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**FY 2023-2024 Community Services Department Mini-Grant
Application**

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Community Services Mini-Grant Application Fiscal Year 2023-2024

Background

The Richmond Community Services Department (CSD) Mini-Grant, a component of the Richmond Environmental Community Investment Agreement (ECIA) Grant Program, was approved by the City Council in January 2017. In alignment with the ECIA Grant, the Community Services Grant provides support for those organizations that serve the needs of community, youth, and youth sports. The CSD Mini-Grant is designed to support organizations that are Richmond-serving and that partner with and/or consistently utilize facilities managed by the Community Services Department.



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Who Can Apply?

Organizations must meet the following conditions to be eligible to apply:

- Provide services focused on the community, youth, and/or youth sports to Richmond and North Richmond residents.
- Operate as a not-for-profit entity such as a non-government entity (e.g., non-profit organizations) with 501(c)(3) tax status or utilize a fiscal sponsor (Fiscal Sponsor Agreement will be required) in good financial standing.
- Provide services to Richmond residents (Richmond-serving)
 1. A minimum of 80% of the organization's proposed grant-funded programs/services must be provided to Richmond residents. If awarded a mini-grant, grant funds can only be spent serving Richmond residents.

How Much is Available?

The total amount available for the FY 2023-2024 grant cycle (July 1, 2023 – June 30, 2024) is \$50,000. Grant awards can be up to \$5,000, and the number of grant awards available will be determined based on the amount of each award. Grant awards will be paid on a reimbursement basis. Decisions regarding grant award amounts and advance payments will be based on the discretion of the CSD and the review panel.

When is the Deadline to Submit Applications?

The grant application opens on Monday, January 2, 2023, and the deadline to submit applications is Friday, February 17, 2023, at 5:00 P.M. Note that the grant application portal will automatically close at that time and applications will no longer be accepted.



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What are Eligible and Ineligible Uses?

Grants are available to support youth programs (through age 21), youth sports programs (through age 21), and community-focused programs and/or projects that make use of the CSD's aquatic centers, community centers, parks, and convention center.

Eligible uses include but may not be limited to:

- CSD facility fees
- Youth enrichment projects
- Summer camps
- Youth sports programs
- Programs that support health and wellness and eliminate health disparities
- Bike and pedestrian pathway enhancements and construction projects
- Programs that support students and parents at Richmond schools
- Service-learning programs
- Gardening and urban greening projects

Ineligible uses include but may not be limited to:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal, loan, or bank fees
- Subsidization of existing contracts
- Political campaigns or lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific programs and not to advance the causes of any of the stated groups)
- Fundraisers or other events not open to the general public.
- A project or program which is clearly intended for commercial gain
- A project or program that occurs before or after the grant award period
- Support of individuals
- For businesses established for personal benefit or profit
- To support annual fund drives
- To fund an agency's deficit or endowment
- To repay loans
- Furniture
- Cell phones
- Bonuses
- For the direct support of religious activities. Secular activities offered to the Richmond community that is provided by religious organizations regardless of congregational membership or statements of belief may be eligible for grant funds.



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How to Apply

The grant applications may be submitted through **Friday, February 17, 2023, by 5:00 P.M.**, via the online application form on the **main CSD Grant subpage**. We only accept grant applications submitted through the online application portal--all other submission formats are not accepted.

The following materials must be submitted as part of a completed application packet:

- Completed online application, including budget (all sections completed, and questions answered).
- Proof of 501(c)(3) status (Non-Profit Status Determination letter from the Internal Revenue Service) or fiscal sponsor's corresponding documents City of Richmond.
- W-9 form.
- Vendor Supplemental Questionnaire if not already registered.
- Letter describing and authorizing collaboration (if with a governmental entity), if applicable.
- Signed agreement between the organization and the fiscal sponsor, if applicable.

Your application will be disqualified if your organization:

- Submits more than one (1) application per fiscal year.
- Submits an application in a format other than the online form portal.
- Submits an incomplete application.
- Requests grant funding for one-time special events with no supplemental enrichment programming.
- Requests grant funding solely for sports teams travel expenses.
- Requests a grant award amount higher than the grant maximum of \$5,000.

