City of **Santa Rosa**

Community Advisory Board
Community Improvement Grant Application
FY 2017/2018

The Community Improvement Grant (CIG) Program supports community building, improves neighborhoods, and strengthens relationships among residents. Grants can include public and community improvements, community events and practices, and may include other elements and activities. All grant requests must be inclusive, accessible, free of charge to participants, and focus on broad community support.

The Community Advisory Board (CAB) is allocated an annual grant budget for public improvements and community events throughout Santa Rosa. The maximum grant amount is $5,000, which must be matched by funds or in-kind donations or services. It is a reimbursement grant program. The CAB will review all applications, confirm that all criteria are met, and approve or deny grants.

Who may apply?

Nonprofits, neighborhood groups and/or associations, homeowner associations, service clubs, community groups and /or organizations, and schools may apply to fund a project in Santa Rosa, including unincorporated Santa Rosa areas. However, applicants do not have to have an established organization to apply for the funds. Any large or small group of neighbors or community members who want to improve where they live can apply for these grants. The funds may be used to improve a street, block, neighborhood, or community.

What types of projects may be funded?

Public and Community Improvements: physical construction/improvement projects. Examples include but are not limited to: murals/public art, benches, park improvements/repairs, community clean-ups, tree planting, graffiti removal, community, school or service club project, signage, creek restoration and neighborhood gardens.

Community Events and Practices: activities that create or enhance the sense of community among individuals within a regional area or within a group that shares a common interest. Examples could include block parties, cultural dances, neighborhood meetings or gatherings, trainings, or community lectures.

What expenses are eligible?

Eligible Grant Expenses include contractor fees, supplies, equipment rentals, permit and insurance fees or costs, other permits related to the project, food, or group trainings.

Costs that are not reimbursable by CIG funds include:
- Costs incurred prior to grant award;
- Indirect costs, ongoing operational costs, or overhead business expenses like rent, mortgage payments, property taxes, utilities, or office supplies;
- Ongoing maintenance, upkeep, landscaping and repairs;

- Fundraising;
- Staff salaries;
- Membership dues;
- New business seed money;
- Individual training or education; and
- Travel

What is a grant match and how much is required?

CIG funds must be matched by funds from other sources that meet or exceed your grant request. These may be actual funds or in-kind donations (e.g. donated supplies, volunteer hours, etc.). All projects **MUST** demonstrate a 1:1 match. For example, a project requesting a $500 grant must have a minimum of $500 in matching funds, for a total project budget of $1,000. The maximum grant amount is $5,000. However, there is no maximum match funds amount. Please make sure to list all actual funds or in-kind donations going into your project.

What are eligible matching funds?

Donated cash, labor, materials or equipment (or any combination) qualifies as matching funds. This includes volunteer hours. Materials should be valued at market rate, equipment should be based on actual rental rates, and volunteer labor should be valued at $22.14 per hour per person.

What are the criteria for grant evaluation?

- The Community Improvement Grant Program is designed to support community building, strengthen neighborhoods, and build relationships among residents through public improvement projects and community events and practices throughout Santa Rosa.
- Volunteers and project partners are a significant component of this process. Applications should reference the partnering organizations, individuals, and associations who are involved in the project. If there are questions about possible partnerships, contact your CAB representative for information before completing this application. CAB webpage: www.srcity.org/CAB.
- **Projects must have clear neighborhood and community support**. Projects should demonstrate this support and what value this project will add to the community. Support may be demonstrated through letters of support or petition.
- The budget should be well thought out, reasonable, and realistic. Applicants are encouraged to explore other supplemental funding sources to show diverse support for the project.
- Geographical sphere of influence or a social sphere of influence, description of how many people will benefit from your project.
- Projects should reflect environmental consciousness regarding materials, energy, and conservation.
- Community Improvement Grants (CIG) can best serve the community by making each program, event and practice funded through CIG as broadly accessible as possible. This means creating opportunities for people of all abilities and thinking expansively about how to be widely inclusive, welcoming, and collaborative. All projects, programs or events funded by the CIG grant program need to meet these requirements.

