

## AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT

This Agreement is between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and Outside the Frame (Grantee) (together referred to as the "Parties").

### RECITALS:

This Agreement is entered into for the purpose of providing the Commission's 2017 grant funds for the Grantee's Changing How Homeless and Marginalized Youth See and are Seen Through Film Project.

### AGREEMENT:

#### 1. Grant Amount, Use of Grant

Grantee is awarded a total amount of \$51,361 for specific capital costs related to the Grant project. Grantee shall use the Grant funds exclusively for the purposes outlined in its Grant Application (the "Grant"). The Grant Application is attached to this Agreement as Attachment 1. Grantee shall not use the Grant funds for any purposes other than those set forth in Attachment 1.

#### 2. Project Manager

The Commission's Project Manager shall be Rebecca Gibbons or such other person as shall be designated in writing by the OCT Director.

#### 3. Payments

Upon submission of an invoice from Grantee, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the Commission shall pay to the Grantee \$51,361 as specified in the invoice within thirty (30) days after receipt of the invoice.

Grantee shall submit the invoice online through the Commission's online grants management system using the claims module. The invoice, uploaded as an attachment to the grants management system claims module, shall be on Grantee's letterhead, signed and dated by an authorized representative of Grantee and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the Grantee of the reason(s) for the disallowance and non-payment.

All expenditures made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.

Grantee shall repay to the Commission, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.

#### 4. Financial Records

Grantee shall account for the Grant funds separately in its books of accounts. Grantee shall

charge only Grant-related expenditures against Grant funds.

Grantee agrees to keep accurate and complete financial records that will enable the Commission to easily determine the use of Grant funds and the allocation method of Matching Funds committed by Grantee and Project Partners in the Grant for the project.

## 5. Reports

Grantee shall submit Interim Status Reports and a Final Status Report (collectively referred to as 'Report(s)') to the Project Manager using the Commission's online grants management system. The Reports shall include both programmatic and financial information as established by the Commission. An example of the range of report information collected is attached to this Agreement as Attachment 2. For a Report to be acceptable to the Project Manager, the Grantee shall document and clearly describe the progress of the grant scope in accordance with the reporting schedule defined below.

Interim Status Reporting periods are July 1, 2017 through December 31, 2017; January 1, 2018 through June 30, 2018; January 1, 2019 through June 30, 2019; July 1, 2019 through December 31, 2019. Interim Status Reports are due within thirty (30) days of the end of each reporting period.

Grantee shall submit a Final Status Report no later than March 1, 2020.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by Grantee related to the Grant.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. Grantee shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or Grantee's performance of services related to this Agreement available for inspection by the Project Manager or other Commission representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

Grantee shall immediately provide notice in writing by electronic mail to the Project Manager when Grantee anticipates or realizes any deviation in the Grant project which may result in Grantee's inability to complete the Grant project as originally submitted and approved by the Commission.

## 6. Project and Fiscal Monitoring

The Commission and the Project Manager shall monitor the Grantee's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but are not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. Grantee shall remain fully responsible at all times for performing the requirements of this Agreement.

7. Audit

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of Grantee for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the Commission receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the Commission's Project Manager shall notify Grantee within 5 business days of receiving the notice, and shall identify to Grantee the relevant financial records of Grantee that the cable company seeks to review. The scope of such audit or review of Grantee shall be consistent with the terms of the applicable cable franchise. Grantee agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by Grantee. The Commission's Project Manager shall promptly provide Grantee with written notice of the audit or review's conclusions.

8. Publicity

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the Commission through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The Commission may include information regarding the Grant in periodic public reports.

9. No Other Obligations/Complete Agreement

Grantee acknowledges that, except for the Grant, the Commission has no obligation to provide, and the Commission has not led Grantee to believe in any way (whether expressly or by implication) that the Commission will provide any additional or future assistance, financial or otherwise, either to Grantee or for the Grant project.

This Agreement contains the complete agreement of the parties. This Agreement may not be assigned, nor may any of the Commission's rights be waived, except in writing signed by a duly authorized representative of the Commission. The Commission may specifically enforce, or enjoin a breach of, the provisions of this Agreement, and such rights may be freely assigned or transferred to any other governmental entity by the Commission.

10. Representations

Grantee represents that it has full power and authority, and has obtained all necessary approvals, to accept the Grant, to carry out the terms of the Grant and this Agreement, and to conduct the Grant project in compliance with all applicable laws.

11. Indemnification

Subject to the limitations and conditions of the Oregon Constitution, Article XI, Sections 7 and 9, and the Oregon Tort Claims Act (ORS 30.260 through 30.300), the parties agree to indemnify and hold one another harmless from any loss, damage, injury, claim, or demand arising from their respective activities in connection with this Grant. Neither party shall be liable for any loss, damage, claim, or demand arising from the negligence of the other party or its agents or employees.

12. Compliance with Laws

The Commission and Grantee agree to comply with all applicable local, state and federal laws and regulations that apply to the subject matter of this Agreement.

13. Amendment

The Project Manager is authorized to amend the terms and conditions of this Agreement, provided such changes do not increase the Grant amount or the Commission's financial risks or change the purpose of the Grant. If approved such amendments shall only be effective if in writing, and signed by duly authorized representatives of both Parties. Any change in the amount of the Grant funds or the financial risks under this Agreement must be approved by vote of the Commission.

14. Term of the Agreement

This Agreement becomes effective on July 1, 2017, unless Grantee fails to sign and return the Agreement to the Commission within thirty (30) days of Commission action to approve the Agreement, in which event this Agreement shall be null and void. The term of this Agreement is through, and including, March 31, 2020.

15. Early Termination of Agreement

This Agreement may be terminated prior to the expiration of its term by:

- (a) Written notice provided to Grantee from the Commission before any obligations are incurred; or
- (b) Mutual written agreement of the Parties.

Termination of this Grant shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. However, upon receiving a notice of termination, Grantee shall immediately cease all activities under this Grant, unless expressly directed otherwise in writing from the Commission in the notice of termination. Further, upon termination, the Commission and/or Grantee shall deliver to the other party all works-in progress and other property that are or would be deliverables had the Grant been completed. Grantee shall be entitled to receive reasonable compensation as provided for under this Agreement for any satisfactory work completed up until the time of notice of termination.

16. Material Failure to Perform

The Project Manager may terminate this Agreement after determining that Grantee has failed to comply with any material term or condition of this Agreement. The Project Manager shall give Grantee written notice of the intent to terminate this Agreement, identifying the reasons for such action.

If Grantee fails to remove or otherwise cure the material failure within thirty (30) days of the written notice of termination, or if Grantee does not undertake and continue efforts satisfactory to the Project Manager to remedy the failure, then the Commission may, at its sole discretion, require Grantee to refund to the Commission any amounts improperly expended, any unexpended amounts

or the full amount of Grant funds paid by the Commission to Grantee for the Grant project in compliance with the terms and conditions of this Agreement.