Note: City staff will confirm that the organization has filed the required document(s) in California and is authorized to carry out its business activities (California Secretary of State <https://businesssearch.sos.ca.gov/>). Applications submitted by organizations not identified with "active" status may be disqualified.

For organizations with 501(c)(3) tax status, City staff may check websites such as the Internal Revenue Service at www.irs.gov and GuideStar at www.guidestar.org to gather additional information about the applicant organization.



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How are Applications Scored?

Applications will be evaluated by a review panel which may consist of three to five reviewers, which can include CSD and/or City staff, Recreation and Parks Commissioners, and community members using the criteria listed below:

Program/Project (Description and Concept) – 40 points

- The application is filled out appropriately and completely with all sections and parts of questions answered clearly and is easy to follow.
- Timeline is practical and the proposed activities are well-defined and technically feasible.
- Management and staff are qualified to implement the project or program and achieve stated goals and has experience working on the project or program and/or similar programs or projects.
- Project or program aligns with both organizational vision and goals of the grant.
- Project utilizes a CSD-managed site and/or park.

Impact and Goals – 40 points

- The program or project can positively contribute to the targeted population.
- Goals and outcomes are measurable, clear, and data-driven.
- An evaluation component is included and connected to the program goals.
- The organization has a plan on how to sustain the program or project after grant funds are expended.

Financial Viability – 20 points

- Program/project budget is included, meets all requirements listed in the guidelines, cost-effective, accurate, and feasible.
- Relationship between grant funds requested and the program budget is clearly shown.

Bonus Points – 3 points

- If the applying organization is based in Richmond, the applicant will receive 3 bonus points. Richmond-based is defined as maintaining principal offices, studios, or other facilities within the boundaries of the City of Richmond. Applicable to organizations providing services (sponsoree), not fiscal sponsors.

When Will I Receive Notification of a Grant Award?

Grantees will be tentatively notified of decisions by April-May 2023. Grantees must enter into a grant service agreement with specific deliverables outlined with the City of Richmond prior to execution.

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What are the Requirements if my Organization is Awarded a Grant?

Applicants receiving grant awards must:

- Enter into a Grant Service Agreement with specific deliverables. All organizations are expected to initiate projects within three (3) months of execution of the grant agreement. The scope of work will be based on the application submitted.
- Submit a final report and reimbursement requests (templates will be included as part of the executed grant agreement)
- Final Report – A Final Report at the conclusion of the program/project will be required and must provide detailed information about the services provided. Grantees that do not submit the required reports run the risk of forfeiting their funding.
- Funding Requests – Requests must include the necessary documents to substantiate the disbursement (e.g., receipts, timecards, payroll records, etc.). Grantees that do not adhere to the invoicing requirements run the risk of forfeiting their funding.
- Host City staff and/or members of the Review Panel for one or more site visits and/or program evaluation.
- Published program materials shall include the City seal or logo and the CSD logo and shall state, "Made possible in part by the Richmond CSD Mini-Grant Program." The material must be appropriate, relevant, and aligned with the approved project and should be reviewed and approved by City staff before release.
- Complete and submit a W-9 form and Supplemental Vendor Application.
- Meet the City of Richmond insurance requirements. Fiscal sponsors, serving as the grantee, must have insurance that covers all actions of the non-profit and/or community-based organization acting as the sub-grantee. Organizations may use grant awards to cover insurance costs
- Fiscal sponsors, serving as the grantee, must have insurance that covers all action of the non-profit and/or community-based organization.

For inquiries or clarification regarding this program or application, please contact the Community Services Department at recreation@ci.richmond.ca.us.

Section 1: Organization / Agency Information

Organization / Agency Name*

Organization / Agency Address*

City*

State*

Zip*

Organization / Agency Website

Phone Number

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Organization / Agency Annual Budget*

Type of Organization / Agency*

-- Select One --



Summary of Organization / Agency and History*

Project Manager Name and Title*

Project Manager Email*

Project Manager Phone Number*

Fiscal Sponsor Name (if applicable)

Fiscal Sponsor Address

Fiscal Sponsor City

Fiscal Sponsor State

Fiscal Sponsor Zip

Fiscal Sponsor Phone Number

Fiscal Sponsor Website

Section 2: Project Information

Name of Project / Program:*

Please select the area of enrichment which your project will primarily address:*

-- Select One --



If you selected "Other", type in your area of enrichment:

Total Project Budget*

Grant Amount Request*

Up to \$5,000

Project Timeline*

mm/dd/yyyy

—

mm/dd/yyyy

At which CSD-managed site(s) will your program/project take place? (e.g. Rec Complex, Nicholl Park, etc.). Grant applications that utilize a CSD-site will receive bonus points. *

List of sites [here](#).

