



# COMMUNITY-LED PROGRAMS GRANTS

2024 grants handbook

**Requests due February 4, 2025, by 11:59 p.m.**

Apply online at [oregonmetro.gov/parkpartnerships](https://oregonmetro.gov/parkpartnerships)

*Photos from left to right: Familias en Accion hosts gathering and food distribution for health promoters at Scouters Mountain Nature Park; Verde's Club Aves explores Smith and Bybee Wetlands; People of Color Outdoors experiences Oxbow Park; IRCO holds a community picnic at Oxbow Park.*

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.

**So, hello. We’re Metro – nice to meet you.**

In a metropolitan area as big as Portland, we can do a lot of things better together. Join us to help the region prepare for a happy, healthy future.

**Stay in touch with news, stories and things to do.**

[oregonmetro.gov/news](http://oregonmetro.gov/news)

**Follow oregonmetro**



**Metro Council President**

Lynn Peterson

**Metro Councilors**

Ashton Simpson, District 1

Christine Lewis, District 2

Gerritt Rosenthal, District 3

Juan Carlos González, District 4

Mary Nolan, District 5

Duncan Hwang, District 6

**Auditor**

Brian Evans

600 NE Grand Ave.

Portland, OR 97232-2736

503-797-1700

## TABLE OF CONTENTS

### **Community-led Programs Grants**.....1

Background

Who is eligible?

What's the timeline?

Available funding

What are funds for?

Minimum requirements for applicants and activities

Application process

### **Grant purpose and goals**.....5

2013 and 2016 Parks and Natural Areas Levy goals

Committee review questions

### **Grant request instructions**.....7

Grant request assistance

Staff contact information

Insurance

Where you can learn more about Metro parks and natural areas

Fill out the request online

Fill out the request on paper

Processing your award

Reporting about your activity

Role of fiscal sponsor

### **2023 grant request form**.....9

Request overview

Program questions

Budget



## COMMUNITY-LED PROGRAMS GRANTS

The Parks and Nature community-led programs grants support Black, Indigenous, and People of Color (BIPOC) communities in connecting people with nature. These grants are part of a broader department-wide community partnerships program. The program is focused on collaborating with community-based organizations and groups led by and for BIPOC communities to build relationships and increase opportunities for BIPOC communities to connect with nature.

### Background

In 2013, voters across the region approved a Parks and Natural Areas Levy to protect water quality, fish and wildlife habitat, and create opportunities to enjoy nature close to home. This levy includes funding for a Parks and Nature community partnerships program that supports communities of color in building capacity and connecting people with nature, while also facilitating two-way learning between Metro and partners. Metro recognizes that groups and organizations led by and for people of color tend to have the most established trust and capacity to build deep relationships with communities of color and that they are therefore best equipped to increase opportunities for communities of color to connect with nature. Resources for the Parks and Nature community-led programs grants are available thanks to the voters' renewal of Metro's parks and natural areas levy in 2016 and 2022. Minimum requirements for this program that are derived from the levy are indicated with a plus (+).

### Who is eligible?

These funds are for community-based organizations and groups (including community groups, nonprofits, neighborhood groups, faith groups, collaboratives and service groups) led by and for Black and Indigenous people, and People of Color\* (BIPOC).

- Groups who have an accepted legal entity status to receive funds or have an eligible fiscal sponsor that are not political committees, campaigns or lobbying groups, and religious organizations (religious organizations are acceptable if the project provides a public benefit and does not promote religion, and
- Groups whose mission or business purpose aligns with the programmatic initiatives of the Community Partnerships program and who propose programs that connect BIPOC communities with nature are eligible.
- Grants may only be awarded to projects and programs that benefit Metro-area residents.

\*The Community Partnerships program recognizes the following as BIPOC communities, adapted from the Coalition for Communities of Color definition: African, African American, Asian and Pacific Islander, Latine, South West Asian and North African, Native American and Slavic. Metro includes groups that serve a multi-cultural community comprised primarily of members of the groups listed above.

## What's the timeline?

December 2024	Grant funds announced
December 17, 18, & 19 2024	Optional workshops for interested organizations
January 15, 2025	Optional workshops for interested organizations
<b>February 4, 2025</b>	<b>Requests due to Metro</b>
February – April 2025	Community committee review and recommendation Parks and Nature leadership review and funding decision
April 2025	Community-led programs grants announced
May 2025	Grantee orientation and contracting
July 1, 2025, to September 30, 2026	Grantee programming takes place

## Available funding

Up to \$220,000 will be available to allocate as community-led programs grants. Individual groups can request up to \$5,000 for one year.