17. Suspension of Work

The Project Manager may at any time give notice in writing to Grantee to suspend work and expenditure of funds provided under this Agreement. The notice of suspension shall specify the date of suspension and the estimated duration of the suspension. Grantee shall immediately suspend work and expenditure of funds to the extent specified. During the period of the suspension Grantee shall properly care for and protect all projects in progress including materials, supplies, and equipment that are on hand for performance of the Grant. The Project Manager may, at any time, withdraw the suspension of work as to all or part of the suspension in written, by electronic mail, notice to Grantee specifying the effective date and scope of withdrawal. Grantee shall then resume diligent performance of the work. In no event shall Grantee be entitled to any incidental or consequential damages because of suspension.

The causes for suspension of work include, but are not be limited to, Project Manager's concerns about Grantee's ability to complete the Grant in accordance with this Agreement or any other non-compliance with the Agreement.

18. Non-Discrimination

In carrying out activities under this Agreement, Grantee shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. Grantee shall take actions to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, or disability. Such action shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, marital or economic status, familial status, national origin, sexual orientation, disability or source of income. In regard to carrying out activities under this Agreement, Grantee shall further not arbitrarily refuse to provide services to any person and shall not discriminate in offering services on the basis of race, color, religion, age, sex, marital or economic status, national origin, sexual orientation, disability or source of income.

19. Severability

If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be considered stricken.

20. Choice of Law and Choice of Forum

This Agreement shall be construed according to the laws of the State of Oregon, without regard to its provisions regarding conflict of laws. Any litigation between the Commission and Grantee arising under this Agreement or out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.

21. Survival

As of the date of termination of this Agreement, any pre-existing unresolved claim or dispute by either Party, including but not limited to, money owed, performance due, or any other obligations of the Parties, that is the result of the other Party's performance or non-performance, will, by their terms, survive termination of this Agreement and will be resolved in accordance with the terms and conditions of this Agreement. All indemnity and unperformed obligations will survive termination of this Agreement. The obligation under Section 5 to submit a Final Report shall also survive termination of this Agreement.

22. Assignment

This Agreement or any interest therein may not be assigned or subcontracted without the prior written consent of the Project Manager. In the event of transfer without prior written consent, the Commission may refuse to carry out this Agreement with either the transferor or the transferee and yet retain and reserve all rights of action for any breach of contract committed by Grantee.

Notwithstanding Grantee's use of any subcontractor for performance of this Agreement, Grantee shall remain obligated for full performance hereunder, and the Commission shall incur no obligation other than its obligations to Grantee under this Agreement. Grantee agrees that if subcontractors are employed in the performance of this Agreement, the Grantee and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

23. Electronic Means

The parties agree the Commission and Grantee may conduct this transaction, including any contract amendments, by electronic means, including the use of electronic signatures.

24. Notice

Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the following addressee, (2) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (3) sent by overnight or commercial air courier (such as Federal Express), or (4) email addressed as follows, or to such other address as the receiving party hereafter shall specify in writing:

If to the Commission:

Attn: Rebecca Gibbons, Project Manager:  
Mt. Hood Cable Regulatory Commission  
c/o City of Portland/ OCT  
PO Box 745  
Portland, OR 97207-0745  
Email: [rgibbons@mhcrc.org](mailto:rgibbons@mhcrc.org)

If to Grantee:

Attn: Nili Yosha  
Outside the Frame  
4322 SE 28<sup>th</sup> Pl  
Portland, OR 97202

Email: [nili@otfpdx.org](mailto:nili@otfpdx.org)

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three (3) business days after depositing in the United States mail as aforesaid, one (1) business day after shipment by commercial air courier as aforesaid or the same day an email transmission is sent (or the first business day thereafter if sent on a Saturday, Sunday or legal holiday).

AGREEMENT FOR COMMUNITY TECHNOLOGY GRANT: Changing How Homeless and Marginalized Youth See and Are Seen Through Film

**OUTSIDE THE FRAME SIGNATURE:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**MT. HOOD CABLE REGULATORY COMMISSION SIGNATURES:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mt. Hood Cable Regulatory Commission Chair

Approved as to Form:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mt. Hood Cable Regulatory Commission Attorney



Application

00578 - 2017 Community Technology Grants

00715 - Changing How Homeless and Marginalized Youth See and Are Seen Through Film.

Community Technology Grants

Status: Submitted

Original Submitted Date: 05/01/2017 2:35 PM

Last Submitted Date: 05/11/2017 11:54 AM

### Primary Contact

**Name:** Ms. Nili Yosha  
Salutation First Name Middle Name Last Name

**Email:** nili@otfpx.org

**Phone:\*** 503-662-8344  
Phone Ext.

**Title:** Executive Director

### Organization Information

**Organization Name:** Outside the Frame

**Organization Type:** Non-Profit Entity

**Tax ID**

**Organization Address:** 4322 SE 28th Pl

**City\*** Portland Oregon 97202  
City State/Province Postal Code/Zip

**Phone:** 503-200-7388

### Executive Summary

[Executive Summary](#)

*The Executive Summary is your opportunity to introduce your project.*

Youth homelessness is a persistent issue of national proportions. Outside the Frame (OTF) helps youth transitioning out of homelessness value themselves as productive members of society. OTF offers a model educational and vocational program, where young people create and present films about issues that matter to them, helping to reduce disparities for this greatly underserved community, homeless and marginalized youth.

In order to thrive, young people need more than their basic needs met. Most agencies providing life saving services do not have the capacity to provide consistent, creative outlets and career related technological training to the youth they serve. Yet these are two things homeless youth have identified as critical to making the permanent transition out of homelessness a possibility. Outside the Frame recruits youth from Outside In, which serves 1,000 youth a year providing food, case management, transitional housing and medical care. Most youth are 18-25 years old, and come from unstable homes or the foster care system. 40% identify as LGBTQ, which in many cases is the reason their home life was unsafe. Many fled abuse, neglect, addiction and poverty. All are trying to rebuild their lives.

OTF provides Intensive Film Internships for youth to learn to use film equipment and produce their own films, followed up with a Weekly Film Training Program where youth continue to develop their skills. We schedule screenings and presentations to the community, where youth build their facilitation and leadership skills while breaking down stereotypes. We also train and pay the youth to be mentors to new, incoming youth and foster opportunities for technological training beyond Outside the Frame. Our program serves as a bridge for youth who are transitioning out of homelessness to self sufficiency. By providing soft and technical job skills, an internship experience to put on their resume, and a sense of success, youth feel emboldened to complete their GED, pursue higher learning and independent living – in short, to participate as productive members of society. With this grant we will conduct 5 intensive film workshops and two annual cohorts of weekly training program that engage 60-80 youth in the production of 10-15 films over the course of 30 months. In order to be able to train and engage 15 youth at a time, we will purchase three production kits: three 4K camcorders, lenses and accessories, a stills camera, three sets of audio equipment, a light kit and three computers for post-production.

Both MetroEast and Open Signal will share the films on their channels and on their websites. Having the perspectives of homeless youth amplified through the community access cable channels will increase the understanding and reduce stigma among the general population. This will lead to better public policy and a better community overall.

