



**CITY OF SAN PABLO**  
**ANNUAL SAN PABLO COMMUNITY**  
**FOUNDATION GRANT PROGRAM**  
**FY 2017 -18 GRANT CYCLE APPLICATION &**  
**GUIDELINES PACKAGE**



**CITY OF SAN PABLO**  
*City of New Directions*

(ADOPTED BY CITY COUNCIL RESOLUTION ON March 14, 2017 – Resolution 2017-14)

## GRANT FUNDING AND CORPORATE CONTRIBUTORS



### CITY OF SAN PABLO CITY COUNCIL



### LYTTON RANCHERIA BAND OF POMO INDIANS



RICHMOND  
SANITARY  
SERVICES

REPUBLIC SERVICES, INC. (dba: RICHMOND SANITARY SERVICES, INC.)



### SAN PABLO SENIOR CENTER

## APPLICATION GUIDELINES FOR FY 2017-18 GRANT REQUESTS

**Grant Program:** The San Pablo City Council has adopted a consolidated Annual San Pablo Community Grant Program for eligible local community service organizations and non-profit organizations for FY 2017-18.

**Funding Availability:** The City Council has allocated a total of \$100,000 in one-time grant funding awards to eligible non-profit, 501(c)(3) community service organizations to fund one-time activities or special events that serve at least 75% San Pablo residents.

**Grant Awards:** Only one (1) grant application may be submitted per eligible non-profit, 501(c)(3)/community service organization, with a minimum award of \$5,000 and a maximum award request of \$10,000 per applicant. Final grant award may be allocated as determined by the San Pablo City Council which may be based on the total number of grant requests received by the City of San Pablo.

## GRANT APPLICATION & DOCUMENTS REQUIRED

**Documents Required for Submittal:** All applicants must complete the attached application form and provide the following documents:

- ✓ Most current W-9 IRS form
- ✓ Proof of current Non-Profit 501(c)(3) certification form issued by the State of California
- ✓ Summary of organization's current budget and grant award need
- ✓ Proposed program budget for grant expense

## ELIGIBLE NON-PROFIT ORGANIZATIONS ONLY

Non-profit organizations which have officially filed as a non-profit with the State of California must attach a copy of its current year 501(c)(3) nonprofit certification form. For organizations that are "recognized" non-profits within the community, but have never formally filed with the State, the City Council at its discretion may consider their application. Note: Any decision made by the City Council is final, in regards to the community grants process.

## FISCAL AGENTS AS JOINT APPLICANTS

**Fiscal Agents:** For those community organizations who do not have a 501(c)(3) certification, applicants must have an established formal relationship with a non-profit, 501(c)(3) charitable organization which may serve as a fiscal agent on behalf of the applicant and file jointly with the community organizations in need. Note: Any joint decision made by City Council is final, in regards to the eligibility criteria for the community grant award process.

**APPLICATION SUBMITTAL AND DEADLINE: 6:00 P.M., APRIL 18, 2017**

**Applications must be received by deadline date – Postmarks not acceptable/no exceptions:**

**City of San Pablo  
Office of the City Manager  
13831 San Pablo Avenue, Building #1  
San Pablo, CA 94806  
Attn: Annual San Pablo Community Foundation Grant Program**

**For more information: Call the City of San Pablo City Manager's Office at (510) 215-3000.**

**DISQUALIFIED CRITERIA AT TIME OF SUBMITTAL**

Any applications received that are **postmarked after the deadline date** are **immediately disqualified** from funding consideration. No exceptions.