Community Improvement Grant (CIG) Application Packet Checklist

Please make sure your application contains all of the following information; including page numbers.

1. **Application Form (1 page)**
2. **Detailed Project Budget and Matching Funds (1 page)**
3. **Response to Questions (maximum of 3 pages double sided)**
4. **Permission from Property Owner or Authorized Manager**
   - Please submit documentation demonstrating the approval or endorsement for the project from the property owner, including information on both the length and scope of use. This may be an authorization letter from the property owner, a license agreement, or a lease.
   - If the project is proposed on City property, please obtain a letter from the appropriate City department including a determination of master plan or general plan consistency as appropriate. Identify additional steps or agreements necessary to comply with the City process.
5. **Approvals and Permits**
   - Does your project require City permits, approvals, or involvement? Please identify the permits that are needed, or explain why permits and approvals are not needed.
   - It is the applicant's responsibility to obtain all necessary permits and approvals for projects. An application may be denied for failure to adequately research or secure necessary City approvals. Permits may include Building, or Special Event, for example. Permit approval may require environmental review and determination pursuant to the California Environmental Quality Act (CEQA).
   - Public art projects, including murals, must be approved by the Arts in Public Places Committee. Please contact Tara Thompson for public arts requirements: 707-543-4512, tthompson@srcity.org.
     - Where appropriate, please obtain approval from the associated Board, Commission, or Committee, if your project falls under their scope of work. For a list of all City Boards, Commissions, and Committees, please visit: http://srcity.org/180/Boards-Commissions.

Application Process

- Grant applications must be received by **July 31, 2017 no later than 5:00 pm** to be considered. Exceptions will not be made and late submissions will not be considered. Applications may be submitted via mail, e-mail or in person.

- Staff will review applications for completeness. Complete applications will be distributed to CAB for review. Candidates will be invited to present their project to the Board. ***Presentations are not required but are highly recommended.***

- Grant presentations will be scheduled at the August and September CAB meetings. *Presentations are not required to receive funding but this is the applicant's only opportunity to clarify projects and answer questions from CAB.* Staff will determine presentation schedule; due to time constraints no presentations can be rescheduled.

- The Community Advisory Board votes on final approval or denial of grants. **All applicants will be notified in writing of their grant status after CAB has voted.**

The Fine Print

Community Improvement Grant Funding is solely a monetary contribution and not a co-sponsorship by the City of Santa Rosa of any event or activity for which funding is used unless specifically agreed to in writing by the City. Award of Community Improvement Grant Funding shall not eliminate the need for any applicant to comply with any applicable regulations or permit requirements for the event or activity being funded. Grant award is not authorization of use of City Property.

This is a reimbursement grant program; any expenses incurred before grant award are not eligible for reimbursement. Each successful project will be required to submit a grant report and photographs upon completion of the project. Appropriate documentation will be required for reimbursement this may include receipts, volunteer sign-in sheets, invoices, or other documents. All projects, programs or events funded by a CIG must be publicly accessible.

Please submit questions to Danielle Ronshausen, Community Engagement Coordinator, at dronshausen@srcity.org, or (707) 543-4696.

Completed applications should be delivered or mailed to:
CAB GRANT PROGRAM
City of Santa Rosa Office of Community Engagement
637 1st Street
Santa Rosa, CA 95404

City of
Santa Rosa

Project Name:	Requested Grant Amount: $_____
	Other Funding Sources: $_____
Project Physical Address:	TOTAL Project Cost: $_____
	Group or organization:
Nearest cross street:	How did you hear about the Grant Program?

