

# **CIG APPLICATION PROPOSED CHANGES**

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**Ana Horta, Community Engagement Manager  
CIRO  
March 26, 2025**

## GOAL STATEMENT

To foster a stronger and more connected community through community building activities and neighborhood improvements to create and strengthen relationships, neighborhood and social communities.

## KEY CRITERIA

- Funding for neighborhood public improvements and community building events within the City of Santa Rosa limits.
- Proposals must be:
  - Inclusive
  - Accessible
  - free of charge to participants
  - focus on community support
- The maximum grant amount is \$2,500
- Proposal must demonstrate a greater than 1:1 match by other sources or in-kind donations and services.
- Awardees may not receive additional grants within two years of the initial award.

# APPLICATION PROCESS

- Application form must include:
  - Budget showing matching funds (amount and source)
  - Initiative timeline or event date
  - All required permits
  - Responses to questions (via email or in-person)
- Staff reviews applications for eligibility and completeness.
- CAB reviews eligible and complete applications.
  - A rubric will be used to score and rank
- CAB votes on final approval or denial of grants.

## Community Improvement Grant 2025 Application Form

Project Name:	Requested Grant Amount:	\$ _____
	<b>Matching Funds:</b>	\$ _____
Project Physical Address:	TOTAL Project Cost:	\$ _____
	Group or organization:	
Contact Person responsible for Grant Application:	How did you hear about the Grant Program?	
<b>What is your CAB district? (Check one)</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7		
Property Owner (see page 3 for all requirements):  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span style="width: 45%;">Name</span> <span style="width: 45%;">Title</span> </div>		
Person or organization to whom the check should be made out to  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span style="width: 30%;">Name</span> <span style="width: 30%;">Email</span> <span style="width: 30%;">Phone</span> </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span style="width: 30%;">Address</span> <span style="width: 30%;">City</span> <span style="width: 30%;">Zip</span> </div>		

**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 \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Criteria has been added to the application and matched to the rubric criteria

### Community Improvement Grant Scoring Rubric (DRAFT)

	Grant 1	Grant 2	Grant 3	Grant 4
<b>CRITERIA</b>				
<b>Council Goals &amp; Priorities</b>	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Community Building	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Project Team	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Community Support	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Accessibility & Outreach	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Project Reach	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Budget	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Sustainability	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
<b>Timeline</b>	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
Environmental Consciousness	0 1 2 3	0 1 2 3	0 1 2 3	0 1 2 3
<b>TOTAL</b>				
<b>SUPPLEMENTAL</b>	<b>YES</b>	<b>NO</b>		
*Returning Applicant				
*Requested Other City Grant Funds				

#### SCORING DEFINITIONS

- 0 = Insufficient, minimally met the criteria
- 1 = Needs improvement, met some of the criteria but did not provide enough details
- 2 = Adequate, sufficiently detailed, comprehensible, and achievable
- 3 = Met all criteria - clear, concise, and coherent response

## 2025 APPLICATION DEADLINE

	January	March	May	July	September	November
<b>Applications Due</b>	1/6/25	3/3/25	5/5/25	7/1/25	9/1/25	10/30/25
<b>CAB Selection</b>	1/22/25	3/26/25	5/28/25	7/23/25	9/24/25	11/12/25

# PROJECT COMPLETION & REPORT REQUIREMENTS

The following language has been added:

"Projects begin upon approval by CAB. The grantee must complete the project within **one year** of signing the grant agreement. Each successful project will be required to submit a final report (3 pages max) and photographs within thirty days of the conclusion of the project. Appropriate documentation will be required including receipts, volunteer sign-in sheets, invoices, or other documents (Exhibit H, CIG Final Report Guidelines). All projects, programs or events funded by a CIG must be publicly accessible."

## QUESTIONS?

Ana Horta  
Community Engagement Manager  
[ahorta@srcity.org](mailto:ahorta@srcity.org)  
(707) 543-4625