



## City of Portland Innovation Fund Guidelines and FAQ

The City of Portland Innovation Fund was established by City Council in FY 2013-14 and is administered by OMF Business Operations. Innovation Fund grants boost the City's innovation efforts by funding promising ideas to improve City government.

- The Innovation Fund is open to City of Portland employees only; employees from all bureaus are encouraged to participate.
- The Innovation Review Panel is given the following criteria for reviewing proposals:

Does the proposal:

- **Promote equity and opportunity** in City government and our community
  - **Improve customer service** to the community and/or City customers
  - **Save time or money** for the City, partners, or community members
  - **Improve City services** and make things better
- The ideal Innovation proposal is a proof-of-concept or pilot project that could ultimately be continued or replicated outside of the Innovation process.
  - Proposals should clearly illustrate how the project addresses the above priorities (equity, customer service, save time and money, improve City services).
  - Be specific about how the project solves a problem and what steps will be taken to achieve the desired outcome.
  - Innovation funds are intended to finance new work, not to replace or supplement current salaries. However, Innovation dollars may be used to hire additional expertise or staff, for example, consultants or contract employees specific to the project. Funds may not replace existing staff budgets.
  - Projects that could be considered an expansion of the bureau's existing projects and programs that are providing a service already expected as part of a bureau's mission are **not** an Innovation Fund focus.
  - Proposals should communicate a comprehensive, well-thought-out plan for any requested Innovation dollars, and the bureau should have sufficient staffing resources to carry out the project.
  - If a proposal involves other bureaus, support from those bureaus is essential. Proposers will be asked for confirmation that partner bureaus are on board with the project.
  - Major grants range from \$20,001 to \$150,000. Micro-grants range from \$1 to \$20,000.
  - Proposals not chosen for Innovation funding may be refined/redeveloped and resubmitted during a future round.