What is your CAB area? (Check one)

☐Northwest   ☐Northeast   ☐Southwest   ☐Southeast   ☐Core   ☐Citywide

Not sure? Click here: http://srcity.org/DocumentCenter/Home/View/14754

Property Owner (see page 3 for all requirements):

_____   _____
Name – Property Owner   Title

Contact Person responsible for Grant Application

_____   _____   _____
Name – Contact Person   Email   Phone

_____   _____   _____
Address   City   Zip

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 _____

City of Santa Rosa

Cost Estimate: List all features, amenities and plans

Cost Estimate	Requested Funds	Match
Salaries/Wages (In-kind only)		
Volunteer Hours ($22.14/person/hour) (6 volunteers) (8 hours)	N/A	$1,062.72
Contracted Services		
Artist Design Fee	$400	$400
Materials/Supplies		
Paint ($10/color) (50 bottles)	$500	$100
Paint Brushes ($3/brush) (100 brushes)	$300	$100
Food for Volunteers	$250	$250
Building Supplies (wood, nails)	$200	$200
Tools (hammers, saw)	$150	$100
Printing/Reproduction		
Flyers and Posters for Volunteer Painting Day	$200	
Rentals		
Other		
Total Requested Grant Amount	A. $2,000	
Total Matching Funds		B. $2,212.72
Total Project Cost (A+B)	$4,212.72	

Funding Sources:

Funding Source	Date Committed	Amount
ABC Market – Food Donation for Volunteer Painting Day	2/14/17	$250
Community Artists Collaborative Grant – Mural Design	4/15/17	$400
XYZ Hardware Store – paint, paint brushes, tools and materials	4/18/17	$500
	Total	$1,150

City of Santa Rosa

Community Improvement Grant
Project Budget and Matching Funds FY 2017/18
Community Events and Practices – SAMPLE

Cost Estimate: List all features, amenities and plans

Cost Estimate	Requested Funds	Match
Salaries/Wages (In-kind only)		
	N/A	
Contracted Services		
Amazing Trainer on Neighborhood Building and Community Organizing	$500	$500
Materials/Supplies		
Binders for Training (12 trainees x $6.99/binder)	$83.88	
Pens ($7.99/box x 2 boxes)	$15.98	
Paper ($12.99/pack x 2 packs)	$25.98	
Food for Training (breakfast, lunch, snacks, and healthy beverages)	$150	$150
Flip Chart Paper ($20/chart x 4 charts)	$80	
Printing of training agendas, training handouts and other training materials	$100	
Rentals		
ABC Community Center – Training Facility Rental	$200	
Laptop and Projector Rental		$300
Other		
Graphic Recorder	$200	$550
Total Requested Grant Amount	A. $1,355.84	
Total Matching Funds		B. $1,500
Total Project Cost (A+B)	$2,855.84	

Funding Sources:

Funding Source	Date Committed	Amount
ABC County Community Building Grant	2/14/14	$1,000
Total		$1,000

City of Santa Rosa

Community Improvement Grant
Project Budget and Matching Funds FY 2017/18

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

Cost Estimate	Requested Funds	Match
Salaries/Wages (In-kind only)		
	N/A	
Contracted Services		
Materials/Supplies		
Printing/Reproduction		
Rentals		
Other		
Total Requested Grant Amount	A.	
Total Matching Funds		B.
Total Project Cost (A+B)	$	

Funding Sources:

Funding Sources	Date Committed	Amount
Total		

City of
Santa Rosa

Community Advisory Board
Community Improvement Grant Questions FY 2017/18

Please 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. Please include page numbers on all pages.**

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

2. Describe the community support for your project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
   b. What roles are they playing and how collaborative is the project?
   c. What other support exists for your project?
   d. Please describe any approvals and permits needed and obtained for your project (i.e. land use, City, etc.)

3. Describe who will benefit from this project.
   a. Identify the area that will benefit from this project. This can be a geographical sphere of influence or a social one.
   b. Estimate how many people this project may impact.

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

5. What is your project's timeline? Will it be completed within the 18-month grant funding cycle?

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

7. Please explain how your project will be open and accessible to the community.

8. Project Budget: Grant requests may not exceed $5,000. Please 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.