



## FY2021-2023 Love Your Block Mini-Grant Guidelines

### BACKGROUND

---

Since 2015, Love Your Block has awarded 39 mini-grants to volunteer-based projects in Richmond, led by your neighbors and local organizations. The **Love Your Block (LYB) Mini-Grant Program** is returning again, funded through a partnership between the Community Services Department and the City Manager's Office, Economic Development.

A resolution was approved by City Council on December 17, 2019, approving a solid waste Franchise Fee adjustment of a 7.5 percent increase to develop I Heart Richmond. The funding can be used for: 1) Compliance and enforcement of local and state solid waste reduction and recycling laws; 2) Prevention of litter and blight; and 3) Improving overall environmental quality and health.

LYB Mini-Grants will fund proposals that improve environmental quality by engaging community volunteers to clean-up and beautify Richmond.

### APPLICANT ELIGIBILITY

---

#### ELIGIBLE APPLICANTS INCLUDE:

- Organizations utilizing a non-profit fiscal sponsor
- Non-profit organizations with 501(c)(3) tax status

#### ELIGIBLE APPLICANTS MUST ALSO MEET THE FOLLOWING CONDITIONS:

- Have an Active status in the [California Secretary of State Business Search](#)
- Did not receive a Love Your Block Mini-Grant award during the previous (FY2020-2022) Love Your Block Mini-Grant cycle

### PROJECT ELIGIBILITY

---

#### ELIGIBLE PROJECT AREAS:

- Must occur within the boundaries of City of Richmond
- Must occur in an area that is accessible to the public

#### INELIGIBLE PROJECT AREAS:

- Unincorporated areas
- Areas that encroach on property of other public agencies, including but not limited to CalTrans and BART
  - Exceptions can be made if applicant has a pre-existing agreement with the agency

#### ELIGIBLE PROJECTS:

- Must promote beautification, sustainability, health and safety, community engagement, and/or creation/improvement of public space
- Must engage at least 10 community volunteers to clean-up and beautify Richmond
- Must include at least one (1) community event during which physical clean-up and beautification occurs
- Must begin on or after July 1, 2022 and be completed by April 30, 2023
- Ongoing projects are eligible, but funds may not be used to reimburse expenses incurred prior to July 1, 2022

Examples of eligible projects include but are not limited to: community clean-ups (i.e. trash pickup, weed abatement, and/or pruning); ongoing maintenance, revitalization, or expansion of a community garden; creation of a new community garden; public art projects; painting projects; ongoing maintenance, revitalization, or expansion of Little Free Libraries; and installation of new Little Free Libraries.

## **ELIGIBLE USES OF GRANT FUNDS**

---

Grant requests may be up to \$10,000. Grant requests exceeding \$10,000 will automatically be disqualified.

### **ELIGIBLE COSTS:**

- Grant requests up to \$10,000
- Project supplies and materials, including food for volunteers
- Rental/facility fees, permits (e.g. road closure, traffic control, food), insurance
- Fiscal sponsorship fees, if applicable – up to 10% of your grant request
- Administration fees – up to 10% of your grant request
- Stipends, professional services – up to 30% of your grant request, eligible on case-by-case basis
  - Gift cards are not eligible

## **MINI-GRANT AWARD AMOUNTS & PAYMENT PROVISIONS**

---

A total of \$80,000 is available for the FY2021-2023 mini-grant cycle. Grant awards can be up to \$10,000, and the number of grant awards available will be determined based on the amount of each award.

Grant awards will be paid in a ninety percent (90%) up-front installment by June 30, 2022. Ten percent (10%) will be disbursed upon completion of the project and submission of a complete final report package.

## **APPLICATION INSTRUCTIONS & REQUIREMENTS**

---

The Love Your Block Mini-Grant Application is available online at [www.richmondloveyourblock.org](http://www.richmondloveyourblock.org).

**Applications will be accepted until Friday, February 25, 2022 at 11:59 pm.**

**Application packages must be submitted via e-mail to [volunteer@ci.richmond.ca.us](mailto:volunteer@ci.richmond.ca.us) with “Love Your Block Mini-Grant Application” in the subject line. Applications must be submitted in a readable PDF or Word format (scanned files are not accepted). Supplemental files may be submitted in non-readable formats.**

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

- Completed application, including budget (all sections completed and questions answered)
- Proof of 501(c)3 status (Non-Profit Status Determination letter from the IRS)\*
- [City of Richmond W-9 form](#)\*
- [Vendor Supplemental Questionnaire](#)\*
- Signed Letter of Permission from property owner, if proposal takes place on private property
- Signed agreement with a public agency, if proposal encroaches on non-City public property
- Signed agreement between the organization and the fiscal sponsor, if applicable

**ITEMS MARKED WITH AN \* MUST BE COMPLETED BY YOUR FISCAL SPONSOR IF YOU ARE USING ONE.**

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.

Applications that fail to include these documents or fail to meet eligibility requirements will be disqualified.

