

Brown, Steve

From: Community Engagement
Sent: Monday, July 29, 2024 2:41 PM
To: Brown, Steve
Subject: FW: [EXTERNAL] Grant Funding Requirements
Attachments: MINI-GRANT APPLICATION AND AGREEMENT UPDATED 3.27.23.fillable.pdf

Here is the late correspondence communication. Thank you!

Ana

From: Adina Flores [REDACTED]
Sent: Thursday, July 25, 2024 1:06 PM
To: Community Engagement <communityengagement@srcity.org>
Cc: _CityCouncilListPublic <citycouncil@srcity.org>
Subject: [EXTERNAL] Grant Funding Requirements

Greetings,

Please pass along my message to the entire Community Advisory Board & Council. I would appreciate clarification on the matter below.

I am seeking clarification regarding CAB's distribution of mini grants. The City of Santa Rosa has previously offered Measure H - CHOICE Mini Grant Funding. The maximum allowable Mini-Grant award is \$5,000. This echoes the grants being offered by CAB.

Yesterday's Board had great difficulty when understanding how to pass a motion with a quorum majority. I was a bit shocked and horrified to witness the lack of competency regarding standard meeting procedures. Therefore, I would appreciate it if the City could explain why their funding requirements for the CHOICE grant applicants are legally compliant while the CAB's lack of requirements appears to violate state law. Please refer to the City Attorney to provide the language which legally permits an individual or group to accept government issued grants without a Tax ID. Please also advise as to why an equivalent grant amount (maximum \$5) would require a W9 for the CHOICE grant, but is non-applicable for the CAB grant. From a stakeholders' lens, this appears to be extremely shady. Thank you & God bless.

6. FUNDING REQUIREMENTS & CONDITIONS

- Applications will be considered based on the degree to which the Program or Project aligns with one or more of the focus areas and strategic goals outlined in [The Partnership's 2017-22 Strategic Plan](#) and the findings of the 2021 [Community Needs Assessment](#).
- Programs or Projects funded must be provided within the City's limits or must serve Santa Rosa residents (additional documentation may be required for verification).
- Funded Programs or Projects must serve individuals identified in Section Three: Targeted Populations.
- Funds may be used for costs directly associated with the Programs or Projects (i.e., materials, supplies and equipment).
- Funds cannot be used to support the organization's indirect and/or ongoing costs (i.e., staffing costs, fundraising, and rent).
- Funded Programs or Projects must be completed within 12 months of the date funds are awarded (Award Date); this is the date of the Award Letter.
- Awarded grantees will have 10 business days to provide required documentation, including W-9 Form, and authorized signatures to facilitate the timely execution of the funding agreement; see EXHIBIT A for a sample of the agreement.
- Final funding approval is contingent on the approval from the City Manager or designee and the City Attorney's Office.
- The Partnership's logo must be used on all outreach materials, social media marketing, and the City's support through The Partnership must be recognized at all events or meetings associated with the Program or Project that the Mini-Grant is supporting.
- A final report must be submitted to the City within 30 days of Program or Project completion; see EXHIBIT B for final report guidelines.

7. ELIGIBILITY

- Agencies or organizations that have not already received a Mini-Grant in the same City fiscal year during which a subsequent Program or Project is proposed.
- Community-based organizations (with 501(c)(3)) or public organizations, including school districts.
- Individuals or community groups without a 501(c)(3) will need to work with a non-profit, public institution, or private corporation to serve as their fiscal agent. In the case of a fiscal agent, the agent will enter into the Agreement with the City, receive the grant funds, and be responsible for all contractual terms.
- Mini-grants are intended to be single awards of funding support for specific Program or

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Project's scope of services. Agencies or organizations may submit additional applications in a subsequent City fiscal year for the same Program or Project, if the scope of services of the application is unlike that of a Program or Project previously funded through the Mini-Grant.

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Kindest Regards,

Adina Flores