

NECN Small Grants Application Form

**Applications must be emailed to Grant Coordinator
at admincoordinator@necoalition.org or mailed to the NECN office at
4815 NE 7th Avenue,
Portland, OR 97211**

COVER PAGE

Complete the form below or create a new form with ALL elements listed in order.

Project Title Indigenous Marketplace Returns to NE PDX

Applicant Organization/Group Portland Indigenous Marketplace

Project Coordinator Lluvia Merello

Phone 971-563-4391 Email lluvia@indigenoumarketplace.org

Applicant Organization Mailing Address 3439 NE Sandy Blvd #815

City, State, Zip Portland, Oregon 97232

Fiscal Sponsor Organization (if applicable) _____

Fiscal Sponsor or Nonprofit 501(c) (3) Tax ID # 84-4909601

Fiscal Sponsor Address _____

City, State, Zip _____

Phone _____ Email _____

Partner Organization(s) _____

Funding Amount Requested \$4,500

NARRATIVE

**Fillable Narrative Form is Attached at end of application.
Not to exceed the allotted 3 pages, 12 pt font
Follow the format of the questions found below.**

1. Please describe your project, its goals and anticipated outcomes. Your response must address how the project will engage people in the NECN area and achieve one or more of the goals (Handbook page 1). Please describe any planned engagement of historically underserved communities (Handbook page 4). 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.

2. How does your project fit with NECN's mission? Northeast Coalition of Neighborhoods (NECN) fosters healthy communities by engaging citizens to become directly involved in determining how their neighborhood evolves, and giving them the tools to have their voices heard by policy makers and the public at large.

We believe in the power of every citizen, in every community, to create the world they want to live in, one neighborhood at a time.

3. 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. Include information on volunteer support, roles, skills, and resources available. Identify any project partners and describe their anticipated role. State whether your partnership is ongoing, or a new partnership developed for your proposed project.

NOTE: If you identified a partner(s) a signed letter is required from each partner organization explaining how they will actively participate in the project.

4. Who will participate in your project activities? Describe the 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 and underserved community organizations as those primarily led by and/or involving people of color, displaced communities, low-income individuals and families, youth, elders, people with disabilities, various gender representations, and sexual orientations.

5. Please describe how requested grant funds will be used. How does the budget support the project?

Include information on leveraged and/or donated resources. This could include volunteer time, in-kind donations, or other funds to be used for this project.

6. Please describe your plan to promote your project in the community. Include how you will acknowledge the program sponsors
– Northeast Coalition of Neighbors and the Office of Community & Civic Life. Include how you will build awareness of your project in the community and the outreach methods you will use to reach your target audience.

7. Please provide a simple timeline for your project. Include your expected start and completion dates and any major project milestones.

**Grant requests are from \$500 up to \$4,500.
Please provide your proposed project expenses below.**
It is not required to include items in every section. Please review your totals.

Budget Item Description	Requested Funds	Leveraged Funds and/or Additional Grants*	In-Kind Donations Services & Time**
Personnel (Contracting for professional services, participant stipends, volunteer time**, etc.)	\$2,000	\$1,000	\$1,599 Volunteers and donated staff time)
Supplies & Materials (Painting supplies, wood, etc.— the materials needed to complete the project.)	\$1,500	\$300 (\$400 (with supplies already secured)
Outreach & Publicity (Flyers, brochures, mailings, etc.)	\$300	\$200	\$400 (Community support in sharing and advertising)
Event Related Expenses (Renting table/chairs, food, paper cups, etc.)	\$500	\$300	\$300 (equipment already secured)
Permitting & Fees (Reserving park space, noise variances, street closures, etc.)	\$200		
Other			
Administration*** (Fiscal sponsorship fee, etc.)			
TOTAL			

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support (cash donations) from other sources.

** Donated materials, services, and time can include estimated dollar amount of in-kind donations (space rental, TA, materials, etc.) and/or volunteer hours at \$29.95 per hour. For professional or skilled volunteer work, visit www.bls.gov/oes/current/oes_or.htm to identify a median per hour volunteer rate.

*** Administration cannot exceed 10% of the Requested Funds for the proposed project. **The total Requested Funds should not exceed \$4,500**—for example, requested funds-\$2,500; administration-\$250 (\$2,500 x 10%); total requested funds-\$2,750.

APPLICATION CHECKLIST

***Incomplete Application Packets Will Not Be Considered
Please initial all the boxes, sign below and submit with application.**

Cover page: Included all information requested on page 1.	lm
Narrative: Followed the question format on pgs 2-3; 12-point font, margins no less than 1-inch, single spaced. <u>No more than three pages.</u>	lm
Eligibility: Provided either a copy of IRS tax exempt determination letter, or a copy of IRS letter from Fiscal sponsor, or a letter on letterhead if a government entity, <u>or</u> the completed NECN Fiscal sponsorship form.	lm
Budget: Completed the budget on page 4. All line items in the budget must be explained clearly in your response to question #3 of the narrative, pages 2-3.	lm
Partner Letter(s) If Applicable: A signed letter is required from each partner organization explaining how they will actively participate in the project.	lm
<p>Application Packet: Please confirm you included all of the above information with this initialed checklist.</p> <p>Submit all materials to: admincoordinator@necoalition.org</p>	lm

I read, completed all of the above, and initialed the boxes.

