



**AMENDMENT No. 2 to  
GRANT AGREEMENT No. 32002750  
for  
SOUTHEAST UPLIFT NEIGHBORHOOD PROGRAM DISTRICT COALITION PROGRAM**

This Amendment No. 2 (Amendment) amends Grant Agreement No. 32002750 (Agreement) dated 1st day of July 2022, by and between Southeast Uplift Neighborhood Program, Inc. (Grantee), a nonprofit corporation of the State of Oregon, and the City of Portland, a municipal corporation of the State of Oregon (City) by and through their duly authorized representatives. This Amendment may refer to City and Grantee individually as a Party or collectively as the Parties.

This Amendment is authorized by City Ordinance No. 190937

The effective date of this Amendment is July 1, 2023. The purpose of this Amendment is to extend the validity period, increase the value, name new City Grant Manager, replace Attachment A-1 Scope of Work with Attachment A-2, and replace Attachment B-1 Budget, with Attachment B-2.

The Grant Agreement was previously amended as follows:

<b>Fiscal Year</b>	<b>Amendment Number</b>	<b>Amount Awarded</b>	<b>Cumulative Amount Awarded</b>
Fiscal year 2022-2023	Amendment 1	\$50,000	\$605,389

The Parties agree to Amend the Grant Agreement as follows:

1. The Grant Agreement not-to-exceed amount of \$605,389 is increased by \$607,485 to a new total not-to-exceed amount of \$1,212,874. For FY23-24, this funding consists of \$531,091 for core program operations and \$76,394 for the Neighborhood Small Grant & Event Sponsorship program.
2. The Term is extended from July 1, 2023, to February 28, 2025 with reporting date end February 28, 2025, unless terminated sooner under the provisions of the Grant Agreement.
3. The Agreement is amended as follows (new language is in bold type and deleted language is in strikethrough type):
  - a. RECITALS: 7 In accordance with the Fiscal Year ~~2022-2023~~ **2023-2024** Budget, the City now desires to make a grant award to Grantee in an amount not -to-exceed ~~\$605,389~~ **\$607,485**
  - b. 3.2 City Grant Manager. City hereby appoints the following Civic Life staff to act as its City Grant Manager with regard to this Agreement. City may, from time to time, designate another person to act as the City Grant Manger and will inform Grantee in writing of any change in City Grant Manager.

~~Shuk Arifdjanov~~ **Kimberely Dixon**  
City of Portland, Office of Community & Civic Life

Address: 1120 SW 5<sup>th</sup> Ave. Ste 114 Portland, OR 97204

Phone: ~~503.823.1234~~ **503.823.5917**

Email: ~~Shuk.Arifdjanov@portlandoregon.gov~~ [Kimberely.Dixon@portlandoregon.gov](mailto:Kimberely.Dixon@portlandoregon.gov)

- c. 3.5.a Annual Report: signed narrative Annual Reporting template included as Attachment C, no later than 30 days after ~~30<sup>th</sup> day of 2023~~ **June 30<sup>th</sup>, 2024**.
- d. 3.5.b Neighborhood Small Grants **and Event Sponsorships** Program report: upon completion of the grant projects and no later than February 28, ~~2024~~ **2025**.
- e. Attachment A-1 (Scope of Work, Expected Outcomes and Payment Schedule) is replaced and updated per new Attachment A-2, which is attached to this Amendment and incorporated by reference.
- f. City may advance the Grantee up to ~~one-third of the~~ (1) ~~\$162,827.94~~ **\$200,470.05** for core program operations. The City may advance up to the full amount of the (3) ~~\$61,971~~ **\$76,394** is for the Neighborhood Small Grants **and Event Sponsorships** Program upon execution of this Grant Agreement and receipt of a request.
- g. Attachment B-1 (Budget) is replaced by Attachment B-2, which is attached to this Amendment and incorporated by reference.

4. All other terms and conditions of the Grant Agreement remain unchanged by this Amendment and in full force and effect.

IN WITNESS WHEREOF, the Parties hereby cause this Amendment to be executed.