Outside In, MetroEast Community Media, Open Signal, Clinton Street Theatre, and KBOO Community Radio are some of the organizations who have deeply committed to this project and these youth.

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## Project Narrative

<b>Total Grant Funds:</b>	\$51,361.00
<b>Total Match Funds:</b>	\$166,860.00
<b>Total Funds:</b>	\$218,221.00
<b>Cable System Technology Use</b>	Community Access Channels
<b>Proposed Technology</b>	Video production equipment
<b>Public Benefit Area</b>	Reducing Disparities for Underserved Communities
<b>Project Purpose</b>	

*In defining the project purpose, applicants must:*

Youth homelessness is a persistent issue of national proportions. Outside the Frame (OTF) helps youth transitioning out of homelessness value themselves as productive members of society. We partner with excellent social service organizations to provide a much-needed creative outlet, technological training, and a sense of dignity and possibility that is contagious and visible to the public.

In order to thrive, young people need more than their basic needs met. Most agencies providing life saving services do not have the capacity to provide consistent, creative outlets and career related technological training to the youth they serve. Yet these are two things homeless youth have identified as critical to making the permanent transition out of homelessness a possibility. Outside the Frame offers a model educational and vocational program, where young people create films about issues that matter to them. This video production and training program has been active since 2009 through a partnership with Outside In. In 2015 it became a stand alone program. Last year we led two Intensive Film Workshops for 8 then 10 youth. We plan to engage 12-15 youth per subsequent workshop in 2017 and, with support, more each year until the need is fulfilled. We have expanded our programming to offer a year round, Weekly Film Training Program in addition to our intensive workshops. This provides the youth with a consistent, supportive framework to continue to hone their filmmaking skills, produce additional films, develop peer mentorship skills and participate in public presentations.

We have been working continuously with youth and project partners to improve the program and increase its reach. Two program alums, formerly homeless youth, sit on the board of directors. Additional alums serve as volunteers, project participants and peer mentors. Our staff, board and volunteers have direct experience working with and advocating for vulnerable populations.

Outside the Frame recruits youth from Outside In, with which we have a long history and established recruitment process. Outside In serves 1,000 youth a year providing food, case management, transitional housing and medical care. Most youth are 18-25 years old, and come from unstable homes or the foster care system. 40% identify as LGBTQ, which in many cases is the reason their home life was unsafe. Many fled abuse, neglect, addiction and poverty. All are trying to rebuild their lives. Our film program is a job training program Outside In hosts and makes available to the youth they serve. This year our program is open to any youth who are engaged with the Homeless Youth Continuum (Outside In, New Avenues for Youth, Janus).

A month before the Intensive Film Workshop, we circulate fliers and application forms to the case managers, career counselors and other staff who engage with youth in the Homeless Youth Continuum. Staff hang posters, talk to youth about the opportunity and if needed, help them fill out the application form. This year we also have the application form online. Youth are then invited to schedule an interview with the project director, who is available at Outside In on select days in the weeks leading up to the workshop. The two step application process gives youth an opportunity to practice applying for jobs, while demonstrating follow through to the project staff.

Outside the Frame engages professional filmmakers in the Intensive Film Workshops and Weekly Film Training Program. For the Intensive Film Workshops we hire a cinematographer and sound person to teach how to use the equipment and mentor the youth through production. We also hire a filmmaker with a strong background in social justice filmmaking and teaching experience to successfully guide youth through preproduction and production. During the Weekly Film Training Program we bring filmmakers as guest instructors to illuminate a part of the filmmaking process. All this gives the youth an opportunity to work with professionals who are actively involved in Portland's current film scene, to build relationships and envision a career path for themselves.

We recruit film crew through our relationship with Oregon Film, The Oregon Media Production Association, Open Signal and MetroEast, and the recommendations of filmmakers we have worked with, who have an understanding of our mission and workflow.

This summer we are thrilled to hire two program alums, formerly homeless youth, to work as peer mentors and production assistants during the Intensive Film Workshops and Weekly Film Training Program. This is an exciting development that aligns with our mission to foster opportunities for professional growth. Peer mentorship is a growing field in the behavioral health world. There is a proven value to having someone with shared lived experience be an ally and advocate for people as they navigate systems and improve their situations. Peer mentors are selected from youth who are active with Outside the Frame's programming, have shown consistency and accountability, a desire to grow, and an ability to relate to their peers. Prior to the workshops, Peer Mentors become certified through the Mental Health Association of Oregon Youth and Young Adult Peer Mentoring Training. Graduates of this training are eligible to apply for state certification through the Oregon Health Authority, which will open doors to additional Peer Employment opportunities. Peer mentors also undergo training by Outside the Frame staff on boundaries and expectations.

It is important to have multiple points of entry for this transient youth population. Youth have several opportunities to get involved with Outside the Frame programming - to sign up for Intensive Film Workshops, and/or to participate in the Weekly Film Training Program. Although the Weekly Film Training Program is not a drop-in program, there will be multiple points in the year where youth can join the group. In addition to working with Outside the Frame, youth have opportunities for involvement with Open Signal and MetroEast Community Media. Both organizations have committed to providing free or reduced fees for classes to OTF participants. To facilitate involvement, Outside the Frame will have field trips to both Open Signal and MetroEast, to introduce youth to the space, staff and sign up process. Peer mentors will be available to escort youth to classes and offer support.

By providing soft and technical job skills, an internship experience to put on their resume, and a sense of success, youth feel emboldened to complete their GED, pursue higher learning and independent living – in short, to participate as productive members of society. With this grant we will conduct 5 Intensive Film Workshops and two annual cohorts of Weekly Film Training Program that engage 60-80 youth in the production of 10-15 films.

Our program serves as a bridge for youth who are transitioning out of homelessness to self sufficiency. To show that we value their work ethic, we provide stipends to youth who complete the program. Upwards of 90% of the youth who sign up for our workshops complete them and want more. There is more demand for our filmmaking workshops than we can currently supply given our limited technology resources. With this grant we aim to provide more consistent programming to the youth who need it the most.

Project alums continue to grow as a result of this program. For example, Talilo is a program alum who is now a film student at PCC, a youth advocate for at-risk high schoolers at Step Up, a hip hop teacher at My Voice Music and on the board of Outside the Frame. “I had a lot of trauma dealt to me when I was young. I felt like I wasn’t worth it. And that’s why this is important. This works. You can get your basic needs, you can get your food, you can get your clothes. But what about self-expression? What about something that makes you feel like you exist?”

With grant funding we will continue to empower homeless and marginalized youth and educate the public about issues they face by producing films with youth that convey their experience. We accomplish this through six strategies:

1. Project based film and media education. A minimum of five intensive workshops that teach filmmaking from pre-production to broadcast with mentorship of professional filmmakers, and ongoing weekly programming.

“I have been teaching for fifteen years, and this is the most inspiring project I have ever worked on.” -Jodi Darby, Filmmaker and POW Girls Education Director.

2. A participant driven creative outlet. Production of original films depicting issues pertaining to and determined by youth.

“Outside the Frame helped me prove to the world that I exist.” Carmen, Alum.

