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City of Sebastopol

2020-21 COMMUNITY BENEFIT GRANT APPLICATION

COMMUNITY BENEFIT GRANT PROGRAM

TO: Interested Parties

FROM: Budget Subcommittee

SUBJECT: Reapplying | Reopening Community Benefit Grant Application Process

The City of Sebastopol knows that in a crisis non profits step up to advocate for, and serve, our communities. The COVID-19 (Coronavirus) pandemic facing the Country is having a profound impact on the economy, to include our non-profits, and has greatly expanded the need for non-profits to provide additional services in an unprecedented manner. In many cases the scope of operations will need to expand to accommodate increased demand for vital services. Although the City has limited funding for grants to our local non-profits, the City understands the critical need to help support our local non-profits. We understand that many of our local non-profits revenues losses from closed programming and services offered, as well as anticipated shortfalls in fundraising, jeopardizes the need to provide these services to our community.

Although there are many financial uncertainties to the City, the City has extended the Community Benefit Grant program for FY 20-21. Many applications were received in March 2020 (Pre-COVID) in response to the City's request for applications. However, that was prior to this pandemic that has impacted so many. Therefore, the City has extended the community benefit grant as well as adding a request for additional information.

The City has added an additional information asking for a description of how this funding will mitigate any impact your organization experienced because of the current COVID-19 pandemic.

A copy of the revised application is attached. If you have submitted a Community Benefit Grant Application in March (Pre-COVID), it is requested you review and update that application for review by the City's Budget Sub-Committee. If you choose to use the current application, with no revisions, please inform the **Administrative Services Director No Later Than July 16, 2020**. Your current application on file would then be made part of the applications for review by the City Budget Sub-Committee.

This program was created to fund activities and projects that will:

1. Address an unmet/under-met and ongoing community need Pre and/or Post COVID-19;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program

Each of these categories, as well as any impacts from COVID 19 on your organization, will be weighted equally in evaluating projects to recommend to City Council for funding during fiscal year 2020-21.

Application Process

Applicants must use the “**REVISED**” Community Benefit Grant Program application form. Forms are available on our website www.cityofsebastopol.org, and at Sebastopol City Hall, 7120 Bodega Ave., Sebastopol, CA 95472. Please contact the Administrative Services Department, 707-823-7863 with questions regarding projects and funding requests. If you choose not to amend your current application on file and would like to retain your current application on file for submission to the Budget Sub-committee, please notify the Administrative Services Director No Later than July 16, 2020.

Deadline for Submission *NEW*

The deadline for submission of applications is **on July 19, 2020**. Interested nonprofit organizations may request applications by mail, email or by fax (707) 823-1135. To ensure compliance with County Health Directives, please submit your application by email to: mllim@cityofsebastopol.org. Or drop off at City Hall in the front door mail slot.

Funding Procedure

There are likely to be multiple recipients. Final grant decisions are made solely by the Sebastopol City Council and will be made on a year-to-year basis. Funds must be expended within the grant year (July 1 through June 30) or they will revert back to the program. Fiscal and program accountability are required.

Funding Priorities

The City of Sebastopol Community Benefits Program will make grants for projects which have direct relation to resident services and community enhancement in the areas of recreation, support, and environment. Funding will not be considered for ongoing operating expenses. Priority will be given to those proposals which involve a volunteer network and benefit a wide cross-section of community residents. For additional detail please see attached Council Policy.

Funding Schedule *NEW*

Proposals are due by **on July 19, 2020**. The Budget Subcommittee will make a preliminary selections and may hold interviews of selected applicants during the preparation of the City budget. A public meeting will be held via **Zoom on August 3, 2020 from 8:30 a.m to 11:30 a.m.** Applicants are highly encouraged to appear before the Budget Sub-Committee to provide a brief presentation on their request and how their organization serves the City. Grants will receive final approval with the City Council adoption of the revised budget.

Application Instructions

The attached fillable four page application form may be recreated on your computer; but please do not deviate from the format and do not exceed four pages. Answer all questions thoroughly in the space provided. Do not attach or refer to other pages except as indicated. You will need one (1) copy of the application submitted electronically to the City

Please submit one (1) electronic) completed proposals each of which includes the following:

1. The four page application form described above,
2. A copy of your IRS 501(c)(3) tax exemption letter, if applicable,
3. The current operating budget of your organization,
4. A list of your board of directors or appropriate principals with their affiliations, A recent audited financial statement; if available, and
5. Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

NOTE: If any of the above is not applicable. Please explain:

Completed application materials are due to the City of Sebastopol no later than on **July 19, 2020**. ***We reserve the right not to process applications found to be incomplete as of the application deadline.*** Submit the five (5) copies of your completed proposal to:

Administrative Services Department - Sebastopol City Hall
Attn: Miko Lim
7120 Bodega Ave.
Sebastopol, CA 95472

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COMMUNITY BENEFIT GRANT APPLICATION

GRANT PROGRAM DESCRIPTION

The City of Sebastopol has awarded direct funding to agencies providing community benefit to programs for specific projects that improve the quality of life and build civic pride in Sebastopol. Funding will not be considered for ongoing operating expenses. The categories covered by this funding are:

