

**Harbor Community Benefit Foundation
Community Benefit Grant Program
Round 3**

Request for Proposals

Who is HCBF?

Harbor Community Benefit Foundation is a 501(c)3 non-profit organization formed in 2011. Its mission is to assess, protect, and improve the health, quality of life, aesthetics, and physical environment of the harbor communities of San Pedro and Wilmington, California, which have been impacted by the operations of the Port of Los Angeles. HCBF accomplishes this through grantmaking, independent research, and community engagement.

What is the Community Benefit Program?

The goal of the Community Benefit grant program is to support organizations, projects, and ideas that help reduce the impact of Port of Los Angeles operations by providing off port mitigation in the communities of San Pedro and Wilmington. The Port impacts these harbor communities in many ways, such as increased truck traffic, emissions, safety risks, and incompatible land uses. HCBF seeks proposals that address the unique environmental challenges facing the Harbor communities. Community Benefit grants are funded through the Port Community Mitigation Trust Fund (PCMTF), which HCBF administers.

What is the focus of Round 3?

HCBF was created to address port and port-related impacts. In this Round we are focusing on answering these questions about particular types of port impacts:

- 1) How can the community alleviate air quality issues?
- 2) How can the community address incompatible land uses?
- 3) How can the community alleviate Port-related safety risks?

In this Round, applicants may seek funding to answer one or more of the above-mentioned questions by addressing one or more Impact Priorities. The three Impact Priorities fall into two categories: Projects and Programs. Projects involve planting or installation, while programs focus on education and dissemination of information.

Impact Priorities:

- 1) Projects that capture or filter particulate matter, carbon emissions, or other Port-related pollutants in San Pedro or Wilmington.¹

Examples: May include, but need not be limited to: 1) planting trees and other carbon sequestering plants in an area of port impact; 2) installing a mesh fence that traps particulate matter along a truck route, train route, or ship corridor, and; 3) identifying areas of air pollution and testing or creating a new technology or system for capturing particles.

- 2) Projects that establish a buffer adjacent to Port-related land uses and community land uses, including port-traffic streets and corridors. A buffer must be a project (mural, plants, mesh fencing etc.) that creates a visual, landscape, and/or noise buffer between the community and port-related operations.

Examples: May include, but need not be limited to: 1) creating a mural between a residential area and port operations to correct a negative visual impact caused by port operations; 2) planting shrubs, plants, or trees that create a landscape and noise barrier between a neighborhood and a port traffic corridor, and 3) installing a wall that acts as a noise barrier between a residential street and a truck route, train route, or ship corridor.

- 3) Projects and programs that improve community safety related to Port-related risks, such as oil spills, truck traffic, rail yards, pollution sources, hazardous storage, and noise.

Examples: May include, but need not be limited to: 1) oil spill response training; 2) creating an evacuation route for community members in the event of a port related disaster, and; 3) installing safety signage in neighborhoods and school pedestrian walkways along truck or train routes.

Available Funding

The total amount of funding for this round is \$350,000. The minimum request is set at \$5,000, with a maximum request of \$75,000.

HCBF understands the complexity and expense of large-scale or capital improvement projects, and will consider funding up to \$5,000 for the planning or study phase of a potential project. Approved funding for the planning phase is not a guarantee of future funding for the entire project. If you have questions on this concept please reach out to HCBF Staff directly.

Application Content

HCBF evaluates grant applications based a 100-point scale. The four criteria for review are listed below. More detail for each category can be found in the online application (release date TBD). **At a minimum, your project or program must take place in Wilmington or San Pedro and must address a port related impact in order to qualify for funding.**

¹ Types of Emissions, for example, may include Greenhouse Gases, Diesel Particulate Matter, Criteria Pollutants, and Hazardous Air Pollutants.

