

**Request for Letters of Interest  
Community Benefit Grant Program  
Round 5 Grant Cycle**

Harbor Community Benefit Foundation is seeking letters of interest from qualified applicants for the fifth 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 (PCMTF), which was established to address Port of Los Angeles and Port-related impacts in the communities of Wilmington and San Pedro.

These impacts may come from the operations of the Port of Los Angeles (POLA), on or off port property. It is HCBF's goal to address these impacts by funding projects and programs that mitigate past, present, or future POLA impacts. The following are Port Impact categories that HCBF seeks to fund in Round 5 of the Community Benefit Grant Program:

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

To read examples of past funding, or to review frequently asked questions (FAQ) about this program, please visit [hcbf.org/grants](http://hcbf.org/grants).

**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.

Grantee (or Fiscal Sponsor) must be a tax exempt organization, as listed under Section 501(c)3 of the Internal Revenue Code, and not deemed a private foundation.

**Round 5 will distribute up to a total of \$500,000 in grant awards**

**The amount requested should not be in the Letter of Interest.** Applicants that are invited to submit a full application will provide a requested amount and budget during the full application process.

## **2017 Grant Rounds**

<b>Round</b>	<b>Release Date</b>	<b>Anticipated Contract Start Date</b>	<b>Available Funding</b>
5	February 27, 2017	August 1 <sup>st</sup> /September 1 <sup>st</sup> 2017	\$500,000
6	June 19, 2017	January 1, 2018	\$500,000

All dates are anticipated and subject to change. Please visit [hcbf.org/grants](http://hcbf.org/grants) for a detailed timeline.

## **Deadline**

Submissions for Round 5 are due no later than **4:00 P.M. on Monday, March 27, 2017.**

## **Letter of Interest Requirements**

A complete letter of interest must address each of the following questions:

1. What Port impact(s) will your project or program mitigate? (*This will be a dropdown box including the 8 impacts listed above, and will not be included in your two page limit*)
2. What project or program are you proposing to complete with HCBF funds?
3. How will this project or program mitigate a past, present, or future impact from Port of Los Angeles and/or Port-related operations?
4. What will be the long-term community benefit of your project or program?
5. How long will this project or program take to complete?
6. 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](http://hcbf.submittable.com)”, and selecting “Community Benefit, Round 5, 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. Based on their collective review and assessment, letters that demonstrate the potential to effectively mitigate a Port-related impact will be invited to submit a full application in response to a Request for Proposal.

## **Restrictions**

Community Benefit grants will be released twice per year. **If awarded, applicants may not apply for the same program or project again in the same calendar year.** A new proposal submitted in the same year will be reviewed by HCBF Staff to ensure that the program or project description and goals are distinct from the grant previously awarded that year.

If your organization received a Community Benefit grant in Round 4 (contracts began December 1, 2016), you are **not eligible** to apply for the **same project or program** until the next round of funding. Community Benefit Round 6 is scheduled to be released mid June 2017.

All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board of Directors. Projects funded from the Port Community Mitigation Trust Fund are subject to additional review, consideration, and approval by the Board of Harbor Commissioners at the Port of Los Angeles. The expected grant disbursement date will be announced at the time of award, typically but not necessarily within 90 days of the approval by the HCBF Board of Directors.