



HARBOR COMMUNITY  
BENEFIT FOUNDATION

# Community Benefit Grant Program Round 7 Supplemental Webinar

Presenters: Meghan Reese & Tamanna Rahman

Please read the [Request for Letters of Interest](#) before viewing this presentation.  
For questions, please email [tamanna@hcbf.org](mailto:tamanna@hcbf.org)





**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

## **MISSION**

Harbor Community Benefit Foundation invests in the quality of life of communities impacted by port-serving industries.

## **VISION**

A healthy, beautiful environment for port-impacted communities.



# General Information for Community Benefit Grant Round 7

- **Available funding:** Up to \$250,000
- **LOI Submission Deadline:** April 24th, 2020 (revised)
- The goal of the Community Benefit Grant program is to mitigate the impacts of Port of Los Angeles and Port-related activity in the Los Angeles neighborhoods of San Pedro and Wilmington and improve quality of life.



# Priority Areas for CB Grant Round 7

For Round 7 of the Community Benefit Grant Program, HCBF is seeking proposals that address the previously mentioned goals, but is especially interested in the following topics areas:

Air Quality

Community Health  
& Education

Land Use &  
Community Safety

Access to Natural &  
Other Community  
Resources

If you need additional details, more information can be found in [Request for LOI.](#)



# Eligible Activities for Round 7

Addressing Port-related impacts requires a **combination** of approaches including:

Capital  
Improvements

Special  
Programming

Planning

Activities need to align with HCBF's mission.



# Who is Eligible to Apply?

- Eligible applicants have included:
  - Non-profit organizations
  - Schools
  - Community organizations
  - Other community stakeholders.
- Applicants must be a **tax-exempt organization** or apply under an organization with tax-exempt status
  - 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.



# How Do I Submit the LOI?

Application must be submitted using the  
[Submittable application portal](#)

Go to [hcbf.submittable.com](http://hcbf.submittable.com) and select “Community Benefit,  
Round 7, Letter of Interest.”



HARBOR COMMUNITY  
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**Community Benefit Round  
7 - Letter of Interest**

More ▾

**Submit Your Application**

Harbor Community Benefit Foundation



# Submittable Form Components

- **Applicant Information:**
  - Must be completed within the Submittable application portal.
  - Includes basic details such as organization's name, address, primary contact, evidence of tax-exempt status, etc.
- **Community Served**
- **Impacts proposed project will mitigate**
- **HCBF Priority Areas**
- **Letter of Interest:**
  - A Word or PDF document that must be uploaded to the Submittable application portal.
  - Single-spaced, 1-inch margins, Times New Roman 12-point font (or equivalent), and not to exceed two pages.
  - Address questions as provided in the Request for LOI





# What Information Do I Include in the LOI?

- Overview of project/program and purpose.
- Explain how proposed project will mitigate a past, present, or future impact from Port of Los Angeles and/or Port-related operations. Discuss the potential long-term community benefit of proposed project.
- Rough cost estimate
- Duration for completion
- Organizational & Staff qualifications
- Partnerships & collaborations
- Meaningful community engagement and build local knowledge and skills that align with HCBF's mission.
- Longevity and sustainability
- Communicating the success of your project or program

Please refer to the [Request for Letters of Interest](#)



# Revised Grant Submission Overview

How does Round 7 differ from the previous cycles?

## Previous HCBF Grant Cycles

Release LOI

LOI Submissions vetted by Staff  
and Committee

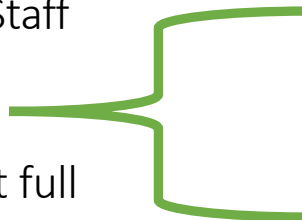
Applicants invited to submit full  
RFP via Submittable

RFP Review

## CB Round 7

Same process, except...

LOI Presentations  
to Full Board



# Application & Review Process

## STEP 1

Applicants submit  
LOI

## STEP 2

Staff reviews LOI for  
eligibility

## STEP 3

Staff and CB ad hoc  
committee evaluate  
responses to the  
LOI

## STEP 4

Identify those  
applicants invited to  
the next step.

## STEP 5

Invitations for  
presentation to  
full board

## STEP 6

Presentations  
to the full  
HCBF Board



# LOI Presentations to Full HCBF Board

- Invited applicant will give brief presentation to full HCBF Board
  - 3 to 5-minute presentation with additional time for Q & A
  - Brief pitch of project and why it is significant
  - Rough cost estimate
- Option: Short video presentation
  - 3 – 5 minutes
  - Must be project specific. HCBF **will not** accept any general videos about the organization
  - Someone from the organization **must be** in attendance to answer questions



# Application & Review Process (Cont.)

## STEP 1

Applicants submit  
LOI

## STEP 2

Staff reviews LOI for  
eligibility

## STEP 3

Staff and CB ad hoc  
committee evaluate  
responses to the  
LOI

## STEP 4

Identify those  
applicants invited to  
the next step.

## STEP 5

Invitations for  
presentation to  
full board

## STEP 6

Presentations  
to the full  
HCBF Board

## STEP 7

Board makes  
recommendations  
for RFP Invite at  
next meeting

## STEP 8

Open Call  
for RFPs

## STEP 9

Invited Applicants  
Submit Response to  
RFP

## STEP 10

Review of  
submitted proposals

## STEP 11

HCBF Board votes  
on Staff funding  
recommendations

## STEP 12

Award Funding



# Anticipated Round 7 Program Timeline for 2020

Updated information (and any reminders) about Round 7 will be shared via our **mailing list**, **social media**, and will be posted on the **HCBF website**. Please be sure to check the Grants page or contact us for more information.

LOI Submission Deadline	Friday April 24 <sup>th</sup> @ 4pm PST
LOI review period (Review & Presentations)	End of April – Mid June
Open call for RFPs (by invite only)	End of July
RFP Submission deadline	End of August
RFP review period	September – Mid October
HCBF Board Award funding	End of October
Contracting & Disbursement (BOHC)	November - December
Anticipated Contract Start Date	December 2020 – January 2021



# Other Important Information & Resources

## Contact Information

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## Important Links

### [Request for Letter of Interest](#)

- Find information on requirements.

### [Submittable Form](#)

- To submit Letter of Interest

### [Community Benefit Grant Program](#)