GRANTEE



\_\_\_\_\_  
Authorized Signature

Date: September 12, 2023

Printed Name and Title: Nanci Champlin, Executive Director

Address: 3534 SE Main Street Portland, OR 97202

Phone: 503-232-0010 x1

Email: [nanci@seuplift.org](mailto:nanci@seuplift.org)



# CITY OF PORTLAND, OREGON

Contract No. 32002750 \_\_\_\_\_

Contract Description: SE UPLIFT DCO BASE +SMALL GRANTS FY22/23, FY23/24 \_\_\_\_\_

## CITY OF PORTLAND SIGNATURES:

By:  \_\_\_\_\_ Date: 09/19/2023 \_\_\_\_\_  
Bureau Director

By: N/A \_\_\_\_\_ Date: \_\_\_\_\_  
Purchasing Agent

By: N/A \_\_\_\_\_ Date: \_\_\_\_\_  
Elected Official

Approved:

By:  \_\_\_\_\_ Date: 09/19/2023 \_\_\_\_\_  
Office of the City Auditor

Approved as to Form:

By:  \_\_\_\_\_ Date: 09/19/2023 \_\_\_\_\_  
Office of City Attorney



*Collaborating with the Southeast Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being since 1968. We also joyfully support communities in Northeast Portland that are south of I-84.*

## PROPOSED FY 2023-24 SCOPE OF WORK

### ORGANIZATIONAL GOALS

**Does your DCO have a focus diversity, equity, or inclusion project, or historically under-served population or goals for the current grant year? Enter any organization goals or focus areas that will help tell the story of your work plan for grant year 2023/24. (This is optional, no more than 150 words).**

While inclusion, diversity, equity and accessibility (IDEA) values are at the heart of all SE Uplift activities – and we use an equity lens to inform our decision making – during this grant period we will continue to prioritize outreach, engagement, and partnership-building efforts with three communities: renters, the disabled, and Indigenous community groups and individuals.

Working in collaboration with these constituencies, we will uplift their efforts, collaborate on programming, and design tools to help the 20 Neighborhood Associations (NAs) in our district provide more welcoming and accessible programming that includes these underserved communities in their activities and leadership. Additionally, our Community Small Grants program will continue to prioritize projects that engage historically disenfranchised and underserved communities.

Among participating staff and board members, our IDEA committee is pursuing training, activities and projects that will help build a shared organizational language around IDEA topics, and our Board Development Committee has prioritized diversifying our Board of Directors. Additionally, our newly formed Climate Justice Action (community) committee will undertake activities aimed at fostering grassroots-level and district-scale impact on the city's climate goals with an emphasis on engaging underserved communities.

*Note: Throughout this scope of work, SE Uplift refers to our core “stakeholder” organizations as the primary recipients of our programming. We are fortunate to include among our core stakeholder groups a rich diversity of Neighborhood Associations, Business District Associations and other community-based organizations represented on our board, along with our 30+ fiscally-sponsored organizations, grantees, and program partners.*

### ACTIVITIES, DELIVERABLES + RESULTS

List activities, deliverables, and anticipated result or short-term outcomes in each engagement category below that is appropriate for your DCO.

**A) OUTREACH AND COMMUNICATION:** SE Uplift will refine and maintain robust communication channels across the coalition area to allow important information to be shared widely and for the community to engage with local government. SE Uplift will also conduct outreach and public involvement around city initiatives and support volunteer-led groups to conduct engagement to advance the common good.

