



## CITY OF SANTA ROSA COMMUNITY IMPROVEMENT GRANT AGREEMENT

This Community Improvement Grant Agreement (“Agreement”) is made on **November 5, 2024** between the City of Santa Rosa (“City”) and **BIPOC Collective** (“Grantee”).

### Recitals

- A. City adopted the Community Improvement Grant Program (“Program”) to promote community building, improve neighborhoods, and strengthen relationships among residents.
- B. Grantee submitted an application for a Program grant to assist in completing the **Wellness and Cultural Arts Workshop** (“Project”).
- C. On **October 30, 2024**, the Community Advisory Board awarded a Program grant to Grantee.
- D. The parties would like to memorialize the terms of the grant.

### Agreement

The parties agree as follows:

- 1. Grant. Subject to the terms and conditions in this Agreement, the City agrees to provide to Grantee a grant in an amount not exceeding **\$2,500** (“Grant”).
- 2. Purpose of Grant. The Grant may be used by Grantee solely for the purpose(s) described in Recital B and C above and as described in the Application and Budget attached as Exhibit A.
- 3. Grant Match. The Grant is conditioned on a 1:1 match by Grantee.
- 4. Project Completion/Grant Period. Grantee must complete “Project” one year from date of the execution of this agreement. No extensions will be permitted.
- 5. General Provisions.
  - a. The Grant is solely a monetary contribution and not a co-sponsorship of the Project or partnership with the City.
  - b. Grantee shall comply with any applicable regulations and permit requirements for the Project.
  - c. The Grant is not authorization of use of City property.
  - d. Grant funding may not exceed the amount stated in Section 1, regardless of the cost of the Project.
- 6. Revocation of Grant. The Grant may be revoked by City in the event Grantee breaches any provision of this Agreement, including the failure to properly document Project expenses or contributions or expend Grant funds in the allotted time for Project related expenses.



7. Records of Grantee.
  - a. Grantee shall maintain records of all matters related to this Agreement including, but not limited to, books, financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records sufficient to reflect properly:
    - i. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of the Project.
    - ii. All other matters covered by this Agreement.
  - b. Grantee shall preserve and make available its records:
    - i. for the period of three (3) years from the date of the expiration or sooner termination of Agreement; or
    - ii. for any such longer period, if any, as required by applicable law.
8. Reporting.
  - a. No later than thirty (30) days after Project completion, Grantee shall submit to the City a final report - in the same form as outlined in the Final Report Guidelines attached as Exhibit B. The final report must include an expenditure report with receipts for funds expended as outlined in Exhibit B.
  - b. Any costs, contributions, or expended Grant funds not properly documented in the final report and/or not in conformance with the approved scope of work, must be returned by the Grantee to City within fourteen (14) days from notification by City. In addition, in the absence of the timely submission or acceptance of the final report by City, in its sole and absolute discretion, the entire Grant award shall be returned by Grantee to City within fourteen (14) days from notification by City.
  - c. Grantee shall include a **minimum of 10 photographs** of the completed Project with the final report (digital files preferred). Grantee agrees that the City may use and reproduce the photographs for any purpose the City deems appropriate.
  - d. Completed reports and photographs should be sent via email to [communityengagement@srcity.org](mailto:communityengagement@srcity.org) or, if necessary, by U.S. mail to the Communications & Intergovernmental Relations Office, 637 First Street, Santa Rosa CA 95404, Attention: Lon Peterson.
  - e. The exhibits referenced in this Agreement and made part of this Agreement by this reference, are available at [www.srcity.org/cabgrants](http://www.srcity.org/cabgrants).
9. Publicity. The City encourages publicizing the Grant in all of Grantee's relevant published materials—brochures, programs, annual reports, etc. In materials specific to the Project, Grantee agrees that it will include the Office of Community Engagement logo as appropriate, and the following language: *“Made possible in part by a grant from the City of Santa Rosa Office of Community Engagement”* and list the City and the Grant in all published lists of Project donors.



10. Counterparts and Electronic Signatures. This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Grantee wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any digital signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

*Tina Rogers*

Grantee Signature

**Tina Rogers**

Print Name and Title

EXHIBIT A – COMMUNITY IMPROVEMENT GRANT  
APPLICATION & BUDGET  
EXHIBIT B – FINAL REPORT GUIDELINES

**Maraskeshia Smith**

City Manager or designee

*Maraskeshia Smith*

[Maraskeshia Smith \(Dec 8, 2024 19:26 PST\)](#)

Signature – City Manager or designee

*Suzanne Rawlings*

[Suzanne Rawlings \(Dec 6, 2024 14:54 PST\)](#)