- ❖ **POSTMARKS AFTER DEADLINE DATE ARE NOT ACCEPTED.**
- ❖ **E-MAILED APPLICATIONS ARE NOT ACCEPTED.**

**THRESHOLD QUALIFYING CRITERIA (CITY COUNCIL ADOPTED POLICY)**

Request for Financial Assistance Applications are limited to non-governmental, non-profit organizations serving the San Pablo community. Excluded entities include the following: Contra Costa County offices, Municipal Organizations, Special or Water Districts, school districts, and private individuals. Schools located within City of San Pablo limits who provide non-school services and after-school programs, or authorized student activity organizations are eligible for funding. Applicants should have a State of California non-profit status certification or be a recognized San Pablo "nonprofit" service, civic, faith based

## PREFERRED FUNDING STATUS

### **San Pablo City Council Adopted Priority Workplan:** **Major Policy Areas and Strategic Policy Initiatives**

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote the identified *"Major Policy Goals and/or Strategic Policy Initiatives as adopted under the San Pablo City Council Adopted Priority Workplan, effective October 1, 2016.* This is subject to discretionary approval of the City Council. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage, illustrated below, or at the following link:

#### [Priority Workplan Update](#)

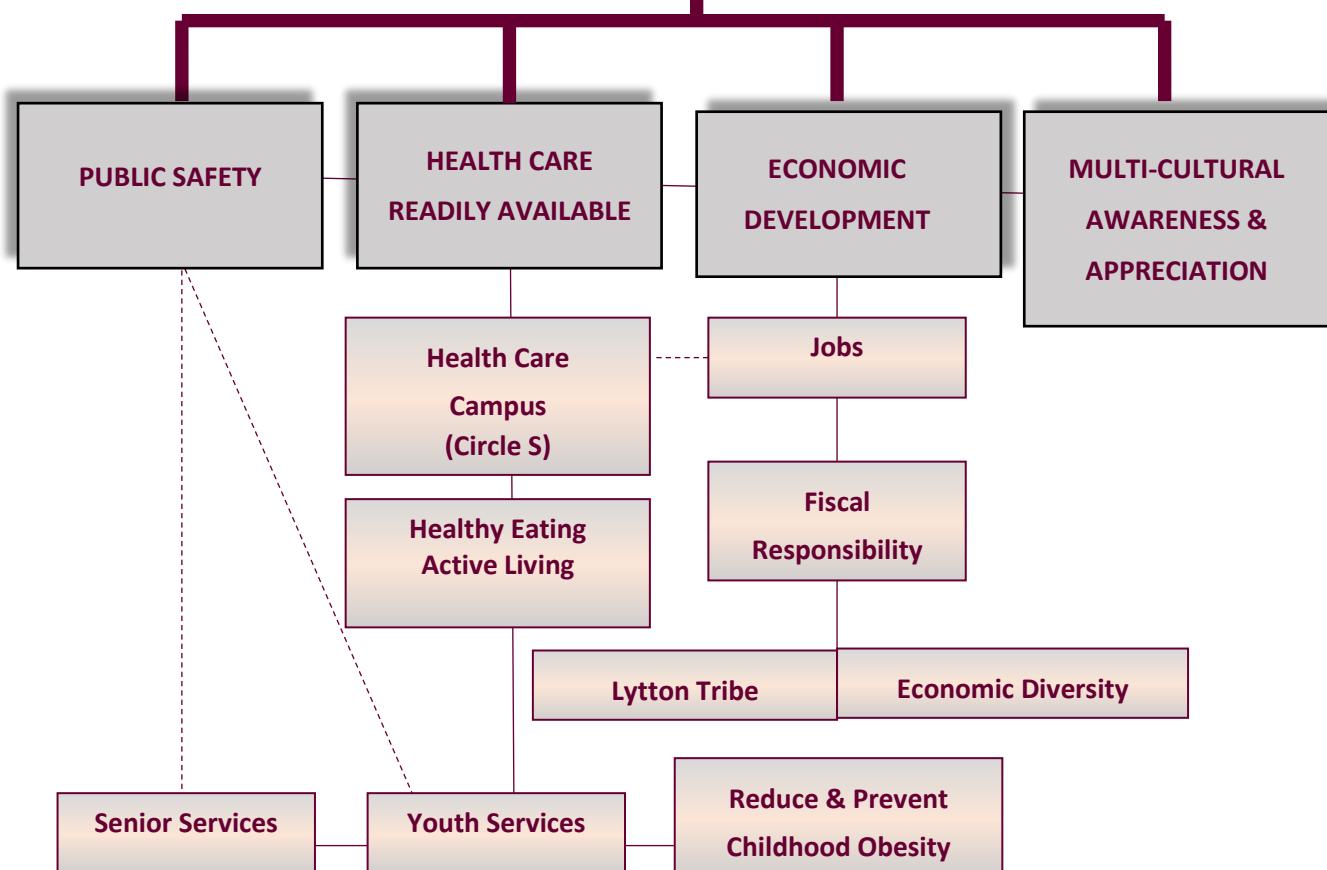


#### **San Pablo City Council Priority Work Plan - Major Policy Goals**

##### **Mission Statement:**

Dedicated to developing, preserving and protecting the quality of life and cultural diversity for all its residents, while maintaining high quality public services in

## **SAN PABLO** **The City of Healthy Living**



**STRATEGIC POLICY INITIATIVES:**

*Amenities/Quality of Life*

*City Branding & Image Promotion*

*Civic Engagement & Community Outreach*

*Customer Service*

*Economic Development*

*Fiscal Sustainability*

*Healthy Eating Active Living Initiatives*

*Infrastructure*

*Neighborhood Improvements*

*Public Safety*

*Services for Families, Seniors & Youth*

*Strategic Planning / Special Projects*

**City of San Pablo Childhood Obesity Prevention Task Force:**  
**Community Action Plan**

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote any of the recommended activities, policies or programs identified in the recently adopted ***City of San Pablo Childhood Obesity Prevention Task Force: Community Action Plan*** adopted by the San Pablo City Council on April 21, 2014. This is subject to discretionary approval of the City Council. A copy of this plan may be referenced from the City's website ([www.SanPabloCA.gov](http://www.SanPabloCA.gov)), under the "City Council" Department webpage, illustrated below, or at the following link:

