



March 8, 2021

**Education and Outreach Subcommittee
Cover Memo: Community Green Fund Online Collateral**

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Commissioners:

The Education and Outreach Subcommittee has been developing the online infrastructure to begin allocating funds from the \$5,000 Community Green Fund, a new seed grant fund that seeks to create systems of mutual relationship and support between the Sustainability Commission and local organizations. This process is replicating that of the Human Rights Commission for allocating funds, which is already in place and successful.

The funds are available to community organizations/individuals representing organizations seeking funding (limits outline in Request Support Form) for community education/events around sustainability, broadly defined. Seed grant seekers can visit our webpage, review guidelines for funding, and complete a "Request Support Form" to apply for funding. These forms, as they are received, can be included in our monthly agenda packet for review and voting approval at the beginning of our meetings. Successful applicants will then receive a check from the city, and are responsible for submitting final proof of concept/review of their event/activity.

Attached you will find the following documents for review that we will move to approve at the upcoming meeting:

1. Draft/Mock-up Webpage Content
2. Linked Online PDF: Guidelines (HRC Version, "Sustainability Commission" will be subbed in as appropriate)
3. Online Request Support Form Mock-Up

Additional next-steps include:

- Approving process for approving requests (including forms in our monthly agenda packet)
- PR slides to present to local organizations
- Distributing funds!

Thank you for your consideration!

The Education and Outreach Subcommittee

Request Support from the Commission

Support for community events

The Eugene Sustainability Commission (ESC) may endorse events or projects and/or provide small grants to help support activities consistent with the Commission's activities and purposes.

The commission's authority to spend public money is subject to:

1. Oregon law
2. City Charter
3. City budget constraints
4. City Manager/delegate approval

The commission's activities and purposes are to advise and provide support on the following topics:

- Sustainability policies and practices that reflect community values, including but not limited to issues of housing, transportation, environmental justice, natural resource management, carbon emissions, and waste reduction.
- Sustainable business practices
- Green building design and infrastructure

Guidelines for community requests for support

Please read these [guidelines](#) before submitting your request

How to request funding from the Sustainability Commission:

1. Complete and submit an [online Request for Support Form](#)
2. Applications should be received by staff no less than 45-days in advance of the event. Requests must arrive 10 days before the next ESC meeting (3rd Wednesday). In extraordinary circumstances the ESC may consider an application closer to an event.

3. Have a representative of the applicant attend the ESC meeting to answer questions. Applicants will be notified via email of the date when the ESC is expected to review a funding request.
4. The ESC will consider the recommendation and vote to approve or deny the request for support. The Commission reserves the right to fund requests at a level lower than the requested amount.
5. Staff will notify the applicant of the commission's decision regarding funding or endorsement within 72 hours after the ESC meeting.
6. If funding is approved, the applicant must provide a follow-up report to the Sustainability Commission that includes information about the numbers of participants, ways the event succeeded, and how it could be improved in the future along with an accounting of how the funds were spent. This report must be submitted within 30-days of the event. Failure to provide this report may jeopardize future funding for the event or organization.



GUIDELINES FOR COMMUNITY REQUESTS FOR SUPPORT

Funding Authority and Purpose (City Code Sections 2.260, 2.265, 2.280, 2.285)

The Human Rights Commission may spend public money to promote its purposes and activities. Its authority to spend public money is subject to 1) Oregon law; 2) City Charter; 3) City budget constraints; and 4) City Manager/delegate approval.

The commission's activities and purposes are to:

- Help the City provide equal opportunity for all its citizens
- Work to eliminate discrimination
- Monitor the status of civil and human rights in the community
- Make recommendations to the City Council in human rights areas
- Support and provide programs and services that help eliminate discrimination and improve human relations, and work with other community groups and public agencies in these efforts

Funding Approval Guidelines

The commission's authority to spend public funds allows it to consider *only* requests that meet the following guidelines:

Purchase of a product or service

State law prohibits the City from "giving" money to another organization, regardless of the worthiness of its purpose. The commission may consider purchasing a specific product or service, such as a brochure or workshop, as long as the product or service is related to the commission's own purposes and work plan and it clearly benefits the City organization.

Compliance with commission and City Council goals and policies

The City cannot purchase a product or service whose provision would conflict with its goals, policies, and stated positions. Spending public tax money for a service puts the City on record as supporting that service. The commission may not sponsor events whose other sponsoring groups and organizations are incompatible with the goals and purposes of the commission and City Council. The commission does not sponsor events that are not open to the public or that are strictly fund-raising events. The commission does not support events held in locations on the Lane County Labor Council's Unfair Labor Practices List.

