



Metro Central Community Enhancement Grants 2025 Application Handbook

Applications due 12 p.m. Monday November 4, 2024

[Submit via ZoomGrants](#)

If you picnic at Blue Lake or take your kids to the Oregon Zoo, enjoy symphonies at the Schnitz or auto shows at the convention center, put out your trash or drive your car – we’ve already crossed paths.

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COMMUNITY ENHANCEMENT GRANT OVERVIEW

For nearly three decades, Metro’s Community Enhancement Program has helped improve neighborhood livability in areas near the region’s garbage transfer facilities. The goal of this regional program is to provide funds to non-profits, schools and local governments who are implementing programs, services and community improvements in each grant boundary area. There are nine enhancement grant programs serving geographical areas around the region including North, Northwest and Northeast Portland, Forest Grove, Gresham, Oregon City, East Multnomah County, Sherwood and Wilsonville communities.



Metro Central Enhancement Grant

The Metro Central Enhancement Grant is funded by a surcharge for every ton disposed of waste at the [Metro Central Transfer Station](#) located off of Highway 30 in Northwest Portland. The \$1 fee funds community enhancements to benefit people who live or work near the Metro Central Transfer Station.

The grant target area generally encompasses the neighborhoods of Forest Park, Linnton, Northwest District Association and the Northwest Industrial area, as well as a portion of Cathedral Park and the St. Johns Bridge. The map to the left shows the current boundary of the grant program. All

grant applications must propose projects that deliver benefit to the people and communities within this geographic boundary.

For more information contact Noelle Dobson, Noelle.Dobson@oregonmetro.gov.

TIMELINE

September 13, 2024	Grant applications open – Applications submitted via ZoomGrants
October 2, 2024	1 p.m. to 2 p.m. Optional virtual info session via Zoom. Registration not required. Click here to join.
November 4, 2024	12 p.m. Applications due
January 2025	Grant awards announced; contracts developed
February 2025	Metro grant funds available

July 2025	Mandatory progress report and fiscal year-end reimbursement due
January 2026	Projects completed (unless timeline extension approved)

Goals of Metro Solid Waste Community Enhancement Grant

All proposed grant projects shall meet one or more of the following goals:

- Benefit youth, seniors, low-income persons or underserved populations.
- **Improve the appearance, safety or environmental quality of the area.**
- Increase reuse and recycling opportunities or reduce the amount or toxicity of waste.
- Rehabilitate or upgrade property owned or operated by non-profits.
- **Preserve, enhance or increase public awareness of wildlife, riparian zones, wetlands, forest lands and marine areas.**
- **Improve or increase access to recreational areas and programs.**
- **2025 Goal: Provide workforce development opportunities that help create career pathways, or other educational opportunities for youth and adults.**

Grants will be evaluated in part on how well the project supports one or more of these goals and its ability to create benefit for underserved communities through the project impacts and partnerships. This is part of Metro’s commitment to advance the [Metro Strategic Plan to Advance Racial Equity, Diversity and Inclusion](#) and the [2030 Regional Waste Plan](#).

Underserved populations: For this fund, underserved populations are defined as groups of people that have been marginalized, underrepresented or suffered past institutional discrimination including but not limited to people of color, youth, seniors, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds. Marginalizing people denies access or blocks them from rights, opportunities and resources to which those in the dominant culture have easier access.

Available funding and annual priorities

The 2025 grant cycle will fund a total of approximately \$270,000 worth of community enhancement projects. Applicants can submit proposals that meet any of the goals above. This year the committee is interested in prioritizing projects that address the grant goals listed in **bold** above along with a priority to invest in capital improvement projects. Projects requesting grant funding of \$40,000 or less will be prioritized. Grants will cover one year (February 1, 2025 through January 31, 2026).

Eligible grant expenses include:

- Personnel: Costs directly attributable to designing, implementing or evaluating the project. May include benefits such as health insurance, retirement funds, salaries, etc.
- Professional services: Professional consultant or contractor services hired for the purpose of the project. Stipends paid to non-staff for their project participation.
- Materials and supplies
- Transportation
- Indirect or overhead costs: Up to **10 percent of the total grant award**. Eligible indirect or overhead costs include expenses incurred by the organization that are identifiable and benefit the project. Eligible costs may include accounting and financial resources, management, planning or support resources, utilities, rent, telephone, fiscal administration and equipment. Fiscal Sponsor Fees do not have to be categorized as indirect costs, they can be included in the Contractor line or other.
- Other: please describe

APPLICATION GUIDELINES AND SELECTION PROCESS

Eligibility criteria

Groups with nonprofit or other tax-exempt status, including but not limited to community groups, neighborhoods, schools and school groups, government agencies, faith groups, and service groups may apply. Applicants may use a fiscal sponsor if needed. Metro is not eligible to apply for or receive grant funds.

Applicants and projects must meet all of the following criteria to be eligible for funding:

- The project must be located in the Metro Central community enhancement grant area boundary or benefit individuals, programs or community infrastructure located inside the boundary. Applicant organizations are not required to be physically located in the target area but programs must benefit the residents within it.
- The project applicant is A) a non-profit organization; if a non-profit is applying to rehabilitate or upgrade property that it owns it must have 501(c)(3) status under the Internal Revenue Service; B) a local government or a local government advisory committee C) K-12 school D) a charitable organization.
 - A maximum of 15% of total annual grant funds may be awarded to local governments.
- Applicants must have a current registration with both the Oregon Secretary of State (SOS) and Department of Justice Charitable Activities Section and must be in good standing with the IRS (no revocation notice).

- Applicants must be current (fewer than 12 months delinquent) with all legally required state and federal filings (i.e., IRS and Charitable Activities Section tax filings; annual report to SOS). If an applicant is not current, staff will follow up to request copies of the most recent required filings. If the applicant is unable to produce the filings, the applicant will be deemed ineligible.
- The project must not be used to replace any other readily available source of federal, state, local or regional funds.
- The project must not promote or inhibit religion.
- The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- If the project is located on private land, the project application must establish a clear public benefit and must document landowner permission.

Application Questions

The application includes verification of eligibility criteria, two required forms of contact and the following questions and attachments:

1. Briefly describe the project. Where will the project take place? (limit 3,500 characters)
2. What goals does your program strongly meet? Check as many as apply. (limit 3,500 characters)
3. Describe the community need(s) that this project responds to. How did you identify this community need? (limit 3,500 characters)
4. Who will benefit from your grant proposal? Individuals or communities? Highlight any aspects of the project where underserved populations will be involved and benefit from the project. (limit 3,500 characters)
5. What outcomes will your project achieve? What impact will your project have in the community? How do these outcomes and impacts connect to the program goals in questions #2? (limit 3,500 characters)
6. List the primary activities and high-level timeline for your project. (limit 3,500 characters)
7. Describe the skills and expertise of the individuals and organizations that will implement the project. (limit 3,500 characters)
8. Describe any current or planned organizational practices, policies or professional development that supports your organization to advance equity and inclusion? (limit 3,500 characters)
9. How will you know you've succeeded? What information can you gather to help Metro understand how you are reaching the program goals and the impact your project is having in the community? (limit 3,500 characters)

10. What is the desired time period for this grant? The majority of Metro Central grants are 12 months.
11. Describe if other project partners will be involved and how they will contribute to the project. If you have no partners indicate N/A. (limit 2,500 characters)
12. Do you have other funding sources secured for your proposal? To what extent is your proposal contingent on funding by the Enhancement Grant program? (limit 1,000 characters)

Budget: including staff time, professional services, stipends, materials and supplies, and indirect or overhead costs up to 10% of the total grant award. Applicants may indicate if there are matching funds but matching funds are not required.

- Personnel Services: Staff costs directly attributable to designing, implementing and/or evaluating the project. May include benefits such as health insurance, retirement funds, FICA, etc.
- Professional services -Professional consultant or contractor services hired for the purpose of the project. Stipends paid to non-staff for their project participation.
- Materials, supplies and equipment.
- Transportation costs - (E.g. mileage, transit passes, school bus rental)
- Indirect or overhead costs up to 10% of project budget - Eligible indirect or overhead costs include expenses incurred by the organization that are identifiable and benefit the project. Eligible costs may include accounting and financial resources, management, planning or support resources, utilities, rent, telephone and equipment. Fiscal Sponsor Fees do not have to be categorized as indirect costs, they can be included in the Contractor line or other.
- Other - please describe.

Additionally, please upload the following attachments if applicable:

Attachment: 501(c) tax-exempt status statement or your organization's 501(c) IRS determination letter (if applicant is not a school or government agency). Applicants without 501(c) status may apply through a fiscal sponsor with this status. Schools and government agencies are not required to provide this documentation.

Attachment: Landowner permission. A letter stating permission to use property by land owner or manager. This is required if the proposed project includes any property upgrades on property that the applicant does not own.

Attachment: Letters of support (optional). Please feel free to provide letters of support from organizations that will partner with you on the project or who will benefit from project outcomes.

Application evaluation criteria

Applications will be evaluated by the Metro Central Enhancement Committee based on the information submitted in the application and the stated funding criteria. The committee is

comprised of six members that represent the area's neighborhood, business and environmental interests. The committee evaluates grant applications based on the four evaluation criteria below and committee discussion on the strengths of the proposed projects.

Application evaluation criteria:

1. On a scale of 1-5 how well does the proposed project support the goals of the Community Enhancement Program?
2. On a scale of 1- 5 how well does the proposed project deliver benefit and impact to the community and address community needs?
3. On a scale of 1-5 how well does this proposed project advance equity and inclusion and create benefit for underserved communities through the project impacts, partnerships and organizational equity practices?
 - How much will underserved groups benefit from this project? Our grant program defines underserved as including but not limited to people of color, youth, seniors, veterans, people with disabilities, lesbian, gay, bisexual, and transgender individuals, different religious groups and different economic backgrounds.
 - Does the applicant have partnerships with individuals or organizations that are led by or served underserved communities?
 - Does the applicant organization primarily serve underserved communities? Is there diversity among staff and board members? Is the organization implementing any policies, practices or professional development opportunities that advance equity and inclusion?
4. On a scale of 1-5 are the proposed project activities, timeline, budget and experience sufficient to create the impact the project proposes?

HOW TO APPLY

Metro accepts proposals ONLY via the online system ZoomGrants. [Follow this link](#) to get your account started and begin your application.

Register, login and submit your application by **12:00pm noon on Monday, November 4, 2024**. Applications that meet all eligibility requirements will be reviewed by the Metro Central Enhancement Committee. Application review may include follow-up communication with the applicant.

A confirmation email will be sent to you by ZoomGrants once the application is received. To ensure that you are receiving emails, please add to your "safe senders list" the email address Notices@zoomgrants.com. If you do not receive a confirmation, please let Noelle Dobson know as soon as possible, Noelle.Dobson@oregonmetro.gov.

Important notes for working in ZoomGrants

You will need to have a ZoomGrants account in order to submit an application. [This link will take you to the grant application page where you can open an account.](#) Here is general information on [how to set up a ZoomGrants account.](#) If you already have a ZoomGrants account from another Metro grant program you do not need a new account.

- Each answer has a character limit, which includes spaces. For example, 3,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- You can complete your application in Word and cut-and-paste your answers into ZoomGrants. Remove all formatting (e.g. bullets, hyphens) before pasting into ZoomGrants.
- For technical support, use the Help button at the top of the ZoomGrants page, access tutorials at help.zoomgrants.com or contact the Help Desk at Questions@ZoomGrants.com
- Metro staff does not have access to applicant accounts and cannot update or change passwords. To reset a password contact help.zoomgrants.com with the following information: Applicant name and email associated with account.

CONTRACTING, GRANT PAYMENTS AND REPORTING

Contracting and insurance requirements – ALL APPLICANTS PLEASE REVIEW

Applicants who receive funding shall enter into a contractual agreement with Metro that specifies legal and contractual obligations, including insurance requirements and the use of a fiscal agent, if applicable. Funds may not be pre-committed or spent prior to a completed and signed contractual grant agreement. When external factors impact deliverables being completed within the timeline, grantees may request a contract amendment or extension.

All grant recipients will be required to have the following types of insurance and provide proof of coverage during the contracting phase:

- Commercial general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability must be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. Metro, its elected officials, departments, employees and agents must be named as an ADDITIONAL INSURED.
- Automobile bodily injury and property damage liability insurance. Insurance coverage must be a minimum of \$1,000,000 per occurrence. METRO, its elected officials, departments, employees, and agents must be named as an ADDITIONAL INSURED.

- Worker's compensation coverage in compliance with Oregon law. If employers are required to have WC insurance, we require \$250,000 at minimum.

Please email Noelle.Dobson@oregonmetro.gov if these insurance requirements would present a barrier to your organization or business.

Grant payments

Metro will disburse program grant funds in three installments:

- Installment 1 (50 percent of grant) will be disbursed upon execution of the grant agreement.
- Installment 2 (40 percent of grant) will be disbursed after grantee has spent the first installment and provided Metro with a report documenting how the grant funds were spent.
- Installment 3 (10 percent of grant) will be a reimbursement payment, disbursed to the grantee after Metro receives and approves the final report demonstrating how 100 percent of the grant funds were spent.

Reporting

In addition to an expense report filed with the second payment installment, grant recipients will submit a final report at the end of the funding period to address the questions below. After receipt of the final report, grant recipients will receive the third and final installment of grant funding.

1. Please provide a summary of activities conducted related to this grant.
2. What proposed impacts and outcomes did your grant project achieve? Please refer to the impacts and outcomes table included in your grant agreement scope of work.
3. Is there anything else about your project that you would like to share?
4. Do you have any feedback for the Metro Central Enhancement Grant committee or Metro staff regarding how to improve the application process, grantee contracting process, or ongoing management of the program?

Questions?

For questions about the application process please contact Noelle Dobson, Noelle.Dobson@oregonmetro.gov.

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Statement on grant opportunities for non-English speakers

