



*City of Encinitas
City Manager's Office*

April 5, 2010

Applications are now available for the **City of Encinitas and Mizel Family Foundation Community Grant Program** for fiscal year 2010/11. The program is funded by a General Fund allocation from the City of Encinitas and a dollar-for-dollar matching grant from the Mizel Family Foundation. The purpose of the program is to assist not-for-profit and tax-exempt organizations accomplish projects or programs in Encinitas that provide community-wide benefit. \$108,000 is allocated for the program. The maximum grant amount is \$5,000.

The grant application is available for download on the City website www.cityofencinitas.org. Look for the link on the home page, left column, under *City News and Events*. If you are unable to download the document, please call the City Manager's Office at (760) 633-2610. The application document is a fillable Microsoft Word form that you can save to your computer. Fill it out and deliver in person or via U.S. mail. Hard copies of the application will also be available in the lobby of Encinitas City Hall.

Allocations will be made by the City Council at their meeting on Wednesday, July 14, 2010, 6:00pm. Applicants may address the Council at this meeting.

First-time applicants must attend the New Applicant Workshop on Tuesday, April 27, 2010, 4:00pm at the Encinitas Library, 540 Cornish Drive. To R.S.V.P., please call (760) 633-2610.

The deadline to apply is Thursday, May 27, 2010. Applications must be received by **4:00 pm** and be addressed to:

**Community Grant Program
City Manager's Office
City of Encinitas
505 South Vulcan Avenue
Encinitas, CA 92024-3633**

For additional information, please contact the City Manager's Office at (760) 633-2610.

Sincerely,

Jim Gilliam and Gina Zenns
City Manager's Office

FY 2010/11
CITY OF ENCINITAS AND MIZEL FAMILY FOUNDATION COMMUNITY GRANT PROGRAM

GRANT TIMELINE

Application available	Monday, April 5, 2010 on the city website: www.cityofencinitas.org or at City Hall lobby
New Applicant Workshop (Mandatory for first-time applicants, only)	Tuesday, April 27, 2010, 4:00-5:00 PM Community Room, Encinitas Library
Application Deadline	Thursday, May 27, 2010, 4:00 PM, City Hall
City Council meeting, allocation of funds	Wednesday, July 14, 2010, 6:00 PM, Council Chambers
Allocation results emailed to grant applicants	Thursday, July 15, 2010
Grant Recipient Workshop (mandatory)	Tuesday, July 27, 2010, 4:00-5:00 PM Community Room, Encinitas Library

RULES AND GUIDELINES

All grant projects or programs must occur during the grant cycle: July 1, 2010 – June 30, 2011.

Project or program must provide community- wide benefit and meet an identified community need.

Preference is given to fund program costs, not salaries. Applications that have a high amount of staff salaries or wages tend to receive a low rating in the evaluation process.

Priority is given to projects or programs that have matching funds and/or in-kind services. Grant requests cannot exceed \$5,000. Due to the large number of funded applications, the average grant size is \$2,000-\$2,500.

Organization must hold not-for-profit or tax exempt status. Submission of documentation indicating non-profit or tax exempt status is required. Applicant organizations may only submit one grant application per funding cycle.

Community groups may apply to the Community Grant Program provided they partner with a non-profit organization—the non-profit must submit the application and serve as the fiscal agent.

Individuals may apply to the Community Grant Program provided they partner with a non-profit organization—the non-profit must submit the application and serve as the fiscal agent. Examples of this partnership: an artist who partners with a school PTA on a mural project; a filmmaker who works with a community organization to develop a documentary, etc.

Applications to assist tuition-based programs tend to receive a low rating in the evaluation process. In this instance, an application to request funding for scholarship assistance, for those in-need, is recommended.

APPLICATION RANKING

Applications are reviewed, evaluated and ranked by an Evaluation Panel comprised of members of five (5) City Commissions. Panel recommendations are then forwarded to the City Council for their consideration.

EVALUATION PANEL'S POINT SCORE	FUNDING RECOMMENDATION
100 Points	100% of Applicant's Funding Request
95 – 99 Points	75% of Applicant's Funding Request
90 – 94 Points	65% of Applicant's Funding Request
85 – 89 Points	55% of Applicant's Funding Request
80 – 84 Points	50% of Applicant's Funding Request
79 Points	25% of Applicant's Funding Request
78 Points	Remaining Available Funding
77 Points and below	Zero Funding

INSTRUCTIONS

1. **Read through the entire packet, including the recently revised grant program policy, to fully educate yourself regarding the philosophy, method, limitations and administration of the program, before starting your application.**
2. Incomplete applications will not be accepted.
3. The application document is a fillable Microsoft Word form.
 - A. Save the document to your computer
 - B. Complete the application
 - C. Print and deliver or mail the application to the City of Encinitas
 - D. Keep a copy of your application for your reference/records
 - E. Limit your responses to the space provided