Criteria	Points
<p>1. Project Description</p> <p>HCBF Staff is available to provide technical assistance on any of the criteria listed below. Please attend the Grant Workshops, or contact HCBF Staff directly to receive clarification.</p> <p>The project description should provide the details of your project or program. Your project description also needs to answer or respond to the the following questions or statements, in addition to the details of your project or program:</p> <ul style="list-style-type: none"> • How will your project or program address a port-related impact relating to one or more of HCBF’s three Impact Priorities? The primary benefit of your project or program must address a port-related impact. • Where will your project or program take place within San Pedro and/or Wilmington? Let us know why you feel that the location of this specific project or program is located in an area that is impacted by port-related operations. • What are the secondary benefits to your project or program? Your project or program may have secondary benefits that are not necessarily port or port-related. • Who are the partners (if any) for this project or program? • Do you have site control at the project location? Please let us know that you have received permission to begin a project or program at the proposed location. Please provide any documentation, board approval, or a letter of approval from the site owner if the property is not owned by your agency. <p>Requirements for Project Description: <i>Please upload a Word document no more than two pages in length, with 1-inch margins and 12 point Times New Roman font.</i></p>	50
<p>2. Workplan* – click here to download the required form</p> <p>The Workplan should provide the goal(s) of your project or program and include the strategy for execution, evaluation methods, and a detailed timeline.</p> <p>Requirements: <i>This Word document may be no more than one page, with 1-inch margins and 12 point Times New Roman font.</i></p>	15
<p>3. Experience – form field in Submittable</p> <p>Please tell us about your team’s relevant background for this program or project. Also, describe any projects or programs that you have completed similar to this proposal.</p>	10
<p>4. Budget* – click here to download the required form</p> <p>Please use the required Budget form to complete the budget for the proposed project or program. Please be sure to include a detailed budget narrative (space provided in the budget form).</p>	25

Applicants will be required to provide the following documents in their application:

IRS Letter of Exemption

Board Roster

Agency Organizational Chart
Audited Financials (most recent, if available)

990 (most recent)
Agency Operating budget

***Please be sure to use the required templates or forms. Each file can be uploaded via the links in this application guide or by visiting our website at hcbf.org/grants.**

Who is eligible to apply?

Eligible applicants include: community-based organizations, non-profit organizations, and educational institutions. All applicants must have tax-exempt status, such as a 501(c)3 letter from the Internal Revenue Service (IRS). All applicants must submit proposals that address one or more Community Benefit Grant funding paths and must serve Wilmington and/or San Pedro. Applicants *based* outside of these communities are also encouraged to apply if project or program takes place in Wilmington or San Pedro.

If you do not have tax-exempt non-profit status, you may apply through a Fiscal Sponsor. Applicants may submit more than one application and collaborate to strengthen their projects and programs. If you are submitting a co-application, please include a commitment letter as part of your Supporting Documents.

Public agencies affiliated with the Port or the City of Los Angeles, HCBF staff and Board members, related parties, beneficiaries, or their affiliates are not eligible to apply for funding.

When are applications due?

Applications are due by 4:00pm on Friday, September 25, 2015.

How do you apply?

Go to hcbf.org/grants and follow the link to the Submittable online application for Round 3. Submittable will require you to create a log-in profile so you can save your progress and submit electronically.

What happens after submitting your application?

You will receive an auto reply following the completed submission of your grant application via Submittable. HCBF Staff will then begin reviewing applications.

HCBF Staff will review all submissions to determine eligibility, completeness, and responsiveness based on grant consideration criteria and evaluation forms specific to this program.

An ad-hoc grant selection committee, made up of members from HCBF's Board of Directors, will also review and evaluate all funding proposals. They may request clarification from an applicant or initiate a site visit. The ad-hoc committee will present its recommendations to the entire HCBF Board of Directors for review and consideration in a public meeting.

All grant award decisions, including terms and conditions of any grant agreement, require approval by a majority vote of the HCBF Board during a public meeting. Projects funded from the Port Community Mitigation Trust Fund (PCMTF), such as the Community Benefit Grant Program, are subject to additional review, consideration, and approval by the Board of Harbor Commissioners. The anticipated funding dates will be announced at the time of award, typically but not necessarily within 90 days of the approval by the foundation's Board of Directors.

Grant Workshops

San Pedro:

Friday, August 28th, 2015 at 10:00am.

San Pedro Municipal Building
638 S. Beacon Street, Room 452, San Pedro, CA 90731

Wilmington:

Wednesday, September 2, 2015 at 10:00am.

Wilmington Chamber of Commerce
544 N. Avalon Blvd., Wilmington, CA 90744

Contact Us

You may reach the program staff at 310-997-7116, ata@hcbf.org, or meghan@hcbf.org.