- a. Parks and Recreation, including but not limited to:
 - Outdoor Recreation
 - Youth services and athletics, such as dance classes, life skilled programs
 - Hospitality Program
- b. Arts and Cultural, including but not limited to:
 - Event and Tourism Resources
 - History and Culture Education
 - Music, Theater & Art Events
- c. Environmental Quality and Sustainability, including but not limited to:
 - Clean air quality / pollution control
 - Climate action initiative
 - Sustainability education
- d. Health & Community/Human Services, including but not limited to:
 - Health and Safety, Food / Nutrition, Youth and mental health issues
 - Crisis Intervention Facilities
 - Senior & Low Income Resources
- e. Economic Vitality, including but not limited to:
 - Workforce training such as internship
 - Business development, incubation or acceleration
 - Business attraction, retention / expansion program

REQUIREMENTS FOR GRANT CONSIDERATION

- a. The non-profit status of the organization;
- b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served;

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COMMUNITY BENEFIT GRANT APPLICATION

- c. Adherence to the stated policies of the City of Sebastopol;
- d. Whether or not a public need will go unmet without the contribution;
- e. Offer a sustainable benefit to the City of Sebastopol;
- f. Involve a support network of community participation;
- g. The degree to which the goodwill of the City of Sebastopol will be promoted;
- h. The degree to which the cause has been recognized as a contribution to the community;
- i. Whether or not the contribution could expose the City to civil liability;
- j. The amount of the request;
- k. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget;
- l. The degree to which the members of the organization have engaged in fund-raising activities;
- m. Whether or not the organization has applied for funding from other Sonoma County cities; and
- n. Whether or not the organization has received CDBG (Community Development Block Grant Funding).

HOW TO APPLY

An organization may propose more than one program or project for consideration, but each program or project requires a separate application. Applicants must submit:

1. Five (5) completed proposals and signed application,
2. A copy of your IRS 501 (c)(3) tax exemption letter, if applicable
3. The current operating budget of your organization,
4. A list of your board of directors or appropriate principals with their affiliations, a recent financial statement; if available, and
5. Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

PROCESS

Please request the amount that you anticipate you will need and submit your request to the Finance Department.

Applicants will be invited to present their application(s) to the City of Sebastopol Budget Subcommittee. You will be asked to demonstrate your compliance with all requirements during the interview process. After consideration by the Budget Subcommittee, recommendations will be made to the City of Sebastopol City Council. The Council will approve or deny funding requests.

RETURN APPLICATION TO:

**CITY OF SEBASTOPOL
ADMINISTRATIVE SERVICES DEPARTMENT
7120 BODEGA AVE
SEBASTOPOL, CA 95472**

APPLICANT INFORMATION

Name of Organization	501(c)(3) Certification (attach copy)
Type of Organization	Website
Address of Organization (Must be located or do business in Sebastopol)	Phone No.
Contact Name	Phone No. (If Different than above)
Address of Contact	Email

REQUEST INFORMATION

Amount Requested	Total Project Cost	Project Title	Current Organizational Operating Budget <input type="radio"/> Yes <input type="radio"/> No
Year Founded	List of Board of Directors/Principals (attached) <input type="radio"/> Yes <input type="radio"/> No	Recent Financial Statement (Audited Preferred) <input type="radio"/> Yes <input type="radio"/> No	

REASON FOR REQUEST

Briefly state the mission or purpose of your organization. Please provide your answer to the following questions.

1. Please describe how this funding will mitigate any impact your organization experienced because of the current COVID-19 pandemic?
2. Briefly describe the project and the specific purpose for which you are requesting funds.
3. What exact results do you hope to achieve and how will those results be sustained after this grant period?

4. Describe your organization's capacity to conduct this program or project and list your recent accomplishments.

5. Give a detailed budget for your project and (a) include the time frame for your budget, and (b) specify just how the funds will be used if granted.

6. Please indicate any collaboration which will take place on this project in the way of other sources of funding, staffing, in-kind contribution, and/or joint participation. Please be specific.

7. How do you propose to publicize and involve the community in the project?

8. How will you evaluate the success of your project? What reporting mechanism will you use to communicate your progress to the Council and the community?

9. Please explain your organizations policies' and or plans for greening your organization's day to day operations and/or events.

Signature	Title	Date

City of Sebastopol COUNCIL POLICY



SUBJECT	POLICY NO	EFFECTIVE DATE	PAGE
FUNDING OF COMMUNITY BENEFIT GRANTS	88	October 18, 2016	1 of 4

BACKGROUND

The Community Benefit Grant Program provides an excellent opportunity for the City of Sebastopol to support critical neighborhood projects and helps fulfill the community's vision. It has been the practice of the City Council to consider the contribution funding of community-based programs conducted by non-profit 501 (3) (c) organizations that actively enhance the quality of life for Sebastopol residents.