SUBMITTAL REQUIREMENTS AND ATTACHMENTS

1. Provide a frequently-checked email address as we will be communicating with the grant contact person via email throughout the application process and grant period.
2. Do not include the Community Grant Program Instruction Pages with your completed application.
3. **Your application package must include the following:**

- ONE original** Application package including Attachments A, B, C, and D
- DO NOT staple the application. Please use paperclips or binder clips
DO NOT put the application in a binder or folder
- SEVEN complete copies** of the Application package including Attachments A, B, C, D
- DO NOT staple the copies. Please use paperclips or binder clips
DO NOT put the applications in a binder or folder
- Attachment A - Project Budget
- Attachment B - Copy of letter stating not-for-profit or tax exempt status
- Attachment C - Copy of the resolution or minutes from the not-for-profit organization's Board of Directors meeting authorizing approval to apply to the Community Grant Program
- Attachment D – Signed Statement of Understanding of Insurance Requirements

PLEASE DO NOT SUBMIT BROCHURES, ARTICLES OR DOCUMENTS

IN YOUR APPLICATION PACKAGE OTHER THAN WHAT IS REQUESTED.

CITY OF ENCINITAS AND MIZEL FAMILY FOUNDATION COMMUNITY GRANT PROGRAM

PROJECT / PROGRAM BUDGET WORKSHEET-- ATTACHMENT A

INSTRUCTIONS

1. Use whole dollar amounts only (no cents).
2. Include the amount you are requesting from the City of Encinitas Community Grant Program in your income.
3. Include the amount of your matching funds.
4. Total income, including matching funds and/or in-kind services, should equal, i.e. be the same amount, as the total expenses.

Matching Funds

Funding priority is given to projects or programs that have matching funds. A strong application will show other sources of funding besides the income anticipated from the City grant. List all Matching Funds, anticipated or already secured, on the Budget Form.

If you have pending grant requests to other funding sources, please list them the following way:

(Funding source name), request pending (Amount)

In-kind Services/Donations

Funding priority is given to projects or programs that have In-kind Donations. A strong application will show In-kind Donations. List all In-kind resources/services/donations on the Budget Form in the following way:

(In-kind source name), In-kind Donation (Amount)

Income and Expense Examples:

Income/Matching Funds

Funds from other grant sources
Earned income
Admission/ticket sales
Membership
Fees for services
Tuition/workshop fees
Concessions

In-kind Services/Donations

Free use of a facility
Contribution of time
Contribution of talent/skills
Donation of goods or services
Donation of supplies or equipment

In-kind donations are those which have cash value but are resources and services which you do not need to purchase as they have been donated, or provided otherwise

Expenses

Materials and supplies
Fees
Personnel
Administrative
Artistic
Technical
Marketing/promotion
Printing
Equipment rental
Facility/space rental
Contractual services

**CITY OF ENCINITAS
ADMINISTRATIVE MANUAL**

Policy Title: Community Grant Program

Section: City Council

Responsible Department: City Manager

Number: C020

Approved By: City Council

Date Approved: 6/17/98

Date Revised: 7/06, 2/10

I. Philosophy

The City Council recognizes the value of an ongoing program whereby non profit organizations have a means of requesting funding from the City to accomplish civic and arts projects or programs. The City Council encourages that all such projects or programs become self-supporting.

At their meeting on April 8, 2009, the City Council approved naming the Community Grant Program "the City of Encinitas and Mizel Family Foundation Community Grant Program in FY 09/10 and any subsequent year in which the matching grant is provided."

An annual funding amount for the Community Grant Program (CGP) will be determined by Council as part of the City's budget development and adoption process. Up to 50% of the total (CGP) allocation may be directed to arts projects or programs, at the discretion of the City Council.

II. Method

A. Funding requests shall be classified into two basic categories:

1. Category I - Civic (i.e. social, recreation, education, health, environmental)
2. Category II - Arts (i.e. visual arts, performing arts, arts education, literary arts)

B. The criteria for all applicants to be considered for selection are:

- 1) Project or program provides wide community benefit and meets identified needs.
- 2) Organization must hold not-for-profit or tax exempt status. Submission of documentation indicating non-profit, tax exempt status is required.
- 3) Organization must be legally organized and based in Encinitas or provide activity/services that directly benefit the citizens of Encinitas. Preference will be given to projects or programs that take place in Encinitas.
- 4) To be eligible for CGP funding, projects or programs, with a fundraising component, must use the funds, a) in Encinitas, b) for a purpose listed in Category I or II. This information must be included in the application.
- 5) Project or program has ability or likelihood to sustain itself after initial funding.
- 6) Priority is given to projects or programs that have matching funds and/or in-kind services.
- 7) Preference is given to projects or programs not eligible for Community Development Block Grant funding.
- 8) Maximum grant amount is \$5,000 per project or program based on City's financial ability and quality of projects under consideration.

III. Limitations

Funding shall not be provided to individuals unassociated with a non profit organization, City departments, or to assist religious, fraternal or political purposes.

