

**Request for Proposal  
Community Benefit Grant Program  
Round 5 Grant Cycle**

Harbor Community Benefit Foundation (HCBF) invites you to submit an application in response to this Request for Proposal for Round 5 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).

**Available Funding**

**Round 5 will distribute up to a total of \$500,000 in grant awards.** There is no minimum or maximum dollar amount request required for this cycle. Applicants may apply for any dollar amount, up to the \$500,000 available.

**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 are due no later than **4:00 P.M.** on **Tuesday, May 2, 2017.**

### **Application Requirements**

A complete response must include the following four components, totaling 100 points:

#### **1. Project/Program Description (40 points)**

The program/project description must address each of the following questions:

- A. 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 word limits*)
- B. What project or program are you proposing to complete with HCBF funds?
- C. How will your project or program mitigate a Port-related impact in San Pedro and/or Wilmington?
- D. What will be the community benefit of your project or program?
- E. Where specifically in San Pedro and/or Wilmington will your project or program take place?
- F. Do you have any partners in your project or program? If so, who are they, and what is/are their project role(s)?
- G. If you are proposing a project or program at a specific location, do you have permission to begin that project or program at this location? If so, please attach documentation, such as owner approval.

#### **2. Project/Program Work Plan (30 points)**

The purpose of a “Work Plan” is to provide clarity about what and how you plan to achieve with HCBF funds. If your application is awarded funding, your Work Plan will be used as a measurement tool to evaluate the progress and success of your project or program in mitigating Port impacts.

A successful Work Plan will provide the following details:

- A. **Goals:** What are the goals of your project or program?
- B. **Activities:** How will you achieve each goal?
- C. **Outputs:** How will you quantify the results of each activity?
- D. **Outcomes:** What will be the long-term impact of achieving this goal?

#### **3. Project/Program Budget (15 points)**

The purpose of the Budget is to provide a line-item summary of how you will spend HCBF grant dollars to mitigate a Port impact.

A successful Budget will provide the following details:

- A. **Program/Project Expenses:** This is a line-item breakdown of all expenses related to your proposed project or program, including personnel (labor costs). If requesting fringe benefits, please include the amount as part of the requested salaries, and list the fringe benefits percentage in your budget justification.
- B. **Administrative Overhead:** This is a lump-sum amount that may not exceed 10% of your total grant request. “Overhead” covers costs other than the direct costs required for the completion of the program or project (such as office space, office lighting and electricity, ...).
- C. **Budget Justification:** A successful budget justification explains the basis for each of the line items listed. This helps HCBF to better understand why these costs are listed and how the requested funds will be used. If requesting fringe benefits, please state the amount requested and the basis for that requested amount.

If your proposed project or program is receiving any funds from non-HCBF sources, please list them in the “Funding Match” column on the budget form. Reporting “Funding Match” amounts will not play a role in the overall scoring of your specific application, but will help HCBF to understand the size and scope of the proposed effort.

#### **4. Applicant Experience (15 points)**

In this section, please provide a one-page explanation of why your organization is a good candidate to receive HCBF grant funds to mitigate a Port impact and achieve the goals of your Work Plan. You may state your team’s credentials, accomplishments, past projects or programs, experience mitigating Port impacts, or any other information that you feel helps to establish your qualifications to receive the funds and do the work.

#### **Submission Formatting Requirements**

Your application must be submitted using the Submittable application portal. The portal can be accessed by visiting “[hcbf.submittable.com](https://hcbf.submittable.com)”, and selecting “Community Benefit, Round 5, Full Application.” If you have previously applied for HCBF funding, you may use an existing Submittable login, otherwise you must create a new profile.

Where required, an HCBF template must be used, and can be found at [hcbf.org/grants](https://hcbf.org/grants). No additional documents will be accepted. If more than one page is needed, please make a copy of the original template.

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

1. **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, etc.
2. **Project/Program Description:** This section will be a form field that must be completed within the Submittable application portal.
3. **Project/Program Work Plan:** This section will be a Word or PDF document that must be uploaded to the Submittable application portal. It must be completed on an HCBF template that can be downloaded at [hcbf.org/grants](http://hcbf.org/grants).
4. **Project/Program Budget:** This section will be an Excel file (budget) and a Word or PDF document (narrative) that must be uploaded to the Submittable application portal. The Excel file must be completed on an HCBF template that can be downloaded at [hcbf.org/grants](http://hcbf.org/grants). The narrative can be completed using your own Word or PDF file, single-spaced, 12-point font, 1-inch margin.
5. **Applicant Experience:** This section will be a form field that must be completed within the Submittable application portal.
6. **Supplemental Documents:** This section will ask for uploading of various supplemental documents:
  - a. Most recent 990 Tax Return (if not available, please explain)
  - b. Most recent audited financial statements (if not available, please explain)
  - c. Most recent Board of Directors roster
  - d. Organizational Chart
  - e. Organizational Operating Budget
  - f. Evidence of Tax Exemption

## **Evaluation**

Your application will be evaluated by HCBF staff and an ad-hoc Board committee. Each application will be evaluated for the program or project's ability to mitigate a Port impact and the quality of responses in each section. If necessary, HCBF may request a site visit with you to ask additional questions or clarify elements of your submitted application.

## **Deadline & Restrictions**

Applications are due no later than **4:00 P.M. on Tuesday, May 2, 2017**.

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.

Therefore, 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. Expected grant disbursement dates will be announced at the time of award and are typically, but not necessarily, within 90 days of the approval by the HCBF Board of Directors.