3. Employable skills - Providing technology training and job readiness experience that is competitive, relevant, creative and not typically available.

4. Therapeutic intervention. Our workshops offer a space for participants to reflect on, make sense of and share their stories.

5. An audience. Having the perspectives of homeless youth amplified through the community access cable channels will increase the understanding and reduce stigma among the general population. Presentations and trainings to health and service providers increases cultural competency and quality of care to the youth.

“Outside the Frame is the rare voice that is able to cut through the thick slabs of acrimony to rescue our compassion from the weight of all this ugliness. They give homeless youth a voice through film. Voices that tell the story of a lifetime in a few quiet words. Voices so clear and so true, you’ll wonder how anyone could not listen.” Marissa Madrigal, Chief Operating Officer, Multnomah County

6. Advocacy. The films align with local organizing efforts that confront systemic issues the participants face. We recently created a film about the Affordable Housing Bond and the Right to Rest Act that was screened on community access channels, in movie theaters, in public forums and online.

“These are the kinds of stories we need to tell at the top of our voices to get this issue in the face of the folks that are making the decisions about social investments and public policy on the national level.” Margaret Salazar, Former Oregon Field Director, Housing and Urban Development.

In the summer of 2016 we hosted a screening to a sold out audience at Revolution Hall with press, politicians, youth and 500 community members in attendance. We premiered a documentary, *The Lost Boys of Portlandia*, about a group of youth making their own film version of Peter Pan. You can view it here: <https://vimeo.com/otfpdx/portlandia>. Many of the OTF participants who were the producers of the film answered audience members’ questions after the screening, facilitating dialogue on important

issues affecting our community. This outreach and facilitation provides important leadership and public speaking skills that assist in job readiness as well as a more informed community.

Since this screening, OTF has completed another film workshop, hosted at Outside In, started providing weekly programming, produced a PSA in support of the Affordable Housing Bill and a short film about The Right To Rest Campaign in Oregon, presented our work to students at PSU and Pacific University, to incarcerated youth at MacLaren, to high school students, youth groups, churches, synagogues, community centers and many more. Our work is shared on MetroEast and Open Signal channels.

#### Proposed Project Outcomes

1. 60-80 youth will acquire critical workforce/employment skills by becoming fully trained in the concepts and technological tools of video production, editing and storytelling.
2. 15 of the youth will gain additional leadership and project management skills by becoming trained as peer mentors to provide technological instruction, support to their peers and help upkeep the equipment lab.
3. 20 of the youth will participate in panels, trainings and community screenings, sharing their first hand experience with the program and with transitioning out of homelessness. This is an opportunity for the youth to be seen as advocates for the program and for themselves to community stakeholders, and to steward other youth to the program.
4. All youth participants will gain critical skills and advance towards employment and independent living goals, volunteer and employment positions, or school attendance.

Outside the Frame staff, volunteers, peer mentors and youth will build on their current, transferable knowledge and will receive training on equipment purchased by consultants who are professional filmmakers, who use the equipment, and have experience teaching the equipment to transition aged homeless youth. Open Signal and Metro East Community Media staff will be available for additional training as/if needed.

This year, Outside the Frame used equipment owned by MetroEast Community Media. While this partnership has been very fruitful, we are not always able to reserve the type and quantity of equipment needed in a timeframe that works for both organizations. In order for Outside the Frame to continue to grow, to reach more youth and be effective in providing in depth and consistent programming, we need our own equipment. We will continue to collaborate with MetroEast and Open Signal to be more than the sum of our parts. Both Open Signal and MetroEast will air films produced by Outside the Frame on their channels, will supplement our equipment, studio, and staff needs and, most importantly, will provide additional training to OTF program graduates for a free or reduced cost. Together, we will look for opportunities to integrate Outside the Frame, its program graduates and staff into the exciting developments at both stations.

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#### **Evaluation Plan**

*How will you evaluate progress toward and achievement of the projects anticipated outcomes?*

*The evaluation plan should include evaluation questions, strategies or methodologies to collect data in order to answer the questions and steps to document findings and lessons learned.*

Data/information will be gathered at the beginning and the end of each program segment, maintained in a database and assessed for improvement ideas by staff, board and trainers at least every six months.

We will measure knowledge gained in the program and how that knowledge supports self-sufficiency and independence in the following ways:

Technological training gained:

Our trainers will assess technological gained using Open Signal's skills assessment test. This will help to streamline collaboration and ongoing youth engagement between the two organizations.

Employment skills gained:

We will conduct qualitative and quantitative pre and post surveys with youth to measure increase in technological skills, employment skills, confidence, and to solicit feedback for improving the program. The employment assessment will be developed in collaboration with Outside In's Employment and Education Resource Center, an experienced job training site and former Work Systems Inc. partner.

Independent Living Goals:

We will ask youth to describe specific skills and technology learned at OTF that assists them in the program, outside of the program and in their daily life.

We will ask youth to assess their confidence with technology, employability, continuing education, working with other people and organizations.

Statistics:

What percentage of participants who start also complete each section of the OTF training?

What percentage stay engaged with Outside the Frame?

What percentage stay engaged with partner services?

What percentage of participants who complete each section of program engage in school, further employment related training and/or engage in regular volunteer or paid work that uses the skills and technologies learned in engagement with OTF.

We will attempt to assess barriers to participation by seeking an exit interview with those leaving/who have left the program.

When release of information is possible, we will build assessments in partnership with Outside In to assess impact of participating in OTF programming by comparing some outcomes to Outside In youth who do not participate in OTF.

Audience engagement: We will track number of audience members engaged through screenings, presentations and when possible, via community access channels and online. We will conduct surveys with audience members after screenings and presentations and offer a link to an online survey to collect self reported increase in knowledge about the program, about issues homeless youth face, useful skills learned, change of outlook, and suggestions for further outreach and mentorship. We have an evaluation tool and will continue to refine it.

*(This field has a character limit of 8000)*

### **Project Partners**

*A "Project Partner" is defined as an organization that supplies cash or in kind resources and/or plays an active role in the planning and implementation of the project. You should present who your Project Partners are, their respective roles in the project, and specific contribution each partner will make to the project in the form of financial support, equipment, personnel, or other resources.*

With our project partners, we have over 300 years of experience serving the community. Outside In, a national leader in wrap around services to homeless youth, is providing outreach to youth, generous use of space and stipends to youth for their work experiences with Outside the Frame, up to \$15,000 for the duration of the project. MetroEast Community Media, which has supported Outside the Frame since our inception by providing film equipment and staff for our workshops and airing our films on their channels and online. We have been featured on Community Hotline, on the MetroEast website, on panels they facilitated, and created content for their annual Holiday Showcase. MetroEast will continue to air our films on their channels and provide additional training to our program graduates for a year, at no cost (\$25/per person value, estimated at \$375 for the duration of the project.) and making the studio available to them for film workshops (\$1,250/day for 5 days). In addition, Open Signal: Portland Community Media has committed to supplementing our equipment needs until and after we purchase our own equipment with this grant. The rental rate value of the equipment we are lending them for the summer workshop is \$3,900. In addition, they will streamline a process of engagement for our program graduates, including offering free or reduced continuing education classes (A \$100 per person per class value, estimated at \$2500 for the duration of the project). Per their mission to amplify the local voices, Open Signal will air our films on their channels and online. KBOO Community Radio is providing media sponsorship for three annual screenings we will host over the course of the project (\$34,350) and studio time for audio recording and post production audio on youth made films (\$2,700). The Clinton Street Theatre, one of the oldest continually operating movie theatre in the United States, will provide theatre space and staff for three annual screenings (\$1,800). We have presented at Portland State University, Pacific University, MacLaren Youth Correctional Facility, Congregation Havurah Shalom, Wy'East Unitarian Universalist, SMYRC, Portland Development Commission, Tivnu: Building Justice, Portland Waldorf School, Sisters Of The Road, The Social Justice Action Center and more. We expect to build on these partnerships as well as build more community partnerships.