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT
Sustain existing and build new partnerships with underserved communities by identifying opportunities for collaboration and engagement in civic activities by supporting and amplifying their presence in the district community.	Connect 5-10 organizations or individuals from underserved communities with SE Uplift services and activities.	Increased diversity of partnerships and stakeholders engaging with SE Uplift.
Amplify Native voices, activities, businesses and issues throughout the district.	<p>Consult with Indigenous residents and organizations to inform actions we can take to better serve this community.</p> <p>Host and promote two Indigenous-led events at SE Uplift headquarters.</p> <p>Formally adopt a land acknowledgement that commits to actions for improving the lives of Indigenous communities.</p> <p>Promote the Chinook Nation’s quest for federal tribal recognition.</p>	<p>An action plan for how SEUL can better support Indigenous residents.</p> <p>Visibility of the Indigenous community is increased throughout the district.</p> <p>Relationships with Indigenous organizations and is strengthened.</p>
Amplify the perspectives of the disabled community throughout the district	<p>Consult with disabled residents and organizations to inform actions we can take to better serve this community.</p> <p>Collaborate on programming with at least 1 group representing the disabled community.</p>	<p>An action plan for how SEUL can better support disabled residents.</p> <p>Concerns of the disabled community are more visible throughout the district.</p>
Help NAs boost participation from renters in their activities and leadership.	<p>Consult with renters and renter advocacy organizations to inform actions we can take to better serve this community.</p> <p>Produce a toolkit to support NAs in reaching renters in their neighborhoods.</p> <p>With at least 3 NAs, pilot a strategy for engaging renters that utilizes the toolkit and a list of multi-family addresses in their neighborhood.</p>	<p>Increased participation from renters in NA activities</p> <p>Increased awareness of the neighborhood system among renters</p>
Demonstrate support for district stakeholder organizations.	<p>Attend 10 stakeholder organization activities to share information, provide support, and build relationships.</p> <p>Attend at least 50 NA meetings and events to share information and provide support.</p>	<p>Stronger relationship with district stakeholders.</p> <p>Greater awareness of the support SEUL offers to community stakeholders.</p>

<p>Maintain Civic Life online directory with current contacts, meeting schedules, and governing documents for District Coalition and NAs. <i>(required)</i></p>	<p>Promote the Civic Life neighborhood directory in 9 Hey, Neighbor! Flyers (our e-newsletters for NAs) and on SEUL website with clear instructions for how to update information.</p> <p>Collect and update the contact information for the NA leaders and meeting schedule of district coalition neighborhoods each quarter.</p> <p>Verify that land use notices are reaching the proper neighborhood contacts.</p>	<p>NAs increase their capacity for keeping their organization's information up-to-date.</p> <p>City bureaus and the public have reliable information for SE Portland district NAs.</p>
<p>Provide regular communications to the community to publicize the dates, times and locations of meetings, community events, civic engagement opportunities and other related activities. <i>(required)</i></p>	<p>Publish 9 issues of the <i>Hey, Neighbor! Flyer</i> (HNF) e-newsletter that supports NA board members with their roles and shares NA-specific information.</p> <p>Publish 9 e-newsletters to a broad SE Portland audience that includes content such as cultural activities, civic engagement opportunities, community events, trainings and grant opportunities, and profiles of our grantees and fiscally sponsored organizations.</p> <p>Publish 9 issues of the <i>Land Use and Transportation Dispatch</i> that serves as a clearinghouse of local information and opportunities to engage in activities on these topics.</p> <p>Utilize social media to amplify stakeholder and SE Uplift activities and cross-promote our e-news content.</p> <p>Promote SE Uplift events in district community newspapers.</p>	<p>NAs stay up to date on opportunities and responsibilities and have streamlined access to support tools and resources.</p> <p>Stronger relationships with our stakeholders.</p> <p>Social media followers and e-news subscribers increase by 5%.</p> <p>Greater awareness among district residents about SE Uplift activities.</p>
<p>Maintain a District Coalition website. <i>(required)</i></p>	<p>Website emulates digital accessibility best practices, and an updated menu improves site navigability to maximize access to community tools and resources.</p>	<p>An accessible and informative district coalition website is available to all district members.</p>

**Explain. How do the activities and deliverables listed above align with and advance Civic Life's long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).**

*The SE Uplift deliverables proposed above will support Civic Life's commitment to fostering **Inclusive Structures** through activities that build a more interconnected, informed, and engaged district. We will:*