Accessibility

Commission bylaws require that events it sponsors must be fully accessible. Facilities should meet Americans with Disabilities Act standards and sign interpretation should be provided if requested. Both wheelchair access and the availability of interpretation should be included in advertisements for the event.

Levels of Support

Endorsement

The commission may endorse specific events whose values it supports but to which it does not contribute money. The commission's name may be used in advertising for these events. A short application for this level of support must be submitted to the commission prior to use of its name.

(OVER PLEASE)

Levels of Support (continued)

Support

The commission may provide up to \$100 for events that meet the guidelines if commissioners are not actively involved (see definition of active involvement below). The purpose of these events must be aligned with the commission's mission and goals.

Co-sponsorship

The commission may provide up to \$200 for events meeting the guidelines and in which commissioners will be actively involved. Active involvement means that, at a minimum, the group planning the event works directly with a commissioner who serves as a formal liaison between the group and the commission and reports back to the commission regularly. If possible, a commissioner should participate in the planning process and the commission should have an information table at the event.

Time Line for Application

1. Applications should be received by staff **no less than 45-days in advance of the event**. In extraordinary circumstances the HRC may consider an application closer to an event.
2. Organization/individual submits completed Application for Funds to:
City of Eugene, Human Rights & Neighborhood Involvement
Attn: Request for Support
99 W 10th Ave Suite 116
Eugene, OR 97401
fax: 541 682-5221 ph: 541 682-5177 or email to <mailto:hrni@ci.eugene.or.us>
3. City staff will forward the application to the chair of the HRC for inclusion on the agenda at the HRC meeting following the date the application was received. The HRC meets at 5:30 pm the **third Tuesday of every month in the Sloat Room of the Atrium Building (99 W 10th Avenue)**. A representative of the requesting group is encouraged to be present at the HRC meeting the application is being considered.
4. The full commission will consider the recommendation and vote to approve or deny request for support. The Commission reserves the right to fund at a level lower than that requested.
5. Within 72 hours following the commission meeting, staff will notify the applicant of the commission's decision regarding funding or endorsement.
6. If funding is approved the applicant must provide a follow-up report to the Human Rights Commission that includes information about the numbers of participants, ways the event succeeded, and how it could be improved in the future along with an accounting of how the funds were spent. This report must be submitted within 30-days of the event. Failure to provide this report may jeopardize future funding for the event or organization.

Sustainability Commission Request for Funding

The City of Eugene allocated funds to the Sustainability Commission (SC) to use to support community events. Applications must be submitted complete with a full explanation of the funding request. All requests must be submitted 10 days prior to the SC meeting (3rd Wednesday) in advance of the event or project start date. Timely submission assures that requests are discussed and approved for funding. Having a representative at the SC meeting to answer questions about the request is strongly encouraged. Please note that if funding is approved, the commission requires a follow-up report within 30 days of the event. Recipients may submit a written report or may attend the next commission meeting to present a brief verbal report. Photos are encouraged but not required. Failing to provide a report may result in denial for future funding.

Date of Event

Date of Funding Required

Please describe the event/activity for which you are requesting support and/or funding*

Level of Support Requested*

-- Select One --

- Endorsement: no funding but endorsement for use on advertising and outreach.
- Support: up to \$250 for an event where SC is not directly involved.
- Co-sponsorship: up to \$1,000 for event with SC involvement.

Please indicate which level of support that is being requested:

SC co-sponsorship would involve a Sustainability Commissioner with participation to be determined based on event structure.

How much is the request for? *

Enter 0 if this is just a request for endorsement

Name of Support and/or Funding Recipient

- Organization (if applicable)
- Applicant's First Name*
- Applicant's Last Name*

- Address (for mailing check)*
- City*
- State Name*
- ZIP*
- Email*
- Phone*
- Extension

Payment should go to:*

- Organization Listed
- Individual Listed
- Not a funding request

How does this request align with the work of the Sustainability Commission? What will these funds be used for specifically (if applicable). *

Who are the other community partners and what is their level of involvement?

I acknowledge that by receiving funding to support this event that I am responsible for providing a brief report back to the SC within 30-days of the event. Failure to provide this report either in writing or in person at a SC meeting may result in denial for future funding. *

Electronic Signature

By providing the information below and electronic signature, I certify that I have read and understood the submittal requirements outlined, and that I understand that omission of any listed item may cause delay in processing the application. I (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

I am the:

Applicant

Applicant's Representative

Full Name of Applicant representative

Email of applicant's representative

Electronic Signature*

Sign

By checking this box, I am providing an electronic signature.

Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit