

North Portland Trust Fund Placemaking Grant 2019

Application



Through the North Portland Trust Fund Fund (NPTF) under Portland Parks & Recreation, North Portland Neighborhood Services (NPNS) and the neighborhood associations of Arbor Lodge, Kenton, Overlook, and University Park are excited to offer grant funding opportunities for community placemaking projects in North Portland.

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Application

Answer all questions and complete the budget.

Project Information

Project Title:

Service Area:

Select **one** service area (neighborhood) that the project intends to primarily serve.

Mark One	Neighborhood
<input type="checkbox"/>	Arbor Lodge
<input type="checkbox"/>	Kenton
<input type="checkbox"/>	Overlook
<input type="checkbox"/>	University Park
<input type="checkbox"/>	North Portland <i>includes: Bridgeton, Cathedral Park, East Columbia, Hayden Island, Piedmont, Portsmouth, St. Johns</i>

Do you have a fiscal sponsor: No Yes

If YES, please provide 501c(3) name and tax ID number:

If NO, please check with your neighborhood association to see if they can provide your project with fiscal sponsorship and/or contact the Grant Manager at mary@npnscommunity.org or 503-823-4099.

Contact Information

List the name and contact information for both a ***primary and secondary (or backup) project coordinator*** responsible for directing the project's scope of work and reporting outcomes:

Project Coordinator

Name:

Address:

Email: _____

Phone: _____

Secondary (or backup) Coordinator

Name:

Address:

Email:

Phone:

If relevant, list ***partner organization(s)*** and contact information (website, email address, or primary contact name):

Project Narrative

Provide explanations to the four (4) items listed in the application. Explanations should be no more than **2 pages** total (approx. 1000 words) in total length or one half page per question. Proposals exceeding this length will not be considered for funding.

Item 1.

Briefly describe the project and how the funds will be used as indicated in the budget. Be sure to provide a narrative of the project describing items within each line of the budget.

Item 2.

Explain how this project will meet one or more of goals of the NPTF Placemaking Grant:

1. Increase connections people have to each other and the places they care about
2. Engage historically marginalized and/or underrepresented communities
3. Sustain those already involved and/or strengthen existing programs

Item 3.

Answer the following questions about your project.

- A. Who will benefit from this project?
- B. How many people will be engaged by your project?
- C. How will outreach be conducted?
- D. How will the project welcome diversity?

Item 4.

Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones. If applicable, list any additional funds being sought or used for this project from other sources.

Budget

This budget form must be filled out. A separate spreadsheet with more details and additional calculations may also be provided to describe supporting information.

#	Description of Item/Service/Expense	Requested Funds \$	Donated Funds \$	TOTAL \$
A	Volunteer Services Related to administration: insurance, contractors and staff (show hourly rates, total hours). Itemize.			
B	Paid Services Related to administration: fiscal administration fees, insurance and functions performed by independent contractors and staff. Itemize.			
C	Materials, Equipment, Supplies List items, quantities, and amounts. Itemize.			
D	Other Describe. Itemize.			
E	TOTAL (E = A+B+C+D)	**	++	##

****Total requested funds** must match grant funds requested in the Grant Service Area and Narrative sections of the application.

++Donated funds: Donated services and materials may include an estimated dollar amount of in-kind donations and/or general volunteer hours at \$24 per hour. Matching funds and donated materials/ labor are not required but demonstrate the impact of the project on the neighborhood and community.

##Total\$ Row E (E=A+B+C+D) must equal [Requested Funds \$] + [Donated Funds \$] columns to validate calculations.