- *Model communications best practices for promoting community-building and civic engagement opportunities among a diverse array of stakeholders through a variety of mediums;*
- *Serve as a clearinghouse of information that strengthens the knowledge and capacity of stakeholder organizations and our broader community to engage with their City and neighborhoods;*
- *Amplify the voices of historically underserved groups and help forge new pathways for them to become active in their neighborhood and at the City level; and*
- *Equip Neighborhood Associations with tools for diversifying their programming and who is seated at their board and committee tables.*

*Our efforts will reflect the City’s Adaptive Governance priority by supporting inclusive, cross-cultural, cross issue organizing in community to reflect the ability of resilient communities to address complex, interconnected issues.*

**B) ORGANIZATIONAL SUPPORT:** Support volunteer-led groups, including historically underserved organizations, to follow state and local laws and nonprofit best practices to operate, develop, and implement projects and activities that facilitate civic engagement and benefit the community.

ACTIVITY	DELIVERABLE(S)	ANTICIPATED RESULT
Assist stakeholder organizations with limited reproduction of newsletters, meeting notices, event flyers and minutes.	Print materials for at least 10 activities for NAs, fiscally sponsored organizations, partners, and/or grantees.	Stakeholder groups are better equipped to communicate with and serve their communities.
Offer General Liability and Directors and Officers insurance coverage to NAs. <i>(GL is required)</i>	Seamless General Liability and D+O insurance coverage for district NAs.  Liaise with broker to provide district NAs with Certificates of Insurance for their activities.	NAs have uninterrupted coverage for their events and boards, and a technical support resource on accessing insurance certificates
Provide funding and technical support to help stakeholders communicate with their audiences.	Distribute \$15k in (non-competitive) grants to district NAs for their neighborhood communications efforts.  Dedicate at least \$10k in the (competitive) Community Small Grants program to equity-focused communications efforts.  Purchase and lend hybrid meeting technology to five or more NA meetings.  <i>See Training &amp; Skill Building.</i>	The communications capacity of district stakeholders is increased.  More organizations are able to host hybrid meetings.
Assist district NAs in ensuring their bylaws and meetings follow current best practices and the ONI Standards.	Provide 1:1 guidance as requested to NAs seeking to update their bylaws, comply with open meeting requirements and other good governance practices.	District NA bylaws model modern nonprofit best practices and comply with City code.

	Promote recording of bylaws training provided in FY 22/23 by the Center for Nonprofit Law.	
Provide training on board roles and responsibilities to key stakeholders.	A workshop attended by at least 10 district stakeholders.	Stakeholders better understand nonprofit board best practices.
Provide capacity-building support and resources to grantees, fiscally sponsored organizations, partners and other community groups serving marginalized communities.	<i>See Training &amp; Skill Building.</i>	District stakeholders are better equipped to deliver on their missions
Incubate grassroots organizations through a robust and inclusive fiscal sponsorship program.	3 organizations serving historically underrepresented groups become fiscally sponsored by SEUL.  Survey our 30+ fiscally sponsored organizations on their current training and support needs.  Assist 2 fiscally sponsored organizations in transitioning to becoming a federally designated 501c3 nonprofit.	Fiscally sponsored organizations have quality support as they scale up
Offer fiscally sponsored organizations an online fundraising platform to grow support for their cause.	5 fiscally sponsored organizations adopt and receive training on how to utilize the new fundraising tool.	Increased fundraising capacity for fiscally sponsored organizations.
Provide technical support for NAs board elections that model best practices for access and inclusion and comply with NA bylaws and the ONI Standards.	At least 12 NAs receive support for their elections such as ballot creation, voting process oversight, and independent tallying of results.	Neighborhoods conduct fair and transparent elections of their leadership.

