



Portland Parks Foundation

833 SW 11th Avenue, Suite 808 • Portland, OR 97205 • portlandpf.org



PPF Small Grants Program Application Guidelines Application Instructions with Sample Letter of PP&R Support

The Portland Parks Foundation's Small Grants Program awards financial support to community-based organizations within the city of Portland who foster equitable access to our urban parks, natural areas, community gardens and community recreation centers.

Our motto is *"We help people help parks"* because we know that our parks support so many of our personal and community needs. Parks can improve mental and physical health, serve critical green infrastructure functions, contribute to economic development, act as links in transportation networks, host cultural and social activities, and help give communities a sense of place.¹

Yet many Portland residents still lack equal access to parks that feel welcoming and safe. They struggle to find well-maintained parks that are designed and programmed to meet their particular needs, based on input from their community.

With our small grants, PPF focuses on the people and organizations working to fill these gaps. We intentionally prioritize organizations supporting low-income populations, communities of color, and other historically marginalized groups.

2024 Grant Funds:

During each of the Spring and Fall Cycles, PPF will support 12 projects or organizations with a \$2,000 grant each.

Who can apply:

Community-based/grassroots organizations who care for or provide programming in public parks, nature spaces, community gardens or community centers **THAT ARE:**

- Located within the city of Portland **AND ARE A**
- 501(c)(3) organization, or a non-501(c)(3) organization applying with a fiscal sponsor*,
- **AND HAS** Not received Small Grants Funds from PPF for the last 12 months

*Contact us if you need help finding a fiscal sponsor.

¹ Urban Park Systems: Emerging Funding Strategies and Tools. Matt Eldridge Kimberly Burrowes Patrick Spauster. July 2019. Urban Institute (Elevate the Debate)

What you can apply for:

- **General Operating Support** (Unrestricted funding) for organizations that are clearly aligned with PPF's equity mission (see below).
- **Project Specific Support** for eligible programming that is planned to take place within 12 months of receiving the grant.

Examples of projects PPF considers competitive include, but are not limited to:

- PP&R permitted collaborative events in parks.
- Virtual engagement that builds relationships for multi-generational, multicultural Portland residents with natural spaces and parks.
- Targeted marketing or capacity building (i.e. staffing/COVID related equipment)
- Community gardens support
- Community-based TLC, such as seasonal clean-ups or plant care

Projects that require approval or permits from Portland Parks & Recreation or other government agencies must include documentation of their approvals with the application. For example, projects that involve ticketed events in a park or scheduling of a work party are likely to require PP&R review and approval.

See the PP&R guidelines at: <https://www.portlandoregon.gov/parks/38280>, or call 503-823-2525. If you have a question about this or whether another agency might need to be contacted, please call or email us.

NOTE: For both types of grants (general operating and project specific support), PPF will prioritize organizations that align with PPF's mission to promote equitable access for all Portlanders to parks and parks programming and prioritize low-income populations, communities of color, and other *historically marginalized groups.

* PPF defines historically marginalized groups as anyone who has experienced inequities as a result of their class, race, ethnicity, citizenship status, nationality, disability, religion, gender identity, sexual orientation or age. We recognize that this list is not comprehensive and strive to prioritize all groups that experience inequities as a result of how they identify or are identified by others.

Application process:

Grant Program Timetable	
Proposals are accepted during two separate periods each year	March 1 - April 15 (deadline) September 1 – October 15 (deadline)
Award decisions announced	Within 8 weeks after proposal deadlines
Funded programs completed	Within 12 months of award notification

How To Apply:

Prepare for your Application

Information you will need on hand...