<http://sanpabloca.gov/index.aspx?nid=319>

## GRANT FUNDING CRITERIA

Applications will be **judged and selected** for funding consideration by the San Pablo Community Foundation Grant Committee on the following criteria:

1. **Return to Source Provision:** San Pablo community-based organization must demonstrate that grant award expenditures will serve **at least 75% San Pablo residents.**
2. Focus on enhancing or promoting any of the *"Major Policy Goals and/or Strategic Policy Initiatives" identified under the San Pablo City Council Adopted Priority Workplan*, effective October 1, 2016.
3. Focus on enhancing or promoting any of the recommended activities, programs or policies identified under the *Childhood Obesity Prevention Task Force – Community Action Plan adopted on April 21, 2014* by the San Pablo City Council.
4. Fair and justifiable program costs (Program/Event Budget required).
5. Collaboration/Partnerships created.
6. Leverage of matching funds/resources
7. Originality and creativity. Priority will be given to projects or programs which are new and unique to the community or which provide a new or unique twist on an existing program.
8. Completion of Special Event/Program Activity between: **July 1, 2017 to June 30, 2018.**
9. **City General Fund Operating & Corporate Contribution Funds:** A total of \$85,000 in City General Fund Operating Funds is allocated and earmarked for the Annual San Pablo Community Foundation Grant Program annually by the City Council as part of the Adopted City Operating Budget each July 1<sup>st</sup>. Grants considered for these activities should be labeled: **"General Fund Category Funds."**
10. **Corporate "Restricted" Contribution Funds:** A \$15,000 matching one-time, private, corporate sponsorship from Republic Services, Inc. (dba Richmond Sanitary Services, Inc.) will be implemented for FY 2017-18 grant program year. These grant funds are considered "restricted funds" to facilitate prevention of blight, unlawful dumping, and other activities consistent with the goals of AB 939 and/or other state mandated diversion requirements and environmental sustainability regulations pursuant Section 1, subpart (4) to the Franchise Agreement Amendment, effective January 1, 2013. Grants considered for these activities should be labeled: **"AB 939/Environmental Sustainability Funds."**
11. **Funding Consideration:** The City Council shall also consider grant award eligibility which takes into consideration an applicant's eligibility for concurrent grant awards, and other awards received locally (i.e. San Pablo Community Foundation).