*(This field has a character limit of 4000)*

**PROJECT FEASIBILITY SECTION includes: Technical Design, Implementation Plan, Organizational Capacity and Project Budget (see Final Application Budget form)**

**Technical Design**

*The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; how the technical design supports the projects use of the community access channels and/or the I-Net; and the plans for maintaining and upgrading the system or equipment in the future.*

To effectively teach and engage 15 youth at a time, we need a minimum of three complete production kits; Three cameras with lenses, tripods, audio equipment, lighting equipment, headphones, memory cards, computers with editing software and hard drives, a stills camera, speakers and a projector and a desktop computer powerful enough to manage all of our post production needs.

In order to keep abreast of the technology curve, we plan to purchase three 4K camcorders. 4K is quickly becoming the industry standard. We want to provide training today on technology that will still be relevant tomorrow. It is important to note that in the years we have provided film workshops, the homeless youth participants have treated the equipment with the utmost respect and awe. They feel privileged by the opportunity to use the equipment and are keenly aware of their responsibility to using it correctly and keeping it safe. No equipment has ever been damaged, misplaced or stolen by the participants.

Since the grant won't be active until June, we are borrowing equipment from Open Signal for our first film workshop of the project. This will give us the opportunity to "test drive" the equipment Open Signal has available, have all participating youth and trainers become eligible to check out the equipment from Open Signal in the future, and ensure crossover training and support, as needed.

There is no other media organization devoted specifically to teaching homeless youth media skills and getting their films seen by the public. These films will be an asset to the programming at Open Signal and Metro East Community Media. Both have a charter to support free speech and use media to invigorate civic engagement, inspire diverse voices and strengthen community life. OTF was on a panel on civic engagement, which Open Signal Operations Director Bea Bedard called "one of the high points" of the recent Alliance for Community Media Northwest Region Conference. Our program also serves as a bridge between this population and the resources and opportunities offered by the Community Media Access channels. Both Open Signal and Metro East have committed to providing free or reduced tuition for continuing education classes to Outside the Frame participants for the duration of the program. Together, we will explore additional avenues of involvement between our organizations.

Wyzurd LLC is a Digital Imaging Technology company that has worked with Outside the Frame since its first film workshop, is familiar with our program and its needs and has created the systems we currently have in place. Wyzurd will create and train staff on an equipment catalog and tracking system, equipment checkout procedures, a maintenance schedule and provide on call support. The system will be upgraded throughout the project and into the future to reflect additional equipment purchased.

*(This field has a character limit of 10000)*

### **Proposed Project Start and End Date:**

*Projects may include timelines of up to 36 months.*

**Proposed Start Date (month/year)**

July, 2017

**Proposed End Date (month/year)**

December, 2019

### **Implementation Plan**

*The Implementation Plan should include major tasks and milestones in addition to detailed tasks needed to successfully implement the project.*

June - December, 2017

Milestones:

July - Complete Intensive Film Workshop for 12 youth with equipment borrowed from Open Signal.  
August - Input and analyze evaluations, debrief summer curriculum with program staff and volunteers.  
September - Begin Weekly Film Training Program for up to 15 youth.  
November - Host gala screening for general public.  
December - Post films to community access channels and online.  
Serve 30 total youth and engage three peer mentors.

Tasks:

Purchase editing stations and provide training in its use.  
Complete editing of three films.  
Develop equipment storage, maintenance and checkout procedures.  
Further develop evaluation tools with Outside In.  
Recruit youth for weekly programming.  
Hire and train two peer mentors.  
Outreach to organizations for screenings.  
Evaluate and improve curriculum, as needed.

January - June, 2018

Milestones:

January - May - Continue and wrap up Weekly Film Training Program for up to 15 youth.  
June - Complete an Intensive Film Workshops for 12 youth.  
Serve 30 total youth and engage three peer mentors. Complete 3-5 outreach screenings.

Tasks:

Purchase camera, audio and lighting equipment and provide training in its use.  
Refine equipment storage, maintenance and checkout procedures.  
Input and analyze evaluations from weekly programming. Further develop evaluation tools with Outside In .  
Evaluate and improve curriculum.  
Hire and train two peer mentors.  
Recruit youth for summer intensive workshop.  
Schedule community screenings.

July - December, 2018

Milestones:

August - Complete an Intensive Film Workshop for 12 youth.  
September - Begin Weekly Film Training Program for up to 15 youth.  
November - Host gala screening for general public.  
December - Post films to community access channels and online.  
Serve 30 total youth and engage three peer mentors.

Tasks:

Input and analyze evaluations, debrief summer curriculum with program staff and volunteers.  
Evaluate and refine equipment procedures.  
Evaluate and improve curriculum, as needed.  
Hire and train two peer mentors.  
Recruit youth for Weekly Film Training Program.  
Complete three films.

January - June, 2019

Milestones:

January - May - Continue and wrap up Weekly Film Training Program for up to 15 youth

June - Complete Intensive Film Workshop for 12 youth.

Serve 30 total youth and engage two peer mentors. Complete 3-5 outreach screenings.

Tasks:

Input and analyze evaluations from Weekly Film Training Program and Intensive Film Workshop.

Refine evaluation tools with Outside In for pre and post self-assess.

Evaluate and refine equipment procedures.

Evaluate and improve curriculum, as needed.

Hire and train two peer mentors.

Schedule community screenings.

Recruit youth for Intensive Film Workshop .

July - December, 2019

Milestones:

August - Complete Intensive Film Workshop.

Complete three films

November - Host gala screening for general public.

December - Post films to community access channels and online.

Evaluate total program

Serve 12 total youth and engage two peer mentors.

Tasks:

Complete editing of three films.