Signature: Luzia Merello

Date: 12/04/2023

Please reach out to admincoordinator@necoalition.org OR call the NECN Office at before submitting your application if you have any questions or doubts regarding the completion of the application. We want your success



PROJECT NARRATIVE

NAME: Indigenous Marketplace Returns to NE PDX

1. Please describe your project, its goals and anticipated outcomes.

Portland Indigenous Marketplace wants to return to NE Portland for an Indigenous Marketplace event. In 2018 and 2019 the majority of annual Indigenous Marketplace events were held in NE Portland but now it has been years since there was an Indigenous Marketplace in NE Portland. We believe that this event will be a great success for NE PDX residents and the Portland Indigenous Marketplace community. This success will be measured by attendance and individuals experience in the PIM community and NE Portland community (attendees).

Exact location for this event is still being worked out but PIM has many connections in NE Portland including a small list of spaces that Indigenous Marketplace events took place in 2018 and 2019. Many PIM vendors live in NE Portland, so this location will also impact them in a positive way. Location experience will be asked about in both vendor and community surveys that will be available for this event through hardcopies and digital options.

This event will highlight Indigenous/Black artists and entrepreneurs while creating a space for community growth and connections to be made with live music, free Dave's Killer Bread and free refreshments for everyone. For this organization it is important to offer some free refreshments to lessen the burden on those living on a budget and families. In the past community members have brought items for a particular vendor that they learned about including trying to return regalia to the appropriate tribe, so although the Indigenous Marketplaces are a place of commerce they are much more than that and we would be thrilled to host an event in NE Portland again.

2. How does your project fit with NECN's mission?

This project will be an opportunity for any NECM community member to engage in a event where regardless of any purchases everyone leaves these events with more than they came with. The Indigenous Marketplace events foster a healthy community by providing free food and activities so that regardless of socioeconomic status someone is experiencing, everyone can enjoy learning and connecting with Indigenous/Black artist and entrepreneurs, listen to live music that will include a Native American performing artists.

Staff continues to receive feedback that the Indigenous Marketplace events not only make the artists and entrepreneurs feel more seen but that Indigenous/Black attendees also feel seen, when they are able to attend an event in their neighborhood that reflects who they are.

3. What is your group's capacity to complete the project?

PIM has a very small staff, BUT we also have tremendous community and volunteer capacity that has allowed this organization, regardless of budget to host safe, injury free events for over 6 years. PIM staff and community would love the opportunity to plan a NE Indigenous Marketplace event that will be both enjoyable and safe. Lead organizer for this event Lluvia Merello is Quechua Andean/Inca and she reflects the community that PIM serves as an Indigenous artist/entrepreneur herself. Event staff are all Native American and volunteers are a diverse group of dedicated community members. All artists and entrepreneurs that PIM serves are Indigenous/Black, some vendors have been with this organization since the very beginning over 6 years ago.

4. Who will participate in your project activities?

PIM regular, contracted organizers, event staff and volunteers will all come together to plan and staff this event. The artists and entrepreneurs who will be highlighted at this event all come from historically underrepresented and underserved communities. This organizations leadership has reflected the community that PIM serves from day one. PIM is primarily led by and/or involving people of color, displaced communities, low-income individuals and families, youth, elders, people with disabilities, various gender representations, and sexual orientations. PIM's diversity is layered and includes all communities listed above, this has been intentional and despite limited resources PIM does its best to accommodate all communities.

PIM expects at least 25 vendors, 4 staff members, 6 volunteers and over 1,000 to attend the event.

5. Please describe how requested grant funds will be used. How does the budget support the project?

\$2,000 of requested funds will be used for pay regular staff to organize this event (\$800), event staff for day of the event support (\$600) and stipends for support through contracted organizers and artists (\$600). \$1,500 Decorations including table clothes and festive colorful decorations and photo opportunity (\$500), Signs including banners and sandwich boards (\$700), Frame/stabilizer for Tribal Sasquatch picture boards (\$300), \$300 printed postcards and posters (\$300), \$500 for free event refreshments (\$300) and stipend for performer (\$200), \$200 this will cover either part of a food permit for a food vendor and any possible permits needed for the location that is secured.

6. Please describe your plan to promote your project in the community.

PIM serves many NE residents and they are always willing to help distribute materials, but staff and volunteers also do a great job of making larger signs for the neighborhood the day of the event. Outreach to local businesses is part of the plan to support in letting the neighborhood know of the upcoming event. PIM has a large following on social media that are very active. Through social media PIM can also promote this event to NE residents specifically. PIM has a few media contacts and can reach out to any local news outlets.

7. Please provide a simple timeline for your project.

Dec 2023 secure space for event In NE Portland possible date Sunday Feb 11th
January 2024 connect with contractors and organizers, create graphic and event page for event
February 2024 Host the Indigenous Marketplace Returns to NE PDX event
Late February 2024 collect feedback from vendors and organizers
March 2024 Submit final report