- A list of project or organization leaders along with their email and phone contacts
- 501(c)(3) tax determination letter or documentation of fiscal sponsorship
- Letter of project approval from PP&R or associated agency (if applicable - A sample is attached to this document)

Preview Application and Draft Answers

- Preview the application questions. An example is attached at the end of this document.
- Draft your application questions, if desired:
 1. Tell us about your organization's mission. If applying for a specific project, tell us about the purpose of your project.
 2. How will this PPF grant help your organization/or project (please provide 2-3 examples)?
 3. How does your organization or project align with PPF's mission to promote equitable access for all Portlanders to parks and parks programming and center low-income populations, communities of color, and other historically marginalized groups (please provide 2-3 examples)?
 4. Tell us about your current partnerships, collaborations or communities you work with (Examples: organizations, schools, neighborhood associations, churches, etc.).
 5. **ONLY FOR PROJECT SUPPORT APPLICANTS:** If your proposal is project-based, please provide:
 - a. timeline for completion AND
 - b. a project budget.

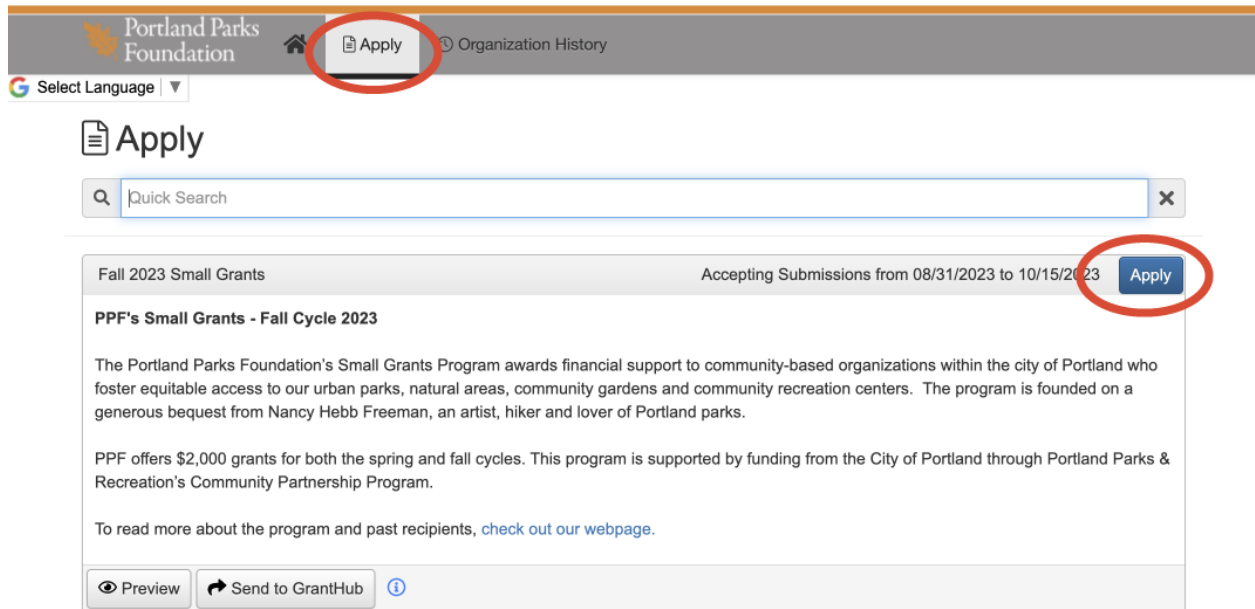


Submit Your Application

Our New Online Portal

All applications must be submitted through PPF's online grant application website found at: <https://www.grantinterface.com/Home/Logon?urlkey=ppf>

If this is your first application since our change to the online portal in Spring 2023, you must create a new user account and enter basic organization information. Then, you will be able to begin the application. On your screen, you can click the Home Button to see your Dashboard. Click the Apply button to preview or get started on your application.



CONTACT INFORMATION:

If you have any technical issues accessing the application portal or general questions about the application, please contact Jason Brown.

Jason Brown, Programs Coordinator, jason.brown@portlandpf.org, (860) 836-4537.

Please contact Jessica Green if you would like help finding a fiscal sponsor.

Jessica Green, Deputy Director, jgreen@portlandpf.org, (503) 445-0994.

