



COMMUNITY SERVICES MINI-GRANT

Guidelines 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.

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)
 - 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.

GRANT FUNDS 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.

MINI-GRANT PROGRAM TIMELINE AND DEADLINES

<u>TASK</u>	<u>DATE</u>
Application Release	January 2, 2023
Application Deadline	February 17, 2023
Grant Application Review and Scoring	February – March 2023
Review and Approval	April – May 2023
Grant Award Notification	April – May 2023
Grant Award Period (Start Date is Dependent Upon Execution of Grant Agreement)	July 1, 2023 – June 30, 2024



COMMUNITY SERVICES MINI-GRANT

Guidelines Fiscal Year 2023-2024



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.

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 the 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



COMMUNITY SERVICES MINI-GRANT

Guidelines Fiscal Year 2023-2024



- 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.

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.

HOW APPLICATIONS ARE 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 SERVICES MINI-GRANT

Guidelines Fiscal Year 2023-2024



community members using the criteria listed below:

Program/Project (Description and Concept) – 40 points

- 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.

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.

SPECIFIC 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.



COMMUNITY SERVICES MINI-GRANT

Guidelines Fiscal Year 2023-2024



- 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.