

**COMMUNITY SMALL GRANTS (CSG)**

**NARRATIVE APPLICATION**

**Applications must be received by 11:59 pm PT on Monday, June 3, 2024**

**Please complete the following questions then copy and paste them into our** [**online application.**](https://www.seuplift.org/2023-community-small-grants-application/)

**Applications may also email applications to admincoordinator@necoalition.org or mailed to Northeast Coalition of Neighborhoods, 4815 NE 7th Ave.**

**Portland, OR 97211. All applications will be evaluated without regard to submission method.**

Need support?Check out our Community Small Grants Handbook for compete details about this program including the project budget template and submission checklist.

**As a reminder:**

Project goals must describe how the project will meet at least one of the goals below;

• Involve and benefit a diverse group of people within the district area.

• Build and expand capacity for leadership skills, economic strength & stability, education, relationship building, environmental sustainability especially with and among underrepresented groups.

• Increase community capacity to influence public decisions & policy, civic engagement, and political involvement in order to shape the future of the NECN district area and beyond.

• Create unique projects with the potential to make an impact in communities of various sizes and access.

• Support community preparedness and resiliency building efforts in the face of change to create a more stable district.

• Expand capacity to make and care for various environments within NE PDX, such as placemaking and physical community care to environmental justice awareness and efforts.

• Projects must engage and benefit community members of the Northeast Coalition of Neighborhoods area in a way that is activating and beneficial.

We leave space for ways that we are not able to articulate (or know of) in the efforts to reach varying communities within the NECN district area. So please reach out to us with questions or your ideas so that we can talk about how your project can fit within the scope of the goals listed above.

1. **ELIGIBILITY**

**Applicant Organization’s Nonprofit Status** (choose one)

* We are a federally-designated 501c3 nonprofit organization
  + Your federal tax ID number:
* We are currently fiscally sponsored by NECN.
* We are fiscally sponsored by a 501c3 nonprofit organization (Note: you will be required to submit a copy of your fiscal sponsorship agreement)
  + Name of fiscal sponsor organization:
  + Fiscal sponsor’s federal tax ID number:
  + Primary contact name:
  + Primary contact phone
  + Primary contact email:
* None. We seek fiscal sponsorship from NECN to be eligible for a grant.

(If applicable) **If this application is being submitted by a Neighborhood Association, has the Board of Directors formally voted to approve the submission of this application?**

* Yes
* No

Does your project take place in the [NECN District Coalition Area?](https://www.necoalition.org/neighborhoods)

* Yes
* No

1. **APPLICANT INFORMATION**

**Applicant Organization/Group** (If your org/group is fiscally sponsored, list the applicant as “[your org/group], fiscally sponsored by [name of your fiscal sponsor]”

**Applicant Organization/Group Mailing Address** (If you are fiscally sponsored, this should be your fiscal sponsor’s mailing address.)

**Street or PO Box:**

**City:**

**State:**

**Zip:**

**Project Title:**

**Requested Funding Amount** (You may request a grant from $500 up to $4,500):

**Primary Project Coordinator** (Person responsible for project / NECN’s main point of contact)

**Name:**

**Primary Project Coordinator’s Title:**

**Phone:**

**Email** (This should be an address that is checked regularly):

**Secondary Project Coordinator** (Another point of contact for NECN)

**Name:**

**Secondary Project Coordinator’s Title:**

**Phone:**

**Email** (This should be an address that is checked regularly):

1. **PROJECT NARRATIVE**

Your narrative should make a clear case for how the project will achieve one or more of the following grant program goals: Increase the number and diversity of people who are engaged in improving the broader community; Strengthen the community’s capacity to create social change by building leadership, identity, skills, or relationships; Increase community impact on public decisions and community life.

1. **Is your organization a first-time applicant?**

* Yes
* No

If not, please state the grant cycle(s) in which you received funds from NECN’s CSG

1. **Please provide a very brief overview of what your project will do, who it will involve, and what you aim to accomplish.** Please use full sentences. (75 words or less)
2. **Please provide a more detailed description of your project.** List your core goals. Describe the activities you will undertake to meet your goals. Tell us what you expect to accomplish by undertaking this project. (300 words or less)
3. **How does your project fit with the goals of the Community Small Grants Program and NECN’s mission?** 1. Increase the number and diversity of people who are engaged in the broader community; 2. Build community leadership, identity, skills, relationships, and partnerships; 3. Increase community impact on public decision-making and placemaking. 4. Foster environmental health with and for the NECN community. (300 words or less)
4. **What is your group’s capacity to complete the project?** Include the qualifications of those who would carry out this project, and how they reflect the community you hope to engage. (300 words or less)
5. **Who will participate in your project activities?** For example: Describethe target audience(s) your project will engage. Where are they located? How they will be involved as active participants? Have they been involved in the design of your project? How many people do you expect to participate in your activities? Be specific about how your project will engage historically underrepresented or underserved communities such as people of color, immigrants and refugees, people with disabilities, LGBTQ+ people, renters, low-income people. (300 words or less)
6. **What is your plan to promote your project and recruit participants?** Include how you will build awareness of your project in the community and the outreach methods you will use to reach your target audience. (300 words or less)
7. **Optional: Please list any partners that would help you implement your project**. Describe their anticipated role and if they are projected or confirmed.
8. **TIMELINE**

**Please provide a simple timeline that outlines the steps you will take to accomplish your goals and by when.** Include your expected start and completion dates, and all major project milestones.