

**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	Early 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 21, 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.