
Request for Proposals

Northwest Neighborhoods Parks and Recreation Fund

Introduction

The Northwest Neighborhoods Parks and Recreation Fund of The Oregon Community Foundation invites proposals to fund the capital development and renovation of parks and recreation facilities in the Northwest section of the city. The eligible area includes neighborhoods in the northwest section of Portland, with preference given to projects within the boundaries of the Northwest District Association (NWDA), the Northwest Industrial Neighborhood Association (NINA), and Hillside Neighborhood Association. While there is no specific ceiling on requests, recent grants for projects have ranged from \$3,500 to \$75,000. **The deadline for submission of proposals to the Fund is 12:00 midnight, October 1 annually.**

Fund History

Recognizing the impact of highway and bridge construction on Northwest Portland, the State of Oregon and the City entered into an agreement in 1974 whereby the City leased property beneath the I-405 access to the Fremont Bridge, which was in turn subleased to generate revenues for a fund benefiting the recreational needs of Northwest Portland. In 1994 the fund was transferred from the City to The Oregon Community Foundation, creating the Northwest Neighborhoods Parks and Recreation Fund. Its purpose is to support the capital development and renovation of parks and recreation facilities in the Northwest section of the city.

From the fund's inception, a citizen advisory committee advised the Park Bureau and the neighborhood associations about the fund's use. With the fund's transfer, this group became the OCF's Northwest Neighborhoods Parks and Recreation Fund Technical Advisory Committee, with responsibility for recommending proposals to OCF's Board of Directors for final approval. All grants from the Fund must be approved by OCF's Board.



Scope of Proposals Sought

The Northwest Neighborhoods Parks and Recreation Fund will consider proposals for **projects that make capital improvements to improve opportunities for community recreation**, including projects that present opportunities for public/private collaboration and that leverage community resources including financial, volunteer and in-kind contributions.

Project costs not considered eligible include operating and program support, routine maintenance activities, purchase of vehicles, transportation costs, and improvements of property with restricted public access to recreational opportunities such as private clubs.

Eligibility of Projects

Projects must be located in the northwest section of the city of Portland, with preference given to projects within the boundaries of the Northwest District Association (NWDA), Hillside Neighborhood Association and the Northwest Industrial Neighborhood Association (NINA).

Applicant organizations must be tax-exempt non-profit organizations with IRS determinations of 501(c)(3) status, schools, or agencies of government. **If you have questions about whether your organization is eligible, please call The Oregon Community Foundation at 503.227.6846 and ask to speak to Michael Achterman, Lead Program Associate for Grants.**

Organizations that have received a grant in the previous year must submit the required grantee report by **September 30** to be eligible for consideration of another grant.

Application Procedure and Timetable

PLEASE NOTE BEFORE APPLYING: If your project will require approval from Portland School District, Portland Parks and Recreation or any other city bureau, please be sure to secure the applicable permits/approval before applying for support.

1. Applications must be submitted online at the website below by **12:00 midnight on October 1**.
2. During October and November, applicants may be asked to make presentations to the Fund's Technical Advisory Committee (TAC).
3. If the TAC decides to recommend a project, it will be referred for discussion to the board of directors of the three neighborhoods for which the fund was created.
4. Following review by all three neighborhood associations, the TAC will forward recommended projects to The Oregon Community Foundation board of directors for a February decision.
5. In most cases, grant funds will be available by mid-March.

PLEASE SUBMIT APPLICATIONS ELECTRONICALLY AT:

oregoncf.org/receive/grants/grant-opportunities/nw-neighborhood-parks-rec-fund
or nwnw.org/about-us/what-we-do/grants/

Applicants should be prepared to provide the following information when completing the online form. Incomplete proposals or project narratives that do not follow the guidelines may be dismissed. *You may save and return to your application later. Copy the link provided after pressing SAVE.*

Organization Name and Address

Contact Person (including name, title, and daytime telephone number)

Proposal Summary Information

1. Project location and description
2. Total project cost
3. Amount requested from NW Neighborhoods Parks and Recreation Fund
4. Other sources and amounts of funding for the project (please specify, including which are committed and which are pending)

Organization Details

5. Organization description
6. Date established
7. Number of employees
8. Number of board members
9. Number of volunteers

A complete application includes the following attachments:

1. Project narrative of no more than five pages, including responses to the following questions, **IN ORDER:**
*Please note: each question should be included in your narrative **in bold**, with your response following it.*
 - a. **What specific recreational needs does the project meet and how were they determined?**
 - b. **What specific members of the community will benefit from the project?**
 - c. **How has community support been developed for the project?**
 - d. **Why is your organization the most appropriate one to pursue this project?**
 - e. **How will you leverage other resources for the project, including financial, volunteer and in-kind contributions?**
 - f. **What is the project timetable?**
 - g. **What is your project evaluation plan? Who will evaluate it and what specific measurements will be used to gauge its effect?**
2. Optional letter of support from Portland School District or Portland Parks and Recreation authorizing changes to property if your project involves improvement or renovation of school or city property
3. Itemized budget for the project
4. Current fiscal year budget summary for your organization
5. Resumes of key project personnel
6. A list of the organization's officers and board of directors with daytime phone numbers
7. The most recent audited financial statement for your organization
8. Your IRS determination letter for 501(c)(3) tax-exempt status

**The Northwest Neighborhoods Parks and Recreation Fund of
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