**Explain. How do the activities and deliverables listed above align with and advance Civic Life’s long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).**

*The activities above will support communities in pursuing forms of governance that reflect their lived experience, values, and aspirations by equipping them with internal capacity-building skills for growing their efforts and achieving equitable practices for good governance. Through our fiscal sponsorship program especially, SE Uplift incubates nascent grassroots-driven solutions to community needs. Increasingly, we are attracting groups outside of our Small Grants Program from underserved communities that seek a trusted fiscal sponsor to guide them in scaling up their nonprofit organizational best practices. Additionally, some of the groups that we currently fiscally sponsor are moving toward becoming independent 501c3 nonprofit organizations and SE Uplift intends to guide them on that path toward independence.*



- C) TRAINING & SKILL BUILDING:** Ongoing education cultivates leadership at all levels in the community; supports neighborhood and community volunteers in building personal knowledge of relevant community issues and increases capacity for inclusive public engagement.

ACTIVITIES	DELIVERABLES	ANTICIPATED RESULT
<p>Foster collaboration among groups and volunteers around community livability issues.</p>	<p>Lead a Houselessness Action Committee with 10 district-wide meetings and a summit that shares resources, fosters collaboration, and spotlights solutions to the crisis.</p> <p>Lead a Land Use and Transportation Committee with 10 district-wide meetings that discuss, track, engage in and advocate for equitable land use and transportation outcomes for the public.</p> <p>Lead a Climate Justice Action Committee with 10 district-wide meetings that mobilizes residents - particularly from underserves communities - on ways to help the City reach its climate goals.</p> <p>Lead a Civic Engagement Committee that promotes public discourse and skill building on civic matters impacting the City and district.</p> <p>Facilitate 1-3 districtwide meetings to help stakeholders collaborate and problem solve together on matters of significance in the district or city.</p> <p>Host 1-2 workshops provided by City experts on community safety.</p> <p>Partner with and sponsor Black &amp; Beyond the Binary Collective's annual Night Out for Safety and Liberation.</p>	<p>Greater alignment and momentum among groups and volunteers around solutions for improving the safety and livability of our communities and interaction with their City.</p>
<p>Build core nonprofit skills, promote sector best practices, and develop the capacity for more inclusive public engagement among key stakeholder organizations.</p>	<p>Provide at least 3 organizational development trainings based on stakeholder needs (e.g. board development, budgeting, governance policies), viewed by at least 10 organizations.</p> <p>Provide a training series on nonprofit fundraising best practices that is viewed by at least 10 organizations.</p>	<p>Community groups build their organizational capacity to deliver on their missions.</p> <p>Stakeholder activities are more welcoming to all Portlanders.</p> <p>NAs will have access to tools to improve their meetings</p>

	<p>Pilot a Civic Engagement Leadership Academy that produces 9 tools and trainings on a range of topics such as issue advocacy, equity and accessibility tools, decision-making models, meeting facilitation skills, and inclusive public engagement practices that are viewed by at least 10 organizations.</p> <p>Replicate successful “NA Officer Roundtables” that promote knowledge sharing among district NA board officers and are attended by 10 NAs each.</p> <p>Collaborate with other District Coalition Offices on trainings to spread skill-building opportunities more broadly throughout all districts and maximize training resources.</p> <p>Include a Board Learning Topic in at least 6 SE Uplift board meetings that equips board members with knowledge and skills to bring back to their orgs (e.g. conflict of interest rules, open meeting standards, etc)</p>	<p>and increase accessibility to other demographics.</p>
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**Explain. How do the activities and deliverables listed above align with and advance Civic Life’s long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).**

*These training and skill-building activities and deliverables above align with Civic Life’s Inclusive Structures, Adaptive Governance, and Fulfilled and Empowered Portlanders goals by:*

- *Increasing community building and civic engagement opportunities for communities working toward equitable outcomes for all Portlanders;*
- *Supporting inclusive cross-cultural, cross-issue organizing in community to reflect the ability of resilient communities to address complex, inter-connected issues such as housing and economic stability;*
- *Creating and holding shared space where community and government can join together to identify opportunities, shared challenges and solutions; and*
- *Creating an environment for respectful dialogue and problem solving that acknowledges our differences as we work toward shared goals.*

**D) DOCUMENT MANAGEMENT:** Promote recordkeeping policies and best practices among NAs for transparency purposes. *All the activities in this section are required.*

