

# COMMUNITY IMPROVEMENT GRANTS

---

October 30, 2024

Ana Horta, Community Engagement Manager  
CIRO

## DESCRIPTION

- Santa Rosa City Council allocates grant budget for public improvements and community events.
- Grant goals: supports community building, improves neighborhoods, strengthens relationships among residents and foster stronger and more connected community.
- Projects must be inclusive, accessible, free of charge to participants, and focus on community support within the City of Santa Rosa.
- The maximum grant amount is \$2,500, which must be a 1:1 matched by funds or in-kind donations or services.
- The Community Advisory Board (CAB) reviews all eligible applications and selects the awardees.
- Due to limited funding for the program, eligibility of an application does not guarantee funding.

# ELEGIBILITY CRITERIA

- Types of projects:
  - a) Public and Community Improvements: 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.
  - b) Community Practices: neighborhood leadership development training, community leadership training, formation of a neighborhood association, etc.
- All grant applications must align with City Council goals and priorities
- Complete the grant application: stating goals, benefits, plan, timeline, outreach, accessibility, environmental consciousness, and budget sheet that clearly identifies matching funds.

## APPLICATION PROCESS

- Submit application form, budget with matching funds, permits, and response to questions via email or in-person.
- Staff will review applications for eligibility and completeness. All eligible and complete applications will be distributed to CAB for review.
- CAB votes on final approval or denial of grants.
- An award letter and grant agreement will be sent via email notifying the grantee.

# APPLICATION DEADLINE

	<b>Q1</b> <b>Jan. 2 – March 29</b>	<b>Q2</b> <b>May 1 – June 28</b>	<b>Q3</b> <b>Aug. 4 – Sept. 27</b>	<b>Q4</b> <b>Oct. 24 – Nov. 10</b>
<b>Applications available from City</b>	January 2	May 1	August 4	October 24
<b>Applications due by</b>	March 29	June 28	September 27	November 10
<b>Staff Review</b>	April 2-6	July 1-5	Sept. 30-Oct. 4	Nov. 11-15
<b>CAB Selection</b>	April 24	July 24	October 23	December 4
<b>Projects Begin</b>	Upon approval by CAB	Upon approval by CAB	Upon approval by CAB	Upon approval by CAB
<b>Projects Completion</b>	No later than 1 year after grant approval	No later than 1 year after grant approval	No later than 1 year after grant approval	No later than 1 year after grant approval

Project Name:	Requested Grant Amount:	\$_____
	Other Funding Sources:	\$_____
Project Physical Address:	TOTAL Project Cost:	\$_____
	Group or organization:	
Contact Person responsible for Grant Application:	How did you hear about the Grant Program?	
<p>What is your CAB area? (Check one)</p> <p> <input type="checkbox"/> Northwest    <input type="checkbox"/> Northeast    <input type="checkbox"/> Southwest    <input type="checkbox"/> Southeast    <input type="checkbox"/> Core    <input type="checkbox"/> Citywide </p> <p>Not sure? Click here: <a href="http://srcity.org/DocumentCenter/Home/View/14754">http://srcity.org/DocumentCenter/Home/View/14754</a></p>		
<p>Property Owner (see page 3 for all requirements):</p> <p>_____</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Title</span></p>		
<p><b>Person or organization to whom the check should be made out to</b></p> <p>_____</p> <p style="text-align: center;">Name <span style="margin-left: 100px;">Email</span> <span style="margin-left: 100px;">Phone</span></p> <p>_____</p> <p style="text-align: center;">Address <span style="margin-left: 150px;">City</span> <span style="margin-left: 100px;">Zip</span></p>		

# EXPENSES

## Eligible:

- Contractor fees
- Supplies
- Equipment rentals
- Food
- Group trainings
- Permit and insurance fees or costs
- Other permits related to the project

## Non-Eligible:

- Costs incurred prior to grant award
- Indirect costs, ongoing operational costs, or overhead business expenses (rent, mortgage payments, property taxes, utilities, or office supplies)
- Ongoing maintenance, upkeep, landscaping and repairs
- Fundraising
- Staff salaries
- Membership due
- New business seed money
- Individual training or education
- Travel

<b>Cost Estimate</b>		<b>Requested Funds</b>	<b>Match</b>
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)		\$	
<b>Other Funding Sources:</b>			
<b>Funding Sources</b>		<b>Date Committed</b>	<b>Amount</b>
		Total	



## REPORT REQUIREMENTS

- Project Completion: 1 year from date of the execution of grant agreement. No extensions will be permitted.
- Final report is due within 30 days of the project completion.
- Report should be a max of 3 pages.
- Include: project narrative (number of participants, achievements, success, challenges and opportunities), receipts, volunteer sign-in sheets, invoices, pictures, testimonial.

## Awarded & Received Grants

- Awarded:
  - a. 2023 Grants: 10
  - b. 2024 Grants: 12 grants
- Received, Q3 2024: 10 grants (\$25,000)
- Current Balance: \$31,553.08
- Projected Balance: \$6,553.08

## ADDITIONAL INFORMATION

---

Visit: [SRCity.org/Community-Improvement-Grants](https://srcity.org/Community-Improvement-Grants)

Email: [communityengagement@srcity.org](mailto:communityengagement@srcity.org)

Call: (707) 543-4625 or (707) 483-3742

Stop by in-person: 637 First Street, Santa Rosa

# QUESTIONS?

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

