

**Portland Children's Levy
Leverage Fund - Proposed Guidelines
Draft presented to 12/14/09 Allocation Committee Meeting**

Challenge Grants- \$2.5 million

Purpose: Leverage Resources for Applicant Initiated Projects/Programs

The objective of the Challenge Grants is to motivate providers to leverage additional resources to fund services in our program areas.

Funding Process Guidelines

Staff recommends the following guidelines for the funding process:

1. Available Funding and Funding Limitations
 - Total of \$2,500,000 available for all challenge grants; estimate 8-10 grants.
 - Minimum grant awards of \$250,000 over a period of at least two years.
 - Match ratio of at least 1:1, meaning that the applicant must secure from other sources an amount equal to or more than that being requested from the Children's Levy. See eligible forms of match below.
 - The total of all Children's Levy funding that an organization receives cannot exceed more than 30% of the applicant's revenues for its last closed fiscal year.
2. Eligible Projects/Programs
Proven programs that provide direct services to children and families in one of our funding areas.
3. Eligible Applicants
 - Non-profit organizations.
 - Local government entities, including schools, school districts, and community colleges. Local government applicants would be subject to the specific match requirements set forth below which are designed to assure that PCL is leveraging "new" money rather than simply matching investments that other government entities have already made.
4. Eligible Forms of Match
Applicants are required to provide a 1:1 match as follows:
 - Cash match: at least 50% of the match must be cash.
 - In-kind match: up to 50% of the match may be in-kind.
5. Eligible Cash Match Sources

For Non-profit Organization Applicants

- Foundation grants
- Individual donors
- Federal, state, or local government grants/funding
- Funds raised by the applicant organization through a variety of funding activities (e.g. events, annual fundraising campaigns, etc.)
- Corporate/Business contributions

For Local Government Entity Applicants

- Federal funding including the following funding streams:
 - Head Start
 - Early Head Start
 - 21st Century Schools
 - American Recovery and Reinvestment Act
 - Medicaid
 - Other federal funding streams that require a local match
 - Foundation grants
 - Corporate/Business contributions
6. Eligible In-kind Match
- Fair market value of equipment, supplies, goods and services directly benefiting the program and that offset operating expenses necessary to delivering the proposed program.
7. Timing of Cash Match Procurement
- To be eligible as a cash match, the funding must have been secured no more than four months prior to the application due date.
 - Cash match must be secured no later than six months past the date of award notification.
 - Children's Levy contracts would only be initiated after the entire cash match is secured. Applicants would be required to submit documentation of funding commitment from other sources (e.g. grant award letter, contract, and board meeting notes/resolutions).
8. Timing of Funding Cycles
- Round I: Application Deadline – March 1, 2010.
All cash match must be secured no later than 6 months after award notification.
 - Round II: Application Deadline – 3 months after Round I award notification.
This round would be added only if funds remain after Round I.
 - Round III: Application Deadline – 9 months after Round I award notification.
This round would be added only if there were unencumbered funds from Round I and/or there were still remaining funds after Round II.
9. Application Process
- Use a modified version of the Request for Investment (RFI) issued in 2009. In addition to the information requested in the 2009 RFI, applicants would be required to provide evidence of all match sources, cash and in-kind.
10. Next steps
- If the Committee votes to support these general guidelines for the challenge grant process, staff will develop more specific guidelines for the Committee's approval prior to making the funding available to the community.

Collaboration Grants for Private/Public Partnerships- \$500,000

Purpose: Funder Coordination to Achieve Policy Goals

The objective of the Collaboration Grants would be to seek and create intentional collaborations with other funders to achieve a policy goal(s) in our programs areas by jointly funding services or improvements in service systems.

Structure: Collaboration Committee

Staff recommends the following structure for cultivating collaborations:

- Create a Collaboration Committee to work with staff to seek out and cultivate funding collaborations in program areas supported by the Levy.
- Membership on the Collaboration Committee would include at least 1 - 2 Allocation Committee members, volunteers from the private funding community, and other volunteers with substantive expertise in our funding areas and/or connections in the private funding community (e.g. leaders in advocacy organizations). Membership would not be open to service providers.
- Committee and staff initiate and develop Collaboration Grant proposals. This pool of funding would not be open to provider applications for collaborative grants.

Funding Process for Collaboration Grants

Responsibilities of Collaboration Committee

The Collaboration Committee would work with staff to seek out and create proposals to bring to the Allocation Committee for consideration. The Collaboration Committee would:

- Generate collaboration ideas within our program areas;
- Cultivate relationships with private funders to determine potential partnerships;
- Work with staff to generate proposals that either build new collaborations between private funders and the Children's Levy, or connect the Children's Levy with existing collaborations between funders such as the Early Childhood Funders Circle, the Oregon Community Foundation's (OCF) Regional Action Initiative, and OCF's Oregon Parenting Education Initiative.

Staff's role in supporting the Collaboration Committee would include crafting proposals to present to the Allocation Committee for approval and assuring that proposals address the following:

- The policy goal(s) of the collaboration;
- The responsibilities between and among the partners to the collaboration;
- Criteria for evaluating the suitability of any entities proposed to receive funding under the proposal;
- Recommendations and/or concerns in funding the proposal.

Eligible Activities for Collaboration Grant Funding

- Program services: direct services to children/families
- Organizational capacity building: projects that improve the capacity for an organization(s) to deliver quality services;
- System Change Initiatives: activities that improve alignment among systems to make service utilization easier for children and families, and to make service provision in our community more efficient and effective. For example, the Children's Institute is working

with the state to make significant improvements on the state's methods for assessing children's kindergarten readiness. The Children's Levy may want to partner with private funders to support investment in improving that assessment tool. The tool could be used with Levy programs to generate meaningful data about the kindergarten readiness of children in Portland and the effectiveness of early learning programs.

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