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT
Promote document retention best practices for Neighborhood Associations and the District Coalition.	Develop and distribute a document retention reference guide to neighborhood associations and District Coalition Offices to train staff and volunteers.	Simplified compliance with document retention requirements.
	Collect and archive Neighborhood Association and District Coalition meeting notes and sign-in sheets. <i>(required)</i>	ONI Standards are met.
	Collect and deliver to Civic Life copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office. <i>(required)</i>	City, state and federal regulations are met.
	Collect and store Neighborhood Association election ballots for 60 days post-election. <i>(required)</i>	ONI Standards are met.
	Collect and deliver to Civic Life copies of updated District Coalition and Neighborhood Association bylaws, articles of incorporation, and records of tax-exempt status as provided to the coalition office. <i>(required)</i>	ONI Standards are met.
	Assist member Neighborhood Associations with tracking deadlines, completing, and filing of annual reports with the Oregon Secretary of State (SoS) Corporation Division, the Oregon State Department of Justice (DoJ). <i>(required)</i>	20 Neighborhood Associations are in good standing with DoJ and SoS.

**Explain.** *N/A, these activities are required.*

**E) OFFICE SPACE:** Maintain an office within the District Coalition area that can accommodate a safe and healthy workspace for staff, and that is open and accessible for community use.

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT/S
Maintain an office within the District Coalition area that accommodates district staff and that is accessible to the community with reasonably affordable,	80% of office space is rented to organizations that support, or are led by, underserved communities.	Office space meets the needs of DCO staff, stakeholders, and the community.

<p>safe, and healthy work and meeting spaces.</p>	<p>Accept mail on behalf of at least 15 NAs, BDAs, and mission-aligned tenant organizations.</p> <p>Increase accessibility features for disabled folks that use the building as informed by someone with lived experience from the disabled community.</p>	
<p>Offer meeting and storage space to community-based organizations that prioritizes the needs of underserved communities.</p>	<p>Update our rental agreement to increase equitable access to our community conference rooms.</p> <p>Promote conference rooms as hybrid-ready meeting spaces.</p> <p>Provide no-cost storage space to community groups that provide aid and support houseless folks and immigrants.</p> <p>Install more permanent wayfinding signage for building's accessibility features.</p>	<p>Marginalized communities have a space to gather.</p> <p>Community events are accessible both to folks who need to be in person and folks who need to be virtual</p>
<p>Develop a Building Improvement Plan to guide strategic investments in the building over time.</p>	<p>Convene a building task force of community volunteers and experts.</p> <p>Inform Building Improvement Plan priorities through a building inspection.</p> <p>Pursue funding sources for climate-friendly building upgrades.</p>	<p>A strategic plan for maintaining the building.</p> <p>A healthier work environment for staff, tenants and conference room renters.</p> <p>A smaller building carbon footprint that supports City climate goals.</p>
<p>Provide programming to attract and engage people with our indoor and outdoor gathering spaces.</p>	<p>Host a free Lead Testing event in collaboration with the City and Multnomah County to reduce lead exposure to SE residents.</p> <p>Coordinate at least 2 environmental education and stewardship events that engage the public in learning about our Backyard Habitat gold certified native landscape.</p> <p>Explore using one of the conference rooms as a gallery space for emerging</p>	<p>Greater awareness of the building as a community asset.</p>

	<p>artists from underserved communities.</p> <p>During the Hawthorne Street Fair, host the Portland indigenous Marketplace in our outdoor plaza, and an Open House inside the building to showcase our affordable community gathering spaces.</p>	
<p>Prioritize service contracts with businesses that are locally owned and run by BIPOC, LGBTQ+, and women community members.</p>	<p>Develop a rubric for evaluating vendors.</p> <p>At least 60% of SE Uplift’s vendors are run by people from marginalized communities.</p>	<p>Enhanced economic prosperity for marginalized communities.</p>

**Explain. How do the activities and deliverables listed above align with and advance Civic Life’s long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).**