Analyze evaluation of entire program

Submit final report to MHCRC

*(This field has a character limit of 21000)*

### **Organization Capacity**

*The applicant should demonstrate the Organization's capacity to successfully integrate the project into the organization.*

We have been developing this project since 2009, when Nili Yosha created a film program at Outside In. Outside the Frame is a powerful educational asset to the movement to defend and expand the social, political, and economic rights of oppressed communities. Two program alums, formerly homeless youth, sit on the board of directors. Additional alums serve as volunteers, project participants and peer mentors. Our staff, board and volunteers have direct experience working with and advocating for vulnerable populations. With our project partners, we provide opportunities for continued education and community engagement to the youth. Film has the power to open people's hearts. Our presentations include films and the youth who made them. We have a system and network for teaching the workshops, getting the films distributed in movie theatres, broadcast on television, screened in educational settings and online. We view youth as directors of their lives, not character actors. We have been featured throughout Portland media, including on the cover of Oregon Jewish Life "Nili Yosha Helps Lost Boys Find a Voice," in Street Roots, on KGW-TV, Portland Monthly, Portland Tribune and more.

Our annual budget has increased fivefold since last year. We now have one full-time and one part-time staff, in addition to our experienced on-call trainers and technicians. We have three years of support secured from the Eucalyptus Foundation, as well as the support of the Oregon Community Foundation, Northwest Health Foundation, the Yip Harburg Foundation, the Presbyterian Foundation, Fidelity Charity Grant, Havurah Shalom, Digital One, and individual donors ranging from \$5-\$50,000. This grant proposal will solidify and build on the work we are already doing. Having our own equipment will allow us to invest our resources and time in the young people, continue to grow and serve more youth as well as to leverage the support of MHCRC to secure ongoing funding.

*(This field has a character limit of 5500)*

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## Measurable Project Outcomes

**What project outcomes do you hope to achieve for the identified community or targeted beneficiaries through the use of the proposed technology?**

1. 60-80 youth will acquire critical workforce/employment skills by becoming fully trained in the concepts and technological tools of video production, editing and storytelling.
2. 15 of the youth will gain additional leadership and project management skills by becoming trained as peer mentors to provide technological instruction, support to their peers and help upkeep the equipment lab.
3. 20 of the youth will participate in panels, trainings and community screenings, sharing their first hand experience with the program and with transitioning out of homelessness. This is an opportunity for the youth to be seen as advocates for the program and for themselves to community stakeholders, and to steward other youth to the program.
4. All youth participants will gain critical skills and advance towards employment and independent living goals, volunteer and employment positions, or school attendance.

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## Budget Narrative

**Budget Narrative**

## PERSONNEL

**Project Director:** The Project Director will oversee all aspects of the grant project. Responsibilities will include ensuring that budget and timeline targets are met, preparing project reports, working with project partners to develop the project evaluation, selecting and supervising staff and contractors, and conducting outreach to the targeted end users. The Project Director will work 60% of the time for 30 months. Based on an annual salary with fringe benefits of \$41,600, the cost to the project will be \$62,400.

Grant Funds: \$0

Match: \$62,400.

**Project Staff:** Professional filmmakers will provide instruction on film equipment and concepts, including camera, audio, lighting, scriptwriting and post production, guiding participants through completion of film projects. Filmmakers will work for a combined total of 100 days, at an average of \$150/day. The total cost to the project will be \$15,000.

Grant Funds: 0

Match: \$15,000

**Peer Mentors:** Graduates of the film program work to provide emotional support to new workshops participants and technical assistance to the instructors. Two peer mentors will work for an average of 5 hours/week for the 30 months of the project, for a combined total of 1200 hours over the course of the project. At \$10/hr, the cost to the project will be \$12,000.

Grant Funds: 0

Match: \$12,000

**Volunteers:** Volunteers will work to catalog equipment, input and update evaluation materials, and update our social media presence. They will work an average of 16 hours/month for the duration of the project. At a market rate of \$12.5/hr, the value to the project is \$6,250.

Grant Funds: 0

Match: \$6,250

## CONTRACTUAL

**Stipends for youth:** Outside In will provide "work experience" stipends to youth who successfully complete the program. They will provide up to \$6,000/year in stipends. The matching contribution by Outside In will be up to \$15,000 for the duration of the program.

Grant Funds: 0

Match: \$15,000

**Equipment Maintenance System:** Outside the Frame will contract Wyzurd, LLC. to establish and train staff on an equipment catalog and tracking system, equipment checkout procedures, a maintenance schedule and to provide on call support. The system will be upgraded throughout the project. Wyzurd will work for 50 hours over the course of the project at \$30/hr. Total cost to project: \$1,500.

Grant Funds: 0

Match: \$1,500

**Equipment Rental:**

For the Summer 2017 Intensive Film Workshop, Open Signal will provide Outside the Frame with three production kits at no cost: Camcorders, audio and lighting equipment, laptops with editing software. Total in kind value to the project: \$3,900

Grant Funds: 0

Match: \$3,900

**Technical instruction:** In the event that project staff will require additional training on the equipment purchased, Outside the Frame will hire consultants to provide additional instruction for up to 5 days, at \$250/day. Total cost to project: \$1,250.

Grant Funds: \$0

Match: \$1,250

**Studio time for film workshops:** We estimate filming in a studio one day per workshop, for a total of 5 days for the duration of the project. Metro East or Open Signal will provide the use of the studio, as an in-kind donation, valued at \$1,295/day.

Grant Funds: 0

Match: \$5,180

**Studio time for audio recording:** KBOO Community Media will provide the use of their studio for post production audio recording, as an in-kind donation, valued at \$75/hr. We expect to produce 12 films over the course of the project and that each

film will require 3 hours of studio time, for a total of 36 hours. The total value to the project is \$2,700.

Grant Funds: 0

Match: \$2,700

Media Sponsorship: We will host three community gala screenings during the course of the project. KBOO Community Media will be a media sponsor for our project. Their media package includes: a 30 second audio spot, aired 4x/day for 10 days (\$3,200), social media (\$500), mention in their newsletter (\$750), a full page ad on their website for 14 days (\$2000) and an on air interview (\$5,000). The total package is valued at \$11,400. The cost for the duration of the project is \$34,350.

Grant Funds: 0

Match: \$34,350

Theatre: The Clinton Street Theatre will provide a theatre and staff for community screenings. Each screening costs \$600, and we expect to host 3 screenings during the course of the project. Value of in-kind donation: \$1,800.

Grant Funds: 0

Match: \$1,800

Continuing Education Classes: Participants will be eligible to take classes at Open Signal and Metro East. Open Signal accommodate up to 25 classes (\$100/class) for the duration of the workshop, valued at \$2,500. Metro East will accommodate up to 15 classes (\$25/class) for the duration of the workshop, valued at \$375. We estimate that the number of participants will increase every year, and that more participants will take classes at Open Signal, due to its geographical proximity to downtown Portland.

Grant Funds: 0

Match: \$2,875

#### EQUIPMENT

Camcorders: Three 4K camcorders and accessories will be used during OTF workshops and programming to train 12-15 youth at a time. 4K is quickly becoming the industry standard and we want to train youth on equipment that is relevant and looks to the future. Three cameras cost \$18,747. Three sets of camera accessories: lenses, tripods, a monopod, a slider, batteries, camera cases, follow focus gear cost \$11,356. Total cost to project: \$30,103

Grant Funds: \$30,103

Match: 0

Stills Camera: A DSLR camera will be used to teach youth how to take photographs using manual controls to document activities. It also has the ability to record video, and can be used to capture "behind the scenes footage." A Canon 70D with lens and a battery costs \$1,322.