## What are the funds for?

These funds are intended to support community-based organizations and groups and must be used to facilitate connection to nature for BIPOC communities. Some examples of what the funds can be used for include:

- Advancing the group's ability to connect communities of color with nature, including staff time, program outreach costs, and insurance for events.
- Training, professional and leadership development of staff or community members related to connecting BIPOC communities with nature.
- Materials and supplies, such as gardening equipment, backpacking gear, food, etc.
- IT services, software, and hardware for activities such as online curriculum development, administration, and participation, nature education guides, or information sharing: multimedia support, network connections, or improved broadband.
- Transportation costs for community members, including bus passes, gas cards and rideshare credits.
- Stipends and incentives for program participants.

- Expansion or establishment of online programming that connects BIPOC communities with nature.
- Expansion or establishment of in-person programming to connect people of color with nature
- Other activities that facilitate connection to nature for BIPOC communities.

Some examples of possible, allowed activities include:

- Leadership development training for staff or community members that supports their capacity to offer programming that facilitates BIPOC connection with nature.
- Facilitation of an herbal medicine-making workshop for BIPOC communities in a park or natural area
- Creation of recommendations or best practices for Metro to consider when connecting BIPOC communities with nature or more collaborative programming with Metro staff and/or Metro's parks and natural areas.

### Minimum requirements for applications and grantee activities

- Applicant organizations or groups must be led by and for BIPOC communities
- Programs must contribute to the Parks and Natural Areas Levy goal of increasing opportunities for BIPOC communities to experience nature.\*
- Programs must include an element of shared learning between Metro and applicant.\*
- Groups who have an accepted legal entity status to receive funds or have a fiscal sponsor who does are eligible, excluding political committees, campaigns or lobbying groups, and religious organizations, unless the project provides a public benefit and does not promote religion. Programs must start no earlier than June 1, 2025 and be completed by September 30, 2025.

### Program values

- This program strives to fund the programs that best incorporate multiple high priority values to serve our diverse BIPOC communities in ways that honor the complexities within the umbrella of "BIPOC."
- Metro also recognizes that groups are in their own process of responding to identified community needs.
- If you believe your program doesn't incorporate all of these values but you still believe your program supports BIPOC communities in connecting with nature, we encourage you to apply. If you have any confusion about these values, please reach out to Community Partnerships staff.

This program intends to fund activities that incorporate the following values:

- Prioritize BIPOC leadership at all levels, including staff, board, and contractors
  - Example: for a kayaking trip, programs that hire BIPOC kayak leaders



- Center the intersections and most marginalized within BIPOC communities, for example:
  - Two-Spirit and queer and trans communities
  - Immigrants and refugees
  - Black communities
  - Native communities
  - People with disabilities
  - Low-income BIPOC community members
  - Programs that are inclusive of multicultural/multiracial family structures
- Cultivate and embody reverence for the natural world through practices that are rooted in ancestral, earth-based, and place-based ways of being
- Deepen people’s relationship with land in cultural ways that support collective healing and liberation, through:
  - Knowledge sharing about the region as Native land, land back initiatives, and repatriation
  - Earth-based traditions and practices
  - Focus on creating intentional, supportive and safer relationships with each other and with the lands and waters of our world
- Practice an expansive definition of nature

*Activities that incorporate these values will be prioritized at the highest level.*

In addition, this program values activities that:

- Support community members in connecting with nature in urban areas in addition to less urban areas
- Integrate the role of art and culturally specific crafts as a way to connect with the natural world
- Incorporate earth-based and ancestral ceremony and ritual
- Hold people in the fullness of their experience (fear, grief, joy, etc)
- Centers the fullness of community via the age spectrum (kids, youth, adults, elders), when appropriate

*Activities that incorporate these values will be prioritized.*

This also program intends to prioritize smaller groups organizations. Applicants that meet the following criteria will be prioritized:

- Organizations with less than \$500,000 in annual gross receipts and less than 10 staff members
- Small businesses with less than \$80,000 in annual gross receipts

## Application process

Applicants must answer the following questions to apply. Applicants will also be asked to provide a simple budget. Applicants may answer through a Google form or a fillable, printable form.



- Please describe your proposal in 5-10 sentences. What would you do with this grant for community-led programs? How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- Does your proposed program involve partnering with Metro staff on innovative projects and initiatives to advance racial equity, diversity and inclusion in the parks and natural areas system? If yes, please describe.
- Who does your group center? Who does this program center?
- How are the people your group and program centers represented in your group's positions of power and authority?
- Are the facilitators/contractors you plan to hire for this programming from BIPOC communities?
- What are your group's annual gross receipts?
- How many paid staff does your group have?
- Which county or counties do the people who benefit from your program live in?
- How will your program cultivate and embody reverence for the natural world?
- How will your program deepen participants' relationship with land in cultural ways that support collective healing and liberation, through:
  - Knowledge sharing about the region as Native land, land back initiatives, and repatriation
  - Earth-based traditions and practices
  - Creating intentional, supportive and safer relationships with each other and with the lands and waters of our world

## GRANT PURPOSE AND GOALS

Parks and Nature's community-led programs grants support community-based organizations and groups and must be used to facilitate connection to nature for BIPOC communities.