IV. Administration

- A) The following general administrative guidelines shall be followed in administering the CGP:
- 1) Applications must be submitted on the approved city Application Form (Exhibit A).
 - 2) An Evaluation Panel, comprised of one (1) member from the following Council appointed commissions, Arts, Environmental, Senior, Parks and Recreation, and Youth, will evaluate the applications and submit funding recommendations for consideration to the City Council.
 - 3) The method of payment for approved projects or programs will be based upon timing of project or program expenditures.
 - 4) Real property purchased as part of a project or program cannot be disposed of or the use changed from the original proposal without prior City approval, or appropriate repayment to the City (with interest if deemed applicable).
 - 5) A Reimbursement Form and Evaluation Form shall be submitted for each project or program to the City Manager's Office (Exhibit B and C).
 - 6) Failure to provide a Reimbursement Form and Evaluation Form, or competent administration of the public funds, will reflect on future application and may result in legal action.
 - 7) Organizations receiving City funding are required to show proof of general liability insurance coverage and obtain a Certificate of Insurance naming the City and Mizel Family Foundation as additional insured's and certificate holders by endorsement on said policy in an amount established by the City's Risk Management Division.

ELIGIBILITY

Organization: _____

Project Name: _____

1. How is the non profit organization structured? (check one)

tax exempt non-profit organization

for-profit business organization

non-incorporated association/group

government agency or department

sole proprietorship or individual

other (describe) _____

2. Does the organization hold legal not-for-profit or tax-exempt status?

Yes

No

3. Copy of official documentation indicating not-for-profit or tax-exempt status is attached (Required)

Yes

No

4. Is the non profit organization located in Encinitas?

Yes

No

5. Will the program or project take place in Encinitas?

Yes

No

6. Is the grant request to support a fund raising activity, a religious organization, fraternal organization, or to support a political purpose?

Yes

No

If yes, please explain _____

7. Please list the names and titles of the board of director's of the non profit organization.

8. Attach a copy of the resolution or official minutes from the board of director's meeting indicating authorization to apply for Community Grant Program funding.

Document attached.

Document forthcoming (List the expected date): _____

GRANT NARRATIVE

(Answers must be brief and concise – do not exceed space available)

Organization: _____

Project Name: _____

1. Please provide a brief history and description of the organization that is presenting the project or program.

2. Provide an expanded description, beyond the brief summary, listing additional details of the project or program.

Organization:

Project Name:

3. What is the desired outcome or result of the project or program?

4. How will the project or program, 1) be evaluated, and 2) by whom?

5. Why do you need the Community Grant Program's financial support for this project or program?

Organization: _____

Project Name: _____

6. How many Encinitas residents will be directly served by the project or program?

7. Estimated time frame for the project or program. (Grant cycle is 7/1/10 to 6/30/11)

Start Date: / / End Date: / /

Name the individual who will be responsible for the expenditure of any funds allocated to the non-profit organization through the Community Grant Program.

Name: _____ Title: _____

Address: _____ Phone: () - _____

_____ E-mail: _____

I hereby affirm that the information contained in this application is true and correct, to the best of my knowledge, and that I am authorized by the organization named above to make such representations and statements in this application.

Contact Person: _____ Title: _____

Signature: _____ Date: _____

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ATTACHMENT B

PROOF OF NOT-FOR-PROFIT OR TAX EXEMPT STATUS

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CITY OF ENCINITAS AND MIZEL FAMILY FOUNDATION COMMUNITY GRANT PROGRAM

ATTACHMENT C

RESOLUTION OR MEETING MINUTES
FROM BOARD OF DIRECTORS AUTHORIZING GRANT APPLICATION

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ATTACHMENT D

UNDERSTANDING OF INSURANCE REQUIREMENTS

1) All grant recipients are required to obtain and, during the term of the grant cycle, maintain general liability and property damage insurance from an insurance company authorized to be in business in the State of California, in an insurable amount of not less than one million dollars (\$1,000,000) for each occurrence.

2) The grantee's insurance company must provide a "**Certificate of Insurance**" naming both:

A) CITY OF ENCINITAS

B) MIZEL FAMILY FOUNDATION

as the "**Certificate Holder**" and as an "**Additional Insured**" by endorsement on these policies and further, have the endorsement sent to the City of Encinitas, attn: Gina Zenns, 505 S. Vulcan Avenue, Encinitas, CA 92024. If you have questions about this process, please call Gina at: (760) 633-2610.

3) The aforementioned insurance policies shall not be canceled, terminated, or allowed to expire without thirty days prior written notice to the CITY.

4) Any person who drives an automobile in conjunction with the funded project or program shall have automobile liability insurance coverage on the vehicle.

I hereby understand and will comply with insurance requirements 1 through 4 of the Community Grant Program and that I am authorized by the organization named below to make such representations in this application.

Contact Person: _____ Title: _____

Signature: _____ Date: _____