

CITY OF HEALDSBURG

2019 COMMUNITY BENEFIT GRANT PROGRAM

TO: Interested Parties

SUBJECT: Request for Proposals

The City Council of the City of Healdsburg established a Community Benefit Grant Fund to assist local non-profit agencies. This program was created to fund activities and projects that will:

- Provide or address an unmet/under-met community need;
- Benefit a large cross section of Healdsburg residents;
- Offer a sustainable benefit to the City of Healdsburg; and
- Involve a support network of community participation.

Priority will be given to projects related to the City's Strategic Plan Initiatives and fulfill the current year's City Council goals.

Funding Eligibility: Grants will only be made available to 501(c) 3 nonprofit organizations in good standing located within the City of Healdsburg or serving Healdsburg residents. A copy of the 501(c) 3 certificate must be included with the application.

Application Process: Applicants must use the Community Benefit Grant Program application form. Applications and instructions are available online at www.healdsburg.ca.us or at Healdsburg City Hall, 401 Grove Street, Healdsburg 95448. Please contact Raina Allan via email at rallan@ci.healdsburg.ca.us with questions regarding projects and funding requests.

Deadline for Submission: The deadline for submission of applications is **January 4, 2019**. Interested nonprofit organizations may also request applications by mail, email or fax. Applications are also available on the City's website at www.healdsburg.ca.us.

Funding Procedure: The total amount of grant funds available for 2019 is \$50,000. There will likely be multiple recipients. Final grant decisions are made solely by the Healdsburg City Council and will be made on an annual basis. Grant funding will be provided on a reimbursement basis. If seed funding is needed to begin the project (i.e. retainer of specialty services) funds for said expense will be reimbursed upon receipt of invoice or copy of contract. Non-profits will have 6 months from date of award to submit invoices/proof that show that the project has been completed. If project is not completed within six months of award, up to a 12-month extension may be granted by the City Manager's Office upon request. Award of grant is for the current funding cycle. If approved grant funding is not spent during the given cycle and an extension has not been granted, the funds will be carried over to the next funding cycle and non-profits must submit a new grant application. An explanation of the reasons why the funding was not utilized will be required to be as part of the application submittals. Fiscal and program accountability, including proof of expenditures, are required. Grants are not transferable.

Funding Priorities: The Community Benefit Grant Program will fund grants for projects that have a direct relation to resident services and community enhancement in the areas of recreation, support services and the environment. Priority will be given to projects related to the City's Strategic Plan Initiatives and fulfill the current year's City Council goals. **Funding will not be considered for ongoing operating expenses (such as salaries) and must be spent on the project described in your application unless otherwise allowed by the City Council.** Priority will also be given to proposals that involve a volunteer network and benefit a wide cross-section of community residents.

Funding Schedule: Proposals are due in Healdsburg City Hall (401 Grove Street) by **5:00 p.m. on Friday, January 4, 2019.** It is anticipated that grants will be awarded by the City Council in February, 2019.

Attached for your information are the Strategic Plan Initiatives adopted in 2014, and the current 2018-19 City Council Goals.

CITY OF HEALDSBURG

Community Benefit Grant Program 2019

APPLICATION INSTRUCTIONS

NAME OF ORGANIZATION SEEKING FUNDING: _____

The attached application may be obtained in electronic format. If you would like a copy of the application form emailed to you, please visit the City's website at www.ci.healdsburg.ca.us or request one at rallan@ci.healdsburg.ca.us Answer all questions thoroughly in the space provided. Do not attach or refer to other pages except as indicated.

Please submit one (1) completed proposal and include the following:

- * The application form attached;
- * A copy of your IRS 501(c)(3) tax exemption letter or certificate;
- * The current operating budget of your organization;
- * A list of your board of directors or appropriate principals with their affiliations;
- * A recent audited financial statement, if available; and
- * Letters of support or other background material you feel is relevant to your proposal. (Please do not submit more than three (3) pages of support materials)

NOTE: If any of the above is not applicable, please explain below and include this page in your application.

Submit one copy of your completed proposal to:

Raina Allan
Healdsburg City Hall
401 Grove Street
Healdsburg, CA 95448

Completed application materials are due in the City Manager's Office by **5:00 p.m. on Friday, January 4, 2019.** *We reserve the right not to process applications found to be late and/or incomplete as of the application deadline.*

CITY OF HEALDSBURG

Community Benefit Grant Application Program 2019

Organization Name: _____ Date: _____

Address: _____ Zip: _____

Executive Director: _____ Phone: _____

Contact Person: _____ Phone: _____

Email: _____ Project Title: _____

Total Project Cost: \$ _____ Amount Requested: \$ _____

Briefly state the mission or purpose of your organization: _____ Year founded: _____

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1. Briefly describe the project for which you are requesting funds.

 2. For what specific purpose(s) will you use these funds, e.g., equipment, building materials, software, etc.?

 3. Please describe how your project relates to the City's Strategic Plan Initiatives and fulfills the City Council Goals.

4. What specific need or opportunity directly benefiting Healdsburg residents does your project address?
5. What specific *results* do you hope to achieve? (i.e., state how many will be served, what will change.)
6. How does your project complement, differ from, or otherwise relate to other such efforts in the community?
7. Describe your organization's capacity to conduct this program or project and list your recent accomplishments.
8. Describe your work plan **and** timeline (schedule) for the project. Please be specific.
 - a. (Example: February 2019 . . . Purchase materials, etc.)

9. Give a detailed budget for your project. Indicate your budget expenditures and specify just how the specific funds would be used. (Example: \$576.00 . . . Art Supplies)

10. Please indicate any collaboration that will take place on this project. Include other sources of funding, staffing, in-kind contribution, and/or joint participation by other agencies. Please be specific.

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

12. 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?

13. Please describe the sustainability of your project and/or its on-going positive effects.