

**Request for Letters of Interest
Community Benefit Grant Program
Round 4 Grant Cycle
Summer 2016**

Harbor Community Benefit Foundation is seeking letters of interest from qualified applicants for the fourth round of its Community Benefit Grant Program.

About the Community Benefit Grant Program

The Community Benefit Grant Program awards grants from the Port Community Mitigation Trust Fund, which was established to address Port of Los Angeles and Port-related impacts in the communities of Wilmington and San Pedro.

These impacts are from the operations of the Port of Los Angeles, both on and off-port property, and it is HCBF's goal to address these impacts by funding projects and programs that mitigate the past, present, or future impacts. The following are Port and Port-related Impacts that HCBF is looking to mitigate in this round of our Community Benefit Grant Program:

- Health Risk
- Noise
- Water Quality
- Air Quality
- Safety
- Aesthetics
- Marine Life

We encourage all applicants to visit our Grants page (hcbf.org/grants) to review past examples of funding and read frequently asked questions, and to visit our Research page (hcbf.org/research) to learn more about Port impacts.

Eligibility & Available Funding

Applicants must have evidence of tax-exempt status in order to apply for funding. If applicant does not have tax-exempt status, it may apply under a fiscal sponsor that does.

In Round 4, up to \$800,000 in grant awards are available.

Deadline

Submissions are due no later than **4:00 P.M. on Friday, July 1, 2016.**

Letter of Interest Requirements

A complete letter of interest must answer the following questions:

1. What project or program are you proposing to complete with HCBF funds?
2. How will this project or program mitigate a past, present, or future impact from Port of Los Angeles and/or Port-related operations?
3. What will be the long term community benefit of your project or program?
4. How long will this project or program take to complete?
5. What are your qualifications to complete this project or program?

Letter of Interest Formatting Requirements

Your application must be submitted using the Submittable application portal. The portal can be accessed by visiting hcbf.submittable.com, and selecting “Community Benefit, Round 4, Letter of Interest.” If you have previously applied for HCBF funding, you may use an existing Submittable login, otherwise you must create a new profile.

The following are the formatting and submission requirements for each part of your Letter of Interest:

Applicant Information: This section will be a form field that must be completed within the Submittable application portal. It will ask for basic details, like your organization’s name, address, primary contact, evidence of tax-exempt status, etc.

Letter of Interest: This section will be a Word or PDF document that must be uploaded to the Submittable application portal. The description must be completed using your own Word or PDF file, single-spaced, 12-point font, 1-inch margins, not to exceed two pages.

Evaluation & Timeline

Your letter will be evaluated by HCBF staff and an ad-hoc Board committee. Letters that demonstrate an ability to effectively mitigate a Port or Port-related impact will be invited to submit a full application in response to a Request for Proposal.