate or upgrade property that it owns it must have 501(c)(3) status under the Internal Revenue Service; B) a local government or a local government advisory committee C) K-12 school D) a charitable organization.
- 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.
- A maximum of 15% of total annual grant funds may be awarded to local governments.

Application Questions

The application includes verification of eligibility criteria, two required forms of contact and the following questions and attachments:

1. Briefly describe the project. Where will the project take place? (limit 3,500 characters)
2. What goals does your program strongly meet? Check as many as apply. (limit 3,500 characters)
3. Describe the community need(s) that this project responds to. How did you identify this community need? (limit 3,500 characters)
4. 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. (limit 3,500 characters)
5. 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? (limit 3,500 characters)
6. List the primary activities and high-level timeline for your project. (limit 3,500 characters)
7. Describe the skills and expertise of the individuals and organizations that will implement the project. (limit 3,500 characters)
8. Describe any current or planned organizational practices, policies or professional development that supports your organization to advance equity and inclusion? (limit 3,500 characters)
9. 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? (limit 3,500 characters)
10. What is the desired time period for this grant? The majority of Metro Central grants are 12 months.
11. Describe if other project partners will be involved and how they will contribute to the project. If you have no partners indicate N/A. (limit 2,500 characters)
12. Do you have other funding sources secured for your proposal? To what extent is your proposal contingent on funding by the Enhancement Grant program? (limit 1,000 characters)

Budget: including staff time, professional services, stipends, materials and supplies, and indirect or overhead costs up to 10% of the total grant award. Applicants may indicate if there are matching funds but matching funds are not required.

- Personal Services: Staff costs directly attributable to designing, implementing and/or evaluating the project. May include benefits such as health insurance, retirement funds, FICA, etc.
- Professional services -Professional consultant or contractor services hired for the purpose of the project. Stipends paid to non-staff for their project participation.
- Materials, supplies and equipment.
- Transportation costs - (E.g. mileage, transit passes, school bus rental)
- Indirect or overhead costs up to 10% of project budget - 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, utilities, rent, telephone, fiscal administration and equipment.
- Other - please describe.

Additionally, please upload the following attachments in applicable:

Attachment: 501(c) tax-exempt status statement or your organization's 501(c) IRS determination letter (if applicant is not a school or government agency). Applicants without 501(c) 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:

1. On a scale of 1-5 how well does the proposed project support the goals of the Community Enhancement Program?

2. On a scale of 1- 5 how well does the proposed project deliver benefit and impact to the community and address community needs?

3. 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?
 - How much will underserved groups benefit from this project? Our grant program defines underserved as including but not limited to people of color, youth, seniors, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds.
 - Does the applicant have partnerships with individuals or organizations that are led by or served underserved communities?
 - Does the applicant organization primarily serve underserved communities? Is there diversity among staff and board members? Is the organization implementing any policies, practices or professional development opportunities that advance equity and inclusion?

4. On a scale of 1-5 are the proposed project activities, timeline, budget and experience sufficient to create the impact the project proposes?

HOW TO APPLY

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, Dec. 11, 2023**. Applications that meet all eligibility requirements will be reviewed by the Metro Central Enhancement Committee. 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. If you do not receive a confirmation, please let Noelle Dobson know as soon as possible, 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 or contact the Help Desk at Questions@ZoomGrants.com
- Metro staff does not have access to applicant accounts and cannot update or change passwords. To reset a password contact help.zoomgrants.com with the following information: Applicant name and email associated with account.

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. If employers are required to have WC insurance, we require \$250,000 at minimum.

Please email Noelle.Dobson@oregonmetro.gov or Alejandra.Cortes@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. 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 or Alejandra Cortes, Alejandra.Cortes@oregonmetro.gov.

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