*The activities and deliverables outlined in the Office Space section above exemplify the practice of equitably sharing resources that is embodied in the City’s Fulfilled and Empowered Portlanders recital. By leveraging our building as a community asset, we extend to historically underserved and marginalized communities safe and accessible spaces to gather, work and store resources that support their communities. Our office and meeting rental contracts are crafted with a lens toward equity and accessibility, and we prioritize the needs of these populations in our decision-making. Nearly all of the organizations renting office space and borrowing storage space from SE Uplift represent and/or serve communities most marginalized in society. Outside of this grant, SE Uplift will seek grant and partnership support for upgrading our building systems, amenities and structure to make it more comfortable, accessible and climate resilient.*

**F) COMMUNITY SMALL GRANTS PROGRAM:** Directly support grassroots organizations with funds that build capacity, increase engagement, and foster community. Prioritize support for projects led by or that partner with historically under-represented and under-served populations.

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT/S
<p>Design, launch and promote a Community Small Grants program that meets the required purpose and community need. <i>(required)</i></p>	<p>Identify 5 new ways to promote the grants program.</p> <p>Promote the grant opportunity to organizations from historically underserved communities.</p> <p>Host 2 pre-application webinars that explain the grant proposal requirements, application and decision-making processes, and scoring criteria.</p>	<p>Groups and individuals with marginalized identities have an increased likelihood to apply for and receive a grant.</p> <p>Stronger relationships with DCO partners.</p>

	<p>Convene a 12-volunteer Grant Review Committee to evaluate proposals using an equity lens and refer them to the board. accessibility</p> <p>Provide coaching and grant application support to at least 2 BIPOC, LGBTQIA, disability or renter groups.</p> <p>Collaborate and exchange ideas with other DCOs regarding their grant programs.</p>	
<p>Award and administer a grant program that supports community building activities in the coalition area. <i>(required)</i></p>	<p>Host a Grantee Mixer event to celebrate grantees and promote their efforts among district and City stakeholders.</p> <p>Attend at least 5 grantee events throughout the year and host a community bike ride series during Pedalpalooza that visits grantees and/or their projects.</p> <p>Provide grantees with capacity building training and support (<i>see Organizational Support and Training + Skill-building sections above</i>)</p>	<p>SEUL develops stronger relationship with marginalized groups and individuals in the coalition area.</p> <p>Grantees gain skills to scale up their organizations.</p> <p>Awareness of the grants program is increased among community members.</p>

**Explain. How do the activities and deliverables listed above align with and advance Civic Life’s long-term goals? Specifically, does your work plan strategy include support for and participation from historically underserved groups and individuals? Anticipated results should support your explanation (200 words).**

*The activities and deliverables above foster Inclusive Structures and Fulfilled and Empowered Portlanders by providing direct financial support that promotes equitable community-building practices. Targeted outreach and additional technical assistance is provided to historically under-represented and under-served communities to increase their likelihood of applying and being awarded a grant. The grant criteria will prioritize projects that engage historically under-represented communities and promote the social and ecological well-being of our neighborhoods. The volunteer-led Grant Review Committee will utilize an evaluation rubric that most heavily weights proposals which seek equitable outcomes.*

**G) ADD ADDITIONAL CATEGORY (OPTIONAL):** DCOs may choose to add a category that outlines the work they plan to do to uplift and support systems change, social and racial justice, or your organization’s diversity, equity, and inclusion goals (reference the Diversity & Inclusion Benchmarks document).

ACTIVITY	DELIVERABLES	ANTICIPATED RESULT/S
<p>Collaborate with other DCOs to share approaches to mutual challenges and more efficiently leverage our limited capacity and financial resources.</p>	<p>Participate in at least 6 meetings with DCO partners to collaborate and exchange information.</p>	<p>Increased camaraderie and collaboration among DCOs.</p>

**SE Uplift will also collaborate with Civic Life to:**

- **Meeting Schedule with Grant Project Manager:** Grantee will have bilateral meetings with Grant Project Manager *This schedule to be developed with Civic Life Grant Manager*
- **Meeting Schedule with Grant Project Manager and Grant Program Portfolio Peers:** Grantee will participate in monthly group meetings with Grant Project Manager and grant program portfolio peers. *This schedule to be developed with Civic Life Grant Manager*
- **Service Automation & Optimization:** Grantee will provide automation and optimization of service with assistance/guidance from the Office of Community & Civic Life.
- **Financial Allocation/Visualization/Infographics:** Grantee will provide clear data and dollars allocated to specific activities and otherspending of grant dollars for Civic Life to use in infographics.