### 2013, 2016, and 2022 Parks and Natural Areas Levy community partnership goals

Increase opportunities for communities of color to connect with nature, support partnerships between Parks and Nature and communities of color and ensure that programs support communities of color. All applications must advance the program's purpose and the 2013 and 2016 levy goals.

Some examples of allowed activities include:

- Herbal medicine-making program for BIPOC communities in a park or natural area.
- Building a sweat lodge for Two Spirit community members.

- Hiring a graphic designer to create a nature education field guide or other materials to facilitate BIPOC communities' connection with nature.
- Leadership development training for staff or community members that supports their capacity to offer programming that facilitates BIPOC connection with nature.
- Creation of documents summarizing recommendations or best practices for Metro to consider when connecting BIPOC communities with nature or more collaborative programming with Metro staff and/or Metro's parks and natural areas.

## Committee review questions

A committee of community members and internal staff will make funding recommendations to the department director. These committee members will be selected based on their experience and expertise in community engagement and partnerships, racial equity and justice work, community events, and/or nature-based recreation, health or art programming, grant management, or related fields.

The committee will review grant requests to recommend the ones to receive funding.

Keeping the following criteria in mind, the committee will use your application answers and any additional information provided in the application to review and compare grant proposals.

- Is the proposed activity led by and for people of color? Will the activity benefit Black, Indigenous, and/or People of Color (BIPOC) communities?
- Does the proposed activity enhance the applicant's ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- Does the proposed activity fit with allowable uses for these funds?

The committee will also consider the program values in their review of applications. They will consider:

- Does the proposed activity center the intersections of BIPOC communities?
- Does the proposed activity cultivate and embody reverence for the natural world through practices that are rooted in ancestral, earth-based, and place-based ways of being?
- Does the proposed activity deepen people's relationship with land in cultural ways that support collective healing and liberation, through:
  - Knowledge sharing about the region as Native land, land back initiatives, and repatriation
  - Earth-based traditions and practices
  - Focus on creating intentional, supportive and safer relationships with each other and with the lands and waters of our world
- Does the proposed activity practice an expansive definition of nature?
- Does the proposed activity incorporate any of the following?

- Support community members in connecting with nature in urban areas in addition to less urban areas
- Integrate the role of art and culturally specific crafts as a way to connect with the natural world
- Incorporate earth-based and ancestral ceremony and ritual
- Hold people in the fullness of their experience (fear, grief, joy, etc)
- Centers the fullness of community via the age spectrum (kids, youth, adults, elders), when appropriate
- Is the applicant a small organization or business?

## GRANT REQUEST INSTRUCTIONS

### Grant request assistance

You are encouraged to contact Metro community partnerships staff to discuss your idea. Community partnerships staff does not have a role in advocating for applicants or making the funding recommendations. Staff is available to help you make your application as strong as possible. An optional information session and individual assistance are also available.

### Staff contact information

For more information, please visit [oregonmetro.gov/parkpartnerships](https://oregonmetro.gov/parkpartnerships) or contact:

Tara Sonali Miller

Parks and Nature community partnerships program manager

503-813-7533 (voicemail only) or [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov).

*Se habla español.*

### Insurance

All groups receiving grant funds will be required to secure insurance for their activity.

- If you will be driving participants to an event location, then you will need to provide proof of automobile insurance during the effective date of the activity to Metro with coverage for bodily injury and property damage covering yourself, your employees, subcontractors and agents.
- If you or your fiscal sponsor have Commercial General Liability insurance, then you or your fiscal sponsor will add Metro, its elected officials, departments, employees, volunteers and agents as ADDITIONAL INSUREDS on the Commercial General Liability policy and on the automobile policy, described above.

If you anticipate using these funds to hold an event, please contact Tara Sonali Miller at [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov) for information about special event insurance.

## Where you can I learn more about Metro parks and natural areas?

If relevant to your proposed grant and/or activity, explore more about Metro's parks and natural areas on our website at [oregonmetro.gov/parks](https://oregonmetro.gov/parks).

## Fill out the request online (*preferred*)

The grant request form is available via an online form. Although any internet browser can be used, the form will be in the best format using Google Chrome or Firefox.

- Go to [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships).
- Complete the online form. Forms are available from December 2025 – February 4, 2025.
- An email will be sent within 24 hours through the online form confirming that the application was received.

This online form is a Google form. You do not need to have a Gmail account in order to submit this form. Page three (3) of the form includes a complete list of questions that will be asked.

