

City Council

Mayor Sarah Glade Gurney
Vice Mayor Una Glass
John Eder
Robert Jacob
Patrick Slayter

**City Manager**

Larry McLaughlin
lmclaughlin@cityofsebastopol.org
City Clerk
Mary Gourley
mgourley@cityofsebastopol.org

City of Sebastopol

2016-2017 COMMUNITY BENEFIT GRANT APPLICATION

COMMUNITY BENEFIT GRANT PROGRAM

TO: Interested Parties

SUBJECT: Request for Proposals

In recent years, the City of Sebastopol has provided direct funding to agencies providing community benefit. As the economic recession continues to take its toll on all of us, the future of this funding may be in doubt. Nonetheless, we would like to continue the application program. The Community Benefit Grant Fund was created to fund activities and projects that will:

1. Provide or enhance an unmet/under-met and ongoing community need;
2. Benefit a large cross section of community residents;
3. Offer a sustainable benefit to the City of Sebastopol;
4. Involve a support network of community participation; and
5. Leverage additional funding to support the program.

Each of these categories will be weighted equally in evaluating projects to recommend to City Council for funding during fiscal year 2016-2017.

Application Process

Applicants must use the Community Benefit Grant Program application form. Forms are available on our website www.ci.sebastopol.ca.us, and at Sebastopol City Hall, 7120 Bodega Ave., Sebastopol, CA 95472. Please contact the Finance Department, 707-823-7863 with questions regarding projects and funding requests.

Deadline for Submission

The deadline for submission of applications is **3:00 pm on March 31, 2016**. Interested nonprofit organizations may request applications by mail, email or by fax (707) 823-1135.

Funding Procedure

There are likely to be multiple recipients. Final grant decisions are made solely by the Sebastopol City Council and will be made on a year-to-year basis. Funds must be expended within the grant year (July 1 through June 30) or they will revert back to the program. Fiscal and program accountability are required.

Funding Priorities

The City of Sebastopol Community Benefits Program will make grants for projects which have direct relation to resident services and community enhancement in the areas of recreation, support, and environment. Funding will not be considered for ongoing operating expenses. Priority will be given to those proposals which involve a volunteer network and benefit a wide cross-section of community residents.

Funding Schedule

Proposals are due by **3:00 p.m. on March 31, 2016**. Council will make preliminary selections and may hold interviews of selected applicants during the preparation of the City budget. Applicants may be requested to appear before the Budget Sub-Committee to provide a brief presentation on their request and how their organization serves the City. Grants will receive final approval with the City Council adoption of the final budget.

**CITY OF SEBASTOPOL
2016-2017
COMMUNITY BENEFITS GRANT PROGRAM**

Application Instructions

The attached two page application form may be recreated on your computer; but please do not deviate from the format and do not exceed two pages. Answer all questions thoroughly in the space provided. Do not attach or refer to other pages except as indicated. You will need five (5) copies of the completed form.

Please submit five (5) completed proposals each of which includes the following:

1. The two page application form described above,
2. A copy of your IRS 501(c)(3) tax exemption letter, if applicable,
3. The current operating budget of your organization,
4. A list of your board of directors or appropriate principals with their affiliations, A recent audited financial statement; if available, and
5. Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

NOTE: If any of the above is not applicable. Please explain:

Submit the five (5) copies of your completed proposal to:

Finance Department
Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

Sincerely



Larry McLaughlin
City Manager
City of Sebastopol

Completed application materials are due to the City of Sebastopol no later than 3:00 p.m. on **March 31, 2016.**

We reserve the right not to process applications found to be incomplete as of the application deadline.

CITY OF SEBASTOPOL
2016-2017
COMMUNITY BENEFITS GRANT PROGRAM APPLICATION FORM

Organization Name _____

Date _____

Address _____

State _____ Zip _____

Executive Director _____

Phone _____

Contact Person _____

Phone _____ Email Address _____

PROJECT TITLE _____

Total Project Cost: \$ _____ AMOUNT

REQUESTED: \$ _____

Briefly state the mission or purpose of your organization. Year founded: _____

1. Briefly describe the project and the specific purpose for which you are requesting funds.

2. What exact results do you hope to achieve and how will those results be sustained after this grant period?

3. Describe your organization's capacity to conduct this program or project and list your recent accomplishments.

4. Give a detailed budget for your project and (a) include the time frame for your budget, and (b) specify just how the funds will be used if granted.

5. Please indicate any collaboration which will take place on this project in the way of other sources of funding, staffing, in-kind contribution, and/or joint participation. Please be specific.

6. How do you propose to publicize and involve the community in the project?

7. How will you evaluate the success of your project? What reporting mechanism will you use to communicate your progress to the Council and the community?

8. Please explain your organizations policies' and or plans for greening your organization's day to day operations and/or events.