

**Request for Letters of Interest
Community Benefit Grant Program
Round 6 Grant Cycle**

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

About the Community Benefit Grant Program

The goal of the Community Benefit Grant program is to meaningfully address the impacts of Port of Los Angeles and Port-related activity in the Los Angeles neighborhoods of San Pedro and Wilmington. These impacts vary in type and scope, and include: aesthetics, air quality, health risks, land use, marine life, noise, safety, and water quality.

Addressing these impacts requires a combination of approaches, including community education, capital improvements, and special programming. Therefore, HCBF takes a networked approach to its grantmaking, seeking to fund applicants whose work will complement each other and provide a benefit to the community beyond individual grants. Here's a more detailed look at how HCBF approaches Port impacts:

Community Education

Addressing Port impacts requires that each affected stakeholder first properly understand them. Education plays a key role in elevating the awareness and significance of the ways in which the Port of Los Angeles, while providing many benefits, also negatively impacts the community in ways related to environmental and public health. Education can take the shape of seminars, one-on-one trainings, sessions held in association with local organizations and public schools, and other methods.

Capital Improvements

One method to address Port impacts is to invest in brick and mortar projects that can help offset or reduce Port impacts. Improvements such as tree planting or landscape buffering can trap diesel particulate matter and sequester carbon. Renovating and improving clinical spaces can help clinics increase their capacity to diagnose and treat respiratory diseases. Technology and equipment can allow organizations to deliver services to the community more efficiently.

Special Programming

Regular and routine programming in San Pedro and Wilmington that focuses on Port and Port-related impacts is essential in ensuring a continuous focus on health and environmental outcomes. Non-profits can play a key role with programming, offering evaluation-based tools that can tackle chronic disease management or air quality impacts.

To read examples of past funding, or to review frequently asked questions (FAQ) about this program, please visit 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 6 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.

Round	Release Date	Anticipated Contract Start Date	Available Funding
6	July 24, 2017	January 1, 2018	Up to \$500,000

All dates are anticipated and subject to change. Please visit hcbf.org/grants for a detailed timeline.

Deadline

Submissions for Round 6 are due no later than **4:00 P.M. on Monday, August 14, 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?
7. How will you communicate the success of your project or program and engage the community?

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 6, 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 5, you are **not eligible** to apply for the **same project or program** until the next round of funding. Community Benefit Round 7 is anticipated in mid summer 2018.

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.

**Request for Proposals
Community Benefit Grant Program
Round 6 Grant Cycle**

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Addressing these impacts requires a combination of approaches, including community education, capital improvements, and special programming. Therefore, HCBF takes a networked approach to its grantmaking, seeking to fund applicants whose work will complement each other and provide a benefit to the community beyond individual grants. Here's a more detailed look at how HCBF approaches Port impacts:

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Capital Improvements

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Special Programming

Regular and routine programming in San Pedro and Wilmington that focuses on Port and Port-related impacts is essential in ensuring a continuous focus on health and environmental outcomes. Non-profits can play a key role with programming, offering evaluation-based tools that can tackle chronic disease management or air quality impacts.

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

Available Funding

Round 6 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.

Round	Release Date	Anticipated Contract Start Date	Available Funding
6	July 24, 2017	January 1, 2018	\$500,000

All dates are anticipated and subject to change. Please visit hcbf.org/grants for a detailed timeline.

Deadline

Submissions are due no later than **4:00 P.M. on Monday, September 25, 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.
- H. How will you communicate the success of your project or program and engage the community?

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”, and selecting “Community Benefit, Round 6, 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. 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 individual form fields, for each question listed in the application requirements section, 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.
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. 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 Monday, September 25, 2017.**

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