Please read and answer all parts of the questions below completely and thoroughly.



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Describe the program and proposed services in detail. Provide information on the program design, types of services, location and frequency of services, and the purpose of your program and outcomes to be achieved, and how services will be delivered and/or provided. *

Identify the population (e.g. community, neighborhood, youth age range, etc.) and number of people that will be served in your program. How do you plan to recruit, engage, and retain the target population in your services to reach your program's goals? *

List at least three (3) measurable improvement outcomes the project will achieve (e.g. increased reading levels in middle school students) and describe the correlation with the overall project goal. The outcomes must be specific, measurable, and meaningful. What activities or strategies will you use to achieve the project goal outcomes?*

If you are awarded a grant, how will you publicly acknowledge the grant? E.g. newsletter, social media posts, website update, etc. Note: all appropriate marketing materials will need to include the Community Services Department logo and City of Richmond logo.*



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Section 3: Budget Proposal and Supplemental Forms



Budget Proposal Instructions

Download, complete, and upload the budget form found below. An Excel sheet submission is preferred but there is a Word document available as well. **Only** use either the Excel or Word document provided—other formats or templates will **not** be accepted.

Break out the total per budget item (e.g. office supplies, paint, basketballs, facility fees, etc.). Be as detailed as possible. There is a [master list of the facility rental fees here](#) on the Parks & Community Facilities section of our website if you are planning to use your funds for rental fees, as they will not be waived for any grantee programming. Note: only 20% of your budget can be used for personnel costs such as instructor salaries and benefits and stipends.

Once complete, please upload your Word document or Excel file as: **ORGANIZATIONNAME_FY21-22_BUDGET_PROPOSAL.**

Budget Proposal (Excel)

[FY 2021-2022 Budget Proposal.xlsx](#)

Budget Proposal (Word)

[FY 2021-2022 Budget Proposal.docx](#)

Budget Proposal Upload*

No file chosen

Supplement Forms

Click on the links below to download and submit your W-9 and Vendor Supplemental Questionnaire forms for your organization.

City of Richmond W-9 Form

[City of Richmond W-9 Form](#)

Vendor Supplemental Questionnaire Form

[Vendor Supplemental Questionnaire Form](#)

City of Richmond W-9 Form Submission*

No file chosen

Vendor Supplemental Questionnaire Form Submission*

No file chosen

Proof of 501(c)(3) status (Non-Profit Status Determination letter from the IRS)

Please upload your Non-Profit Status Determination letter from the IRS.

Non-Profit Status Determination Letter*

No file chosen

Fiscal Sponsor Application

If you are utilizing a fiscal sponsor, please upload your signed agreement between the organization and the fiscal sponsor.

Fiscal Sponsorship Agreement

No file chosen

Section 4: Acknowledgement and Signature

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Hi 🙋, how can I help?

Electronic Signature Agreement*

☐ I agree

*By checking the "I agree" box, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

The Executive Director's electronic signature acknowledges the following:

- You have thoroughly read and understand the grant program guidelines, application sections and questions, and the City of Richmond and Community Services Department requirements; and
- All questions contained in the application have been answered and the following required documents are included as part of our application packet:
 1. Completed application, including budget (all sections completed and questions answered)
 2. Proof of 501(c)(3) status (Non-Profit Status Determination letter from the IRS)
 3. City of Richmond W-9 form
 4. Vendor Supplemental Questionnaire
 5. Signed agreement between the organization and the fiscal sponsor, if applicable; and
- Our organization will obtain comprehensive background checks and/or fingerprinting of all employees and/or volunteers that work directly with youth or such other vulnerable populations; and
- The information included as part of this application is true and accurate.

Electronic Signature*

First M. Last

Date Signed*

mm/dd/yyyy

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* indicates a required field



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