## Fill out the request on paper

The grant request is also available as a fillable, printable form. Download the form here: [oregonmetro.gov/parkspartnerships](https://oregonmetro.gov/parkspartnerships) and email it to [tara.miller@oregonmetro.gov](mailto:tara.miller@oregonmetro.gov) when you are finished electronically filling it out.

Considering the limited staff presence at the office, we do not recommend mailing or hand delivering applications to the Metro Regional Center at this time. If you are concerned about how to turn in your handwritten or typed form and prefer not to fill it out online, please get in touch and we will help you find a way to turn in your application. We are here to help!

All emailed, hand-delivered or mailed grant request forms must be received by staff by 11:59 p.m. on February 4, 2025. Staff will confirm receipt of your grant request form within one business day.

## Processing your award

If your proposal is recommended for funding, you will receive an email notification including directions for receiving your funding. The process to receive your funding can take 2-6 weeks to complete if all forms are submitted immediately upon request. Before receiving your funding, you will:

- Submit a Metro W9 form.
- Complete a form to confirm proof of insurance.
- Sign a grant agreement that will be used to process your payment.

## Reporting about your program

Metro staff appreciates information that helps to measure the outcomes of your program. This involves sharing your vision of a successful program in your request. Grantees will complete a short

online form to report key impressions or learnings after their program. Grantees will not need to include receipts or matching funds.

### Role of a fiscal sponsor

Community groups or individuals without accepted legal status to receive funds must partner with a fiscal sponsor, such as a state certified, federally approved 501(c)3 nonprofit or a public agency. A fiscal sponsor plays an important role in a community-led programs grants and should expect to participate in the following ways.

- Carefully review and sign the legal agreement
- Provide insurance coverage for the duration of the grant program
- Receive payments from Metro and distribute funds appropriately
- Participate in grantee orientation if requested by fiscal sponsee

## 2024 COMMUNITY-LED PROGRAMS GRANT REQUEST FORM

### Request overview

OVERVIEW	
What is the name of your proposal?	How much funding are you requesting? (up to \$5,000):
How did you find out about this opportunity? (Through a friend or colleague, on website, through email from Metro, other – please describe.)	
CONTACT INFORMATION	
<i>Please use this section for the group and main contact person for your activity.</i>	
Organization/group:	
Contact name:	
Contact email:	
Phone number:	
Mailing address:	
FISCAL INFORMATION	
<i>Please use this section to describe the organization that will be responsible for processing invoices.</i>	
Organizational status: _____	

Are you fiscally sponsored? _____
If yes to the above, what is the name of your fiscal sponsor? _____
Fiscal sponsor or applicant tax ID:
Fiscal sponsor phone/email (if applicable):
Mailing address:

## Program Questions

Please answer the following questions related to your activity.

- Please describe your proposal in 5-10 sentences. What would you do with this grant for community-led programs? How would this use of funds enhance your ability to connect Black, Indigenous, and/or People of Color (BIPOC) communities with nature?
- Does your proposed program involve partnering with Metro staff on innovative projects and initiatives to advance racial equity, diversity and inclusion in the parks and natural areas system? If yes, please describe.
- Who does your group center? Who does this program center?
- How are the people your group and program centers represented in your group's positions of power and authority?
- Are the facilitators/contractors you plan to hire for this programming from BIPOC communities?
- What are your group's annual gross receipts?
- How many paid staff does your group have?
- Which county or counties do the people who benefit from your program live in?
- How will your program cultivate and embody reverence for the natural world?
- How will your program deepen participants' relationship with land in cultural ways that support collective healing and liberation, through:
  - Knowledge sharing about the region as Native land, land back initiatives, and repatriation
  - Earth-based traditions and practices
  - Creating intentional, supportive and safer relationships with each other and with the lands and waters of our world

## Budget

Please use the following sections to give an overview of your proposed budget.

Under each category, please list the item and an estimated cost.

(Example: Food for event - \$15/person for 100 people =\$1,500)

ITEM	REQUESTED FUNDS	DESCRIBE WHAT FUNDS WILL COVER
<b>Staff and labor costs</b> (includes your organization's employee's hours spent on tasks related to the grant)		
Examples: (Staff: % of executive director salary) (Staff: administrative support) (Staff: program manager)	\$ \$ \$	
<b>Materials and services costs</b> (include costs such as printing, artist fees, stipends, transportation, insurance or food)		
Examples: (Contractor: facilitator) (Supplies: food, gardening equipment, backpacking gear, computer hardware) (Services: IT services, multimedia support) (Transportation: ride share)	\$ \$ \$ \$	
<b>Administration costs</b> (includes fiscal sponsor, administrative program management, accounting, etc.)		
Examples: (Fiscal sponsor: fee) (Staff: bookkeeper)	\$ \$	
<b>TOTAL</b>		