## GRANT AWARD EXPENDITURES

Grants will be funded upon approval of the City Council and announcement of recipients. Expenses must be directly related to services or materials of proposed special event/program activity during the grant award period (July 1, 2017 through June 30, 2018). Grantees will be required to maintain financial records to support claimed expenditures and project accomplishments. Funds for the proposed special event or program activity must not be used to replace or offset funding sources normally available for any portion of the special event or program activity, nor be used by the applicant to fund/supplement its own monetary giving.

## FINAL REPORT AND RECEIPTS

The City Manager will review submitted copies of paid receipts/invoices and a written report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of San Pablo for all inappropriately spent funds.

## PRIOR FINANCIAL ASSISTANCE

Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Council.

NOTE: Grant eligibility for FY 2017-18 Grant Program Period may be affected if eligible organizations have previously been awarded a grant award by the San Pablo City Council, or have not fully disclosed that a previously grant awards was not fully expended, or did not complete required financial reporting for a previous grant award period. All eligibility criteria is administered and determined during the application process by the City Manager, and SPCF Grant Review Committee, and may be appealed to the San Pablo City Council. All decisions made on eligibility by the San Pablo City Council are deemed final.

## GRANT AWARD MAXIMUM AWARD AMOUNT

**Grant Awards: \$5,000 – 10,000 per applicant\***

\*NOTE: The grant award may not exceed the maximum amount of available financial resources for the FY 2017-18 Annual San Pablo Community Foundation Grant Program as approved under the City's Annual Operating Budget.

## KEY TIMELINES FOR FY 2017-18 PROGRAM PERIOD

**March 20, 2017** **FY 2017-18 Grant Guidelines:** City Council approves Annual San Pablo Community Foundation Grant Program Policy & Guidelines for FY 2017-18, and authorizes solicitation for applications.

**March 21, 2017** Distribute Request for Proposals and issue press notification

**April 18, 2017** **Deadline for Request for Grant Requests:** (four weeks) The City Manager's Office will review each application and forward eligible grant applications for funding consideration for review by the San Pablo Community Foundation Grant Review Committee.

Eligible grant applications **must meet** the following:

- 1). Completed application as determined by City Manager;
- 2). Clear indication of the grant amount requested;
- 3). Timely receipt of grant application and attachments; and
- 4). Benefit to San Pablo and conformity with threshold criteria.
- 5). City Manager will forward eligible grant applications to San Pablo Community Foundation Grant Review Committee to make final award decisions.

**May 8-19, 2017** **Grant Committee Review:** All eligible grant applications will be considered by the San Pablo Community Foundation Grant Review Committee.

**May 22, 2017** **MANDATORY** presentations to the Grant Review Committee are required by requesting organizations.

**June 5 or 19, 2017** **City Council:** City Council appropriates funds in support of grant recipients as determined by the Grant Review Committee by Resolution at Regular City Council Meeting scheduled in June 2017. Following final award approval, the City Manager will be directed to issue awards to recipients. Announcement of grant award recipients is made to community via press release.

**June 29, 2017** **Grant Awards Disbursed:** All FY 2017-18 grant awards released to recipients

## **FINANCIAL REPORTING FOR AWARD RECIPIENTS (FY 2017-18 PERIOD)**

**March 1, 2018** **LETTER NOTIFICATION:** All FY 2017-18 grant recipients are notified

to submit their reports and copies of receipts by April 2, 2018.

**April 2, 2018**

**DEADLINE:** All FY 2017-18 grant recipients must submit copies of paid receipts/invoices and written report, including number of citizens served and outcome of grant funded activity. If no report is received, recipient will be required to immediately reimburse City of San Pablo grant funds.

Note: All grant recipients' final reports will be submitted before the City Council for approval of expenditures. If determination is made that funds were expended inappropriately, the City Council will direct Grant recipients to reimburse the City of San Pablo for the designated amount of award.

**Week of April 16, 2018 (Special City Council Meeting)**

**FINAL REPORT REQUIRED:** City Manager provides Final Report for FY 2017-18 Annual San Pablo Community Foundation Grant Program to coincide with City Council review of upcoming FY 2018-19 Annual San Pablo Community Foundation Grant Program and Policy Guidelines.