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PORTLAND PARKS & RECREATIONSM

Healthy Parks, Healthy Portland

Statement of Support/Partnership

As a representative of Portland Parks & Recreation, a bureau of the City of Portland, we support XYZ Organization's request for a Portland Parks Foundation small grant to support their project of providing environmental education activities to youth and families during Summer Free For All Free Lunch + Play programming.

Name: Chariti Montez, Summer Free For All Supervisor
Portland Parks & Recreation

Phone: 503-260-5928

Email: chariti.montez@portlandoregon.gov

Date: March 29, 2019

Signed Name: _____

Administration

1120 SW 5th Avenue, Suite 1302
Portland, OR 97204
Tel: 503-823-PLAY (7529) | Fax: 503-823-6007

PORTLANDPARKS.ORG
Carmen Rubio, Commissioner
Adena Long, Director



Fall 2023 Small Grants

Portland Parks Foundation

Organization Information

Project Name*

Name of project/program if applicable. If you are applying for general operating please write the name of your organization.

Character Limit: 100

Organization Business Address*

This is where grant checks will be sent. To be verified upon grant approval.

Character Limit: 250

Organization Website*

Character Limit: 2000

Funding Type*

What type of funding are you requesting?

Choices

General Operating Support

Project/Program Support

Total Project Budget*

If you are applying for a project specific funding please put the total budget for the specific project. If you are applying for general operating please put zero (0).

Character Limit: 20

Annual Organization Budget*

Character Limit: 20

PP&R or associated agency approval*

If necessary, has your project received approval from PP&R, or an associated agency?

Choices

Yes

Not applicable

Letter of project approval

If Yes, does your application include a letter of project approval from PP&R, or an associated agency (necessary for eligibility to the PPF grants program)?

Attach letter below.

File Size Limit: 5 MB

Fiscal Sponsor

If you are NOT a 501c3, please indicate who your fiscal sponsor is:

Character Limit: 100

501c3 IRS Determination Letter*

Please upload your 501c3 IRS determination letter or your fiscal sponsors determination letter.

File Size Limit: 5 MB

How did you hear about PPF's Small Grants Program?*

Choices

- PPF Website
- PPF Email
- PPF Staff
- Social Media
- Another Organization
- PPF Board
- Other

Other - Source

If you answered "other" in the question above, please let us know how you heard about this opportunity.

Character Limit: 250

Application Questions

Community Impact*

Which communities, if any, does your program or organization support? Select all that apply.

Choices

- BIPOC
- Immigrant / Refugee
- LGBTQIA+
- Low-income
- People with disabilities
- Youth
- Other

Other (Community Impact)

If you selected other to the question above, please describe the community your organization supports

Character Limit: 250

Portland Location Served*

Please select the geographical area your organization serves. Select all that apply.

Choices

Southeast (SE)
 Northeast (NE)
 Southwest (SW)
 Northwest (NW)
 North (N)

Nominations are reviewed by community members who may not be familiar with your organization or project. Please provide as much detail as possible when answering questions.

Mission*

Tell us about your organization's mission. If applying for a specific project, tell us about the purpose of your project.

Character Limit: 5000

Grant Impact*

How will this PPF grant help your organization/or project? Please provide 2-3 detailed examples.

Character Limit: 5000

Alignment with PPF's Goals*

Along with our Vision and Mission, PPF's goals include:

- to promote equitable access for all Portlanders to parks and parks programming
- to prioritize low-income populations, communities of color, and other historically excluded groups

How does your organization or project align with PPF's goals?
 (Please provide 2-3 examples.)

Character Limit: 5000

Current Partnerships*

Describe your current partnerships, collaborations or communities you work with (Examples: organizations, schools, neighborhood associations, churches, etc.). Who are you collaborating with? How are you collaborating with them?

Character Limit: 5000

Project/Program ONLY: Timeline and Budget*

If your proposal is project-based, please provide (you may also upload a document if preferred):

1. timeline for completion AND
2. a project budget