Approved as to Form – City Attorney’s Office



**community  
advisory board**  
City of Santa Rosa

**Community Improvement Grant  
2024 Application Form**

Project Name: <u>Wellness and Cultural Arts Workshop</u>	Requested Grant Amount: <u>\$2,500</u>
	Other Funding Sources: <u>\$3,000</u>
Project Physical Address: <u>D5LC 521 Mendocino Ave #5241 Santa Rosa, CA 95401</u>	TOTAL Project Cost: <u>\$5,500</u>
Contact Person responsible for Grant Application: <u>Tina Rogers</u>	Group or organization: <u>BIPOC collective</u>
	How did you hear about the Grant Program? <u>online</u>
What is your CAB area? (Check one)	
<input type="checkbox"/> Northwest <input type="checkbox"/> Northeast <input type="checkbox"/> Southwest <input type="checkbox"/> Southeast <input type="checkbox"/> Core <input checked="" type="checkbox"/> Citywide	
Not sure? Click here: <a href="http://srcity.org/DocumentCenter/Home/View/14754">http://srcity.org/DocumentCenter/Home/View/14754</a>	
Property Owner (see page 3 for all requirements):	
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Name</span> <span>Title</span> </div>	
Person or organization to whom the check should be made out to	
<u>Tina ROGERS</u> <u>funkystyle Street Dance @ gym</u>	
<div style="display: flex; justify-content: space-between;"> <span>Name</span> <span>Email</span> <span>Phone</span> </div>	
<u>PICK UP CHECK FROM</u> <u>CJRO</u> <u>916-239-8116</u>	
<div style="display: flex; justify-content: space-between;"> <span>Address</span> <span>City</span> <span>Zip</span> </div>	
<u>n/a</u>	

GRANT SCOPE: This Application Packet describes the intended use of the requested Grant funds to complete the Project identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Tina Rogers

Signature [Signature]

Title Executive Director

Date 9/27/24



## **Community Advisory Board 2024 Community Improvement Grant Questions**

### **We Got Wellness CIG Application by BIPOC Collective**

Answer the following questions as they apply to your project. Responses are limited to three double-sided pages with 12-point font including drawings and photographs. Include page numbers on all pages.

1. Describe your project, including objectives and goals, and explain how your project will meet these goals.

This project will be a 2-day workshop that will provide social emotional engagement and wellness open and free to everyone and based in Santa Rosa. We will use nature and multicultural arts education for community learning and healing. By embracing the wisdom of our ancestors, our cultural pride, and dedicating to a holistic approach to well-being, we will offer a path that honors the past, nurtures the present, and ensures a brighter, healthier future for our community, and future generations. This wellness workshops will not only encourage and promote healing but also foster respect and stewardship for our natural resources. No permits are required. Please see bios for additional information.

2. What is your outreach plan? Please also explain how your project will be open and accessible to the community.

We will promote the event by social media, flyers, word of mouth, partnering with community and culturally based organizations, local tribes, schools, and churches.

3. Describe the community support for your project.

We have a wide network of support from YA-KA-AMA Indian Education Inc., Disability Services and Legal Center, Sonoma County MLK Birthday Celebration Committee, Sonoma County Juneteenth, Santa Rosa City School District Indian Education Committee, Sonoma County Office of Education, United Way of Wine Country, and KBBF among many others.

4. Is there ongoing maintenance required for your project? If so, what is the plan for maintenance and who is going to be responsible?

NO



**community  
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City of Santa Rosa

5. Projects should reflect environmental consciousness regarding materials, energy, and conservation. Please describe how your project will meet this goal.

We will use all natural and holistic materials and methods of healing

6. Provide a brief statement on how you will keep project participants safe during implementation (e.g. social distancing protocols, gloves, masks, etc.).

We will follow all the proper safety guidelines and protocols from the City of Santa Rosa.

7. Project Budget: Grant requests may not exceed \$2,500. Explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. This section is supplemental information to the Cost Estimate Form.

Please see attached budget.



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**Community Improvement Grant  
Project Budget and Matching Funds**

**PROJECT NAME:**

**Cost Estimate:** List all features, amenities, supplies and plans (Add or delete rows as needed)

Cost Estimate		Requested Funds	Match
<b>Salaries/Wages (In-kind only)</b>			
VOLUNTEER HOURS FOR TINA ROGERS (\$1,000 per day)		N/A	2,000
<b>Contracted Services</b>			
MADONNA FRAMER CRUZ		\$2,100	
<b>Materials/Supplies</b>			
SMUDGE STICKS (50, \$2 a piece)		\$100	
ORGANZA GIFT BAGS (50, \$2 a piece)		\$100	
ABALONE SMUDGE BOWL (50, \$6 a piece)		\$300	
<b>Printing/Reproduction</b>			
<b>Rentals</b>			
DSL 2-day rental			\$1,000
<b>Other</b>			
Total Requested Grant Amount		A. 2,500	
Total Matching Funds			B. 3,100
Total Project Cost (A+B)		\$ 5,500	

**Other Funding Sources:**

Funding Sources	Date Committed	Amount
Total		

## EXHIBIT B – CIG FINAL REPORT GUIDELINES



### EXHIBIT B PROGRAM FINAL REPORT GUIDELINES

A final report is required to be submitted to the City within 30 days of Project completion. The final report should be a maximum of three (3) pages, 1.5 line-spacing, in a standard font (Times New Roman, Arial, or Calibri). Please include at least 10 photos; digital preferred. The City reserves the right to use photos, quotes, and/or testimonials associated with the awarded mini-grant.

- Please submit the final report, documentation, and expenditures to [communityengagement@srcity.org](mailto:communityengagement@srcity.org) within 30 days of the conclusion of the Project funded by the Community Advisory Board's Community Improvement Grant Program. Below are the requirements for the final report.
- All forms can be found at <https://srcity.org/cabgrants>

**Project Narrative:** Provide a narrative about the Project and include the following:

- Numbers of participants
  - Number of people who participated in the planning of the project
  - Number of people who participated in implementing the project
- What was accomplished with this funding?
  - Describe the work that was completed and how the community benefits from the project
  - Describe any next steps that will take place
  - Please include description of matching funds or volunteer hours that were used.
- Highlight of successes, challenges, and opportunities for improvement












# CAB Grant Agreement\_BIPOC Collective


Final Audit Report

2024-12-09


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