Grant Funds: \$1,322

Match: 0

Audio Equipment: Three sets of audio equipment will be used during OTF workshops and programming to train 12-15 youth at a time: 3 Senheizer Lavaliers, 1 Senheizer digital handheld microphone, 3 Rode Shotgun Microphones, 3 Tascam Audio Mixers, 2 Zoom Recorders, rechargeable batteries, protective cases, 2 microphone stands. Total cost to the project: \$7,900.

Grant Funds: \$7,900.

Match: 0

Lighting Equipment: One Bi-Color LED Studio Panel three-point light kit, three light stands, softboxes, reflectors, sandbags and a black background will be purchased to teach lighting to 12-15 youth at a time. Cost to project: \$1,740.

Grant Funds: \$1,740.

Match: 0

Post Production Equipment: For film workshops and weekly programming, we will purchase two Macbook Pro laptops or comparable laptops with a warranty and subscription to the Adobe Creative Suite for the duration project, for a total of \$5,468. We will purchase an IMac desktop computer or comparable as the centralized computer for our post production needs. It will also have a subscription to the Adobe Creative Suite and warranty for the duration of the project. It will cost \$2,740. We will also purchase hard drives for editing, storage and archiving for \$1,000, and speakers for \$300. The total cost of Post Production Equipment to project: \$9,508.

Grant Funds: \$9,508.

Match: 0

Miscellaneous Equipment: XLR Cables, HDMI Cables, Adaptors, memory cards, headphones and headphone splitters are

small but mighty and critical tools. Total Cost to project: \$788.

Grant Funds: \$788

Match: 0

#### OVERHEAD COSTS

Insurance for equipment and liability insurance for staff, by Insurance Alliance Group. \$1,062 per year will cost \$2,655 for the duration of the project. However, after the project period ends, this will continue to be an overhead cost for Outside the Frame.

Grant: 0

Match: \$2,655

#### Statement of Matching Resources

*A project will not be considered eligible for funding unless the applicant documents the capacity to supply matching resources of at least 50 percent (50%) of the total project cost.*

*The Statement of Matching Resources is essential to understanding which project costs identified in the Budget Narrative and the line Item Budget will be supported by the applicant organization and which project cost will be supported by Project Partners.*

Resources contributed by Outside the Frame:

- \$62,400 in salary and fringe for Project Director.
- \$15,000 in salary for Project Staff.
- \$12,000 in salary for Peer Mentors.
- \$6,250 for volunteers.
- \$2,750 for Contractual Costs.
- \$2,655 for Overhead Costs.

Total Contribution: \$101,055

Resources contributed by KBOO Community Media:

KBOO Community Radio will provide media sponsorship for our three community gala screenings, listed under Media Sponsorship in Contractual. The total package is valued at \$11,400. The cost for the duration of the project is \$34,350. They will also provide 36 hours of studio time for audio post production needs (\$75/hr), listed under Audio Recording in Contractual.

Total Contribution from KBOO Community Media: \$37,050

Resources contributed by Outside In:

Outside In will provide "work experience" stipends to youth who successfully complete Outside the Frame programming. An average of \$200 per participant, for 75 participants, listed under Youth Stipends in Contractual.

Total contribution from Outside In: \$15,000

Resources contributed by Open Signal:

Rental of equipment for the first Intensive Film Workshop (\$3,900), listed under Equipment Rental in Contractual. Free or reduced tuition for 25 continuing education classes (\$2,500), listed under Continuing Education Classes in Contractual.

Total contribution from Open Signal: \$6,400

Resources contributed by Metro East Community Media:

Metro East Community Media will donate 5 days of studio time (\$5,180), listed under Studio Time for Film Workshops in Contractual. Metro East will also donate 15 continuing education classes (\$375), listed under Continuing Education in Contractual.

Total Contribution from Metro East Community Media: \$5,555.

Resources Contributed by the Clinton Street Theatre:

The Clinton Street Theatre will donate a theatre space and staff (\$600) for three community screenings. Listed under Theatre in Contractual.

Total contribution from the Clinton Street Theatre: \$1,800.

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## Line Item Budget

Cost Category	Grant Funds	Match Amount	Project Total
Personnel	\$0.00	\$95,650.00	\$95,650.00
Education and Training	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$68,555.00	\$68,555.00
Equipment	\$51,361.00	\$0.00	\$51,361.00
Infrastructure/Facilities Construction	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$2,655.00	\$2,655.00
<b>Totals</b>	<b>\$51,361.00</b>	<b>\$166,860.00</b>	<b>\$218,221.00</b>

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## Final Application Signature

Signature of Duly Authorized Representative	Nili Yosha
Date	04/30/2017
Title	Executive Director
Phone	503-200-7388
E-mail	nili@otfpdx.org

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## Supplemental Material Attachments

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### Partner Commitment Letter(s)

File Name	Description	File Size
ClintonStreetTheatre.pdf	Letter of commitment from the Clinton Street Theatre.	64 KB
KBOO.pdf	Letter of commitment from KBOO Community Radio.	127 KB
Metro East.pdf	Letter of commitment from Metro East Community Media.	117 KB
Open Signal Letter (1).pdf	Letter of Commitment from Open Signal.	290 KB
OutsideIn.pdf	Letter of commitment from Outside In.	372 KB





2522 SE Clinton Street  
Portland, OR 97202  
CSTPDX.com

April 26th, 2017

Mt. Hood Cable Regulatory Commission  
111 SW Columbia Street  
Suite 600  
Portland, OR 97201

Dear Commissioners,

A landmark of Portland cinema history since 1915, The Clinton Street Theater is one of the oldest operating movie houses in the United States. Screening Outside the Frame's films aligns with our commitment to independent film, community building and respect.

We expect to host 1-2 screenings annually for Outside the Frame. The value of each screening is \$600.

Thank you for supporting this important organization.

Sincerely,

Lani Jo Leigh  
Clinton Street Theater  
Owner/Operator  
lanijo@cstpdx.com



April 26th, 2017

Mt. Hood Cable Regulatory Commission  
111 SW Columbia St.  
Suite 600  
Portland, OR 97201

Dear Commissioners,

KBOO is an independent, member-supported, non-commercial, volunteer-powered community radio station. KBOO embodies equitable social change, shares knowledge, and fosters creativity with a commitment to the voices of oppressed and underserved communities.

Outside the Frame shares our values. We are proud to provide media sponsorship for their annual screenings, including an audio spot, and inclusion on our social media, newsletter, website and on air interview. Each sponsorship package is valued at \$11,450, and we expect to provide at least two for the duration of the project. In addition, we will provide studio time to record audio, as needed, valued at \$75/hour.

Thank you for amplifying the voices of homeless and marginalized youth.