**And support the following communications-related responsibilities:**

- **Event Synchronization:** share upcoming events within one month of event dates with Grant Project Manager
- **Social Media:** post 1 monthly message (provided by Civic Life)
- **Engage Media:** Participate and/or provide support when Civic Life is engaging media.
- **Support Newsletters:** Participate and/or provide support for Civic Life newsletters
- **Refine Enewsletter:** Work towards one unique newsletter format (when applicable), guidance provided by Civic Life mailing lists database.

**SE UPLIFT FY 23-24 OPERATING BUDGET - Board Approved**

<b>SE UPLIFT FY 23-24 OPERATING BUDGET - Board Approved</b>		
<b>Revenue</b>		
	Donations	250
	Fiscal Sponsorship Fees	11,000
	SEUL Grant Revenue	0
	Interest	1,000
	Meeting Room Rent	1,800
	Misc. Income	250
	OCCL Grant	531,090
	Community Small Grants (Income)	76,394
	Tenant Rent	54,472
	<b>Total Revenue</b>	<b>676,256</b>
<b>Expenses</b> (An asterix (*) indicates that all or a portion of the line item is a program expense)		
<b>Personnel</b>		
	Salaries	322,342
	Benefits	45,000
	Payroll Taxes	32,234
	Payroll Fees	3,400
	Professional Development	5,000
	Cell phone stipend	1,980
	<b>Total Personnel*</b>	<b>409,956</b>
<b>Administrative</b>		
	Bank Service Fees	24
	Copies (In-House)*	500
	Internet/Email/Telephone*	2,000
	Mileage & Travel*	500
	Misc.	200
	Monthly Subscriptions*	5,200
	Non-Capital Equipment*	5,000
	Office Supplies	3,000
	Permits & Filing Fees	500
	Postage	300
	Printing*	500
	Recognition	300
	<b>Total Administrative</b>	<b>18,024</b>
<b>Insurance</b>		
	Insurance*	12,000
	Volunteer Accident*	300
	Workers Comp Insurance	500
	<b>Total Insurance</b>	<b>12,800</b>
<b>Utilities</b>		
	Electricity	4,500
	Garbage & Recycling	1,500
	Natural Gas	2,000
	Water/Sewage	1,200
	<b>Total Utilities*</b>	<b>9,200</b>
<b>Building &amp; Maintenance</b>		
	Alarm System	1,800
	Equipment: Repairs & Rental	500
	Janitorial Services*	8,000
	Landscape Expense	3,500
	Property Taxes	750
	Rent Expense	21,600
	Repairs & Maintenance	6,000
	<b>Total Building &amp; Maintenance</b>	<b>42,150</b>
<b>Professional Services</b>		
	Event Accessibility Services*	3,500
	Fiscal Services*	34,000
	Community Trainings/Events*	6,000
	Professional Services*	31,432
	<b>Total Professional Services</b>	<b>74,932</b>
<b>Other Program Expenses</b>		
	Advertising*	500
	Hospitality/Meeting Expenses*	8,000
	NA Communications Funds*	15,000
	Partner Support*	1,000
	SEUL Grant Expenses*	0
	Donation (Expense)*	1,000
	Civic Eng. Leadership Academy*	6,000
	NA Filing Fees*	1,300
	Community Grants (Expense)*	76,394
	<b>Total Other Program Expenses*</b>	<b>109,194</b>
	<b>Total Expenses</b>	<b>676,256</b>
	<b>Net Income</b>	<b>0</b>
<b>Depreciation</b>		
	Depreciation	11,696
	<b>Total Depreciation</b>	<b>11,696</b>