## APPLICATION REVIEW & SCORING

The selection process is as follows:

1. City staff review applications for satisfaction of application and eligibility requirements. **Only** complete and eligible applications proceed to the next step.
2. Complete and eligible applications are forwarded to a review committee. The review committee consists of community volunteers. Applications will be evaluated and scored using the criteria listed below:

<b>Proposed Project (Total: 5 Pts)</b>
<ul style="list-style-type: none"><li>• Project will physically clean-up/beautify Richmond</li><li>• Project promotes beautification, sustainability, health and safety, community engagement, and/or creation/improvement of public space</li><li>• Clear description of proposed project</li><li>• Project goal relates to clean-up and beautification</li><li>• Includes community events for physical clean-up and beautification by volunteers</li><li>• Project can realistically be completed by April 30, 2023</li></ul>
<b>Neighborhood Engagement (Total: 5 Pts)</b>
<ul style="list-style-type: none"><li>• Realistic metric goals</li><li>• Clear plan to recruit at least 10 volunteers</li><li>• Clear plan to involve residents, community members, organizations, and/or businesses outside of current network</li><li>• Utilizes a variety of community outreach methods</li><li>• Has received or will seek community input on elements of the project</li><li>• Clear plan to engage community safely given pandemic</li></ul>
<b>Proposed Budget (Total: 5 Pts)</b>
<ul style="list-style-type: none"><li>• Budget items correspond to project proposal</li><li>• Budget is reasonable for the project</li></ul>
<b>BONUS: Project Site (Total: 1 Pt)</b>
<ul style="list-style-type: none"><li>• Project will take place in a City of Richmond park, including Richmond Greenway</li></ul>

3. Application scores will be averaged across review committee members. Funding is awarded based on the highest average scores. Proposals will be fully funded unless there is insufficient funding for the lowest-scoring awarded proposal, in which case partial funding will be awarded.

All scores are final. There is no grievance process. Copies of scores can be provided to applicants upon request.

## GRANT REQUIREMENTS

If you are selected to receive a mini-grant, you will be required to:

- Sign and submit a Grant Award Agreement\*\* by April 21, 2022 outlining terms and conditions of accepting the grant, which will include, but is not limited to:
  - Attending a grantee orientation in May or June 2022.
  - Taking and submitting before, during, and after photos of the project.
  - Having all volunteers participating in the project sign the City of Richmond Liability and Waiver and providing the same to City of Richmond in the final report package.
  - Obtaining additional approvals and/or permits from City departments, commissions, or City Council as necessary.
  - Maintaining records to show and account for use of grant funds, and submitting copies of all receipts, checks, or other payments made with the grant funds in the final report.
  - Tagging City of Richmond social media accounts in social media content.

- Acknowledging the City of Richmond in all content using provided logos and mentioning City of Richmond in all media contacts associated with the project.
- Submitting a comprehensive final report package about your project that will include a questionnaire, metrics report, budget report, copies of all receipts, copies of all signed waivers, photos, and outreach materials.
- Provide proof of insurance as outlined in [City of Richmond Insurance Requirements](#) by April 21, 2022. Fiscal sponsors must have insurance that covers all actions of the sponsored organization/individual.
- Obtain a City of Richmond business license by April 21, 2022 if your mini-grant award exceeds five thousand dollars (\$5,000.00), or if your entity makes more than five thousand dollars (\$5,000.00) within the City of Richmond during the fiscal year.

**\*\*If you are an organization utilizing a fiscal sponsor, your fiscal sponsor must sign the Grant Award Agreement, obtain a business license if applicable, and provide proof of insurance by these dates.**

If your application includes long-term or permanent improvements to City property, you may be required to do any or all of the following: submit and receive an approved Adopt-a-Spot Application, present to and receive approval from the Recreation and Parks Commission, and present to and receive approval from other City departments or commissions.

If your application includes public art on City property, you will be required to adhere to Public Art Policies in the City and present the concept design to the Public Arts Advisory Committee and/or Richmond Arts & Culture Commission for approval prior to installation.

## IMPORTANT DATES

**IMPORTANT: PLEASE NOTE TIMEFRAMES FOR RECEIPT OF DOCUMENTS. FAILURE TO ADHERE TO THESE DEADLINES WILL RESULT IN FORFEITURE OF YOUR MINI-GRANT.** ITEMS MARKED WITH AN \* MUST BE SUBMITTED BY OR ON BEHALF OF YOUR FISCAL SPONSOR IF YOU ARE USING ONE.

<b>Deadline – Application with Proof of 501(c)3 Status*, W-9 Form*, Vendor Supplemental Questionnaire*, Signed Letter of Permission from Property Owner, Fiscal Sponsorship Agreement*</b>	<b>11:59 pm, Friday</b>	<b>February 25, 2022</b>
E-mail Award Notification to Mini-Grantees	Wednesday	March 23, 2022
<b>Deadline - Verbal/Written Acceptance of Mini-Grant</b>	<b>Wednesday</b>	<b>March 30, 2022</b>
Mini-Grant Award Agreements, Requests for Business Licenses and Insurance Distributed to Mini-Grantees	Thursday	March 31, 2022
<b>Deadline - Signed Mini-Grant Award Agreement*, Business License*, and Insurance*</b>	<b>Thursday</b>	<b>April 21, 2022</b>
Public Announcement of Mini-Grantees	Monday	April 25, 2022
Mini-Grant Funds (90%) Disbursed by This Date	Thursday	June 30, 2022
Mini-Grant Term Begins/Activities Begin	Friday	July 1, 2022
Mini-Grant Activities End	Sunday	April 30, 2023
<b>Deadline – Completed Final Report Documents</b>	<b>Wednesday</b>	<b>May 31, 2023</b>
Mini-Grant Funds (10%) Disbursed by This Date	Friday	June 30, 2023

## QUESTIONS?

For inquiries or clarification regarding this program or application, please contact Love Your Block, Community Services Department at [volunteer@ci.richmond.ca.us](mailto:volunteer@ci.richmond.ca.us) or 510-620-6563.

One-on-one Zoom office hours are highly recommended to assist you with your application. Please check the [Love Your Block website](#) for more information at [www.richmondloveyourblock.org](http://www.richmondloveyourblock.org). Frequently Asked Questions (FAQ) will also be posted to the [Love Your Block website](#) on a rolling basis.