Sincerely,

ERIN YANKE

Erin Yanke  
Program Director  
KBOO Community Radio  
program@kboo.org

20 SE 8TH AVENUE  
PORTLAND, OR 97214  
WWW.KBOO.FM

90.7 FM PORTLAND  
91.9 FM HOOD RIVER  
104.3 CORVALLIS

## Outside the Frame Letter of Support

Seth Ring  
Volunteer & Education Director  
503 853 9277  
seth@metroeast.org



Dear Commissioners,

MetroEast Community Media has supported Outside the Frame since its inception. We provided film equipment and staff support for their workshops for homeless and marginalized youth and aired their films on our channels and online. They have been featured on Community Hotline, on our website, on panels we have facilitated, and created our favorite content for our annual Holiday Showcase.

Granting Outside the Frame funds to acquire their own film equipment will free Metro East to support other organizations in the same way we supported Outside the Frame, hopefully with similar success. We are thrilled to take our collaboration to the next level: MetroEast will continue to air films produced by Outside the Frame on our channels. We will provide additional training to their program graduates for a year, at no cost (\$25/per person value, estimated at \$375 for the duration of the project.) We will make the studio available to them, when possible (valued at \$1,295/day, estimated at \$5,180 for the duration of the project). Our staff will be available for additional training and technical assistance, as needed, at competitive rates. Together, we will look for opportunities to integrate Outside the Frame program graduates and staff into the exciting developments at our Rockwood location.

With the support of the Mt. Hood Cable Regulatory Commission, both Metro East and Outside the Frame are more than the sum of their parts.

Sincerely

A handwritten signature in black ink that reads "Seth J. Ring". The signature is written in a cursive, slightly slanted style.

Seth J. Ring

May 8th, 2017

Mt. Hood Cable Regulatory Commission  
111 SW Columbia St.  
Suite 600  
Portland, OR 97201

Dear Commissioners,

Open Signal and Outside the Frame have been working together since before they each had their new names.

As per our mission to make media production possible for everyone, we will supplement Outside the Frame's equipment needs until and after they get their own gear. The rental rate value of the equipment we are lending them for the summer workshop is \$3,900. We will work together to streamline a process of engagement for their program graduates, including offering free or reduced continuing education classes (A \$100 per person per class value, or estimated value of \$2,500 for the duration of the project). As per our mission to amplify the local voices, we will air Outside the Frame's films on our channels and online.

Thank you for your support of Open Signal and Outside the Frame.

Sincerely,



Justen Harn  
Executive Director  
Open Signal: Portland Community Media



April 26th, 2017

Mt. Hood Cable Regulatory Commission  
111 SW Columbia St.  
Suite 600  
Portland, OR 97201

*The point of return.™*

1132 SW 13th Ave.  
Portland OR 97205

503.535.3800  
503.223.6837 fax

[www.OutsideIn.org](http://www.OutsideIn.org)

Dear Commissioners,

Outside In serves 1000 homeless youth a year - Outside the Frame can't keep up with the demand. Outside the Frame's film program is an asset to our youth. It provides access to technology that is not typically available, a valuable creative outlet, a unique job experience and a sense of pride. These are valuable building blocks on the journey to self-sufficiency.

Outside In will provide space and recruitment support for the film program. Although Multnomah County's budget won't be finalized until later this spring, we expect to be able to provide stipends to youth for their work experiences with Outside the Frame, estimated at \$6000 per year.

Their proposal to provide consistent programming at Outside In will greatly benefit the youth and ultimately, the entire community. It is very timely and I encourage you give them your full support.

Sincerely,

Kathy Oliver, PhD  
Executive Director

**BOARD OF DIRECTORS**

John Rothermich, President  
*Garvey Schubert Barer*

Alan Finch, Vice President  
*Matthew Johnson Architect, P.C.*

Darci Swindells, Secretary  
*Community Volunteer*

Taizoon Doctor, Treasurer  
*Community Volunteer*

Anna Allen  
*Multnomah County Chair's Office*

Anupam Narayan  
*Rockwood Associates LLC*

Damon Brissett  
*Wells Fargo*

Gail Snow  
*HB Design*

Harold Goldstein  
*OPAD Consulting*

Mike Plunkett  
*Kaiser Permanente*

Monique Jones  
*OHSU*

Nancy Cox  
*Intel*

Philip Wu  
*Kaiser Permanente Community Benefit*

Seth Rockwell  
*Community Volunteer*

Tanya Shanks-Connors  
*Legacy*

Thomas Aschenbrener  
*Impact Philanthropy*

## **Grant Agreement -- Attachment 2**

### **EXAMPLE OF INTERIM REPORT INFORMATION**

#### **OUTCOMES ACTIVITIES AND PROGRESS**

Describe project activities that focus on the intended outcomes and/or progress made toward the outcomes. Provide both quantitative and qualitative details as they relate to an activity.

#### **LEARNINGS AND EVALUATION**

Summarize the key evaluation steps completed or underway. What are the primary lessons learned thus far about the project? Have you had any course corrections or adjustments to your project based on learnings thus far? How might these learnings impact project implementation in the next Reporting Period?

#### **IMPLEMENTATION SUCCESSES AND CHALLENGES**

By using the project's original implementation plan/timeline (included in Attachment 2 to the Grant Agreement, The Implementation Plan), provide a mark-up of the plan indicating the status of your project in relation to the original plan/timeline by adding a "status" column to your activities list.

Describe any anticipated and unanticipated successes and challenges.

#### **EXPENDITURE DETAIL**

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Reporting Period; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified above.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

#### **WORK SAMPLES**

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)

## **EXAMPLE OF FINAL REPORT INFORMATION**

### **RESULTS**

Describe the significant project activities that took place throughout the life of your project and how these activities contributed to the realization of the original project purpose and outcomes. (As applicable, please quantify your results as they related to your original project outcomes, i.e. numbers of people served, the demographics of those served, the number and type of content created, the number/type of classes/programs offered, etc.)

Outline your evaluation process, including evaluation tools and methods. Detail the results of your evaluation.

Do you have a testimonial story to tell that captures the essence of the project's impact? (Where anonymity is required, please use pseudonyms.)

### **REFLECTIONS**

What did you learn about the problem or issue you were trying to address?

What did you learn about the population served?

What factors contributed to your success?

What, if any, were the significant challenges encountered? How did you address both anticipated and unanticipated challenges in the course of the project?

### **EXPENDITURE DETAIL**

Provide a line item accounting, in context of the original grant budget, of the expenditures incurred during the Project term; including both Grant fund and Matching fund expenditures.

Provide a clear narrative of the expenditures incurred for each line item identified in Step 1.

Provide a clear explanation of any expenditure that substantially differs from the original Grant budget.

### **SUSTAINABILITY**

Will the project/program continue beyond the term of this Grant? If so, what are your next steps and plans for continuing or changing the project/program?

### **WORK SAMPLES**

Periodically, the MHCRC will use photos and videos (with permission) on our website to highlight the work of the organizations we support. Please send us photos or videos that illustrate the impact of the grant project in the community. (By sharing photos or videos, you acknowledge that any and all material you are providing has been obtained with appropriate signed media releases and may be shared with the MHCRC's stakeholders and broader audiences.)