The Community Grants program is developed with a philosophy of partnership whereby Council recognizes the vital role that individuals, community groups and organizations play in contributing to the creation of a vibrant and sustainable City. In return, Council provides a range of grants to encourage and support individuals and groups in the community to engage in activities that advance the quality of life in the City of Sebastopol.

PURPOSE

The purpose of this policy is to provide a basis for Council to allocate funds in an equitable and effective manner. Council acknowledges that the provision of grants is an important role for local government, and is an essential way in which Council can directly support the local community.

Council will apply appropriate management practices to ensure that there is a balance between responsibility for administering public funds, and supporting the community in a practical and effective manner.

The Community Benefit Grant Fund is intended to provide funding to local non-profit organizations for specified community benefits programs and/or projects that will:

1. Address an unmet/under-met and ongoing community need;
2. Demonstrate long-term impact and quality outcome;
3. Benefit a large cross section of community residents and/or businesses;
4. Leverage additional funding to support the program;

The Community Grants policy is strongly related to Council's Goals and Objectives as well as its vision and mission statements. The goal is to operate the Community Benefit Grant Program following related Council policies, plans and activities such as:

1. Social Plans including Youth Plan, Cultural Arts, and Positive Aging/Elders;
2. Community Participation;
3. Festivals and Public Events;
4. Economic Development; and
5. Marketing Strategy, Tourism, Community Outreach

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POLICY

1. Non-profit organizations must file an application for the Community Benefit Grants Program. Applications must be submitted by March 31 of each year for funding the following fiscal year. Applications must be submitted to the Finance Department prior to each deadline. Application forms may be obtained from the Finance Department, 7:00 A.M to 5:30 P.M., Monday through Thursday, or off the City website page (www.cityofsebastopol.org).
2. Public funds shall be made available only when the funds are to be expended for a community program that will contribute to the quality of life for Sebastopol residents.
3. The City Council shall strive to appropriate one percent of General Fund revenues.
4. No organization may apply for funding if it failed to meet any of the post application requirements from the prior year (see paragraph 11, 12 & 13).
5. Funds will not be allocated to:
 - a. Political action committees, political candidates, or political campaigns;
 - b. Any organization conducting a religious activity;
 - c. Organizations conducting a fund-raising event or activity;
 - d. For the rental of the City owned facilities.
6. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
7. Funding requested from youth sports group will be considered only if the request is to support the youth sports group in a regional, state or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Sebastopol residents and greater Sebastopol community.
8. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
9. Funding of a program will not constitute a precedent for contributions in subsequent years.
10. All applications will be submitted to the Finance Department for analysis and recommendation to the Budget Subcommittee and ultimately to the City Council. In its evaluation, the Budget Subcommittee shall consider and evaluate the following criteria:
 - a. The non-profit status of the organization.
 - b. The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Sebastopol residents served to the total number of individuals served.
 - c. Adherence to the stated policies of the City of Sebastopol.
 - d. Whether or not a public need will go unmet without the contribution
 - e. The degree to which the goodwill of the City of Sebastopol will be promoted.
 - f. The degree to which the cause has been recognized as a contribution to the community



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- g. Whether or not the contribution could expose the City to civil liability
 - h. The amount of the request.
 - i. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
 - j. The degree to which the members of the organization have engaged in fund-raising activities.
 - k. Whether or not the organization has applied for funding from other Sonoma County cities.
 - l. Whether or not the organization has received CDBG (Community Development Block Grant Funding).
11. After review, the Budget Subcommittee shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
12. Post Application Requirements:
- a. Not discriminate in employment or in clients served because of race, religion, national origin, or sex or sexual orientation.
 - b. Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant's expense may be required, with the results available to the City of Sebastopol upon request.
 - c. Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
 - d. Provide the City with an interim end of the year full financial accounting and narrative report by the close of May 31.
 - e. The year-end report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program. The end of the year shall be within 30 days after May 31. This report must include a complete financial statement detailing all expenditures of the City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.
13. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.
14. Any funds returned in accordance with the policy shall be returned to the City General Fund, to be allocated in accordance with the policy.
15. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.

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16. The organization shall provide a report to the City of its use of the funds provided no later than 30 days after the close of the third quarter (March 31) of the fiscal year.

17. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Benefit Grands Funding:

a. Parks and Recreation, including but not limited to:

- i. Outdoor Recreation
- ii. Youth services and athletics, such as dance classes, life skilled programs
- iii. Hospitality Program

b. Arts and Cultural, including but not limited to:

- i. Event and Tourism Resources
- ii. History and Culture Education
- iii. Music, Theater & Art Events

c. Environmental Quality and Sustainability, including but not limited to:

- i. Clean air quality / pollution control
- ii. Climate action initiative
- iii. Sustainability education

d. Health & Community/Human Services, including but not limited to:

- i. Health and Safety, Food / Nutrition, Youth and mental health services
- ii. Crisis Intervention Facilities
- iii. Senior & Low Income Resources

e. Economic Vitality, including but not limited to:

- i. Workforce training such as internship
- ii. Business development, incubation or acceleration
- iii. Business attraction, retention / expansion program