

CIG APPLICATION PROPOSED CHANGES

**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:	\$ _____
	Matching Funds:	\$ _____
Project Physical Address:	TOTAL Project Cost:	\$ _____
	Group or organization:	
Contact Person responsible for Grant Application:	How did you hear about the Grant Program?	
What is your CAB district? (Check one)		
<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):		

Name	Title	
Person or organization to whom the check should be made out to		

Name	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 _____

Community Improvement Grant Scoring Rubric (DRAFT)

	Grant 1	Grant 2	Grant 3	Grant 4
CRITERIA				
Council Goals & Priorities	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
Timeline	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
TOTAL				
SUPPLEMENTAL	YES	NO		
*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

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

2025 APPLICATION DEADLINE

	January	March	May	July	September	November
Applications Due	1/6/25	3/3/25	5/5/25	7/1/25	9/1/25	10/30/25
CAB Selection	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?

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