

CITY OF SEBASTOPOL

City Hall

7120 Bodega Avenue

Post Office Box 1776

Sebastopol, CA 95473-1776

707-823-1153 - Phone

707-823-1135 - Fax

Email: mgourley@sonic.net

Web Site: www.ci.sebastopol.ca.us



CITY MANAGER

Jack Griffin

City Clerk/Program Manager

Mary Gourley



SEBASTOPOL

Local Flavor. Global Vision.

MAYOR

Sarah Glade Gurney

CITY COUNCIL

Guy Wilson, Vice Mayor

Linda Kelley

Larry Robinson

Kathleen Shaffer

2010-2011

COMMUNITY BENEFIT GRANT PROGRAM

TO: Interested Parties

SUBJECT: Request for Proposals

The City Council of the City of Sebastopol has created a Community Benefit Grant fund program for non-profit agencies. This program is 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 2010-2011.

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 Mary Gourley, City Clerk, at 823-1153 with questions regarding projects and funding requests.

Deadline for Submission

The deadline for submission of applications is **3:00 pm on Thursday, April 8, 2010**. 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 April 8, 2010**. 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.

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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:

The two page application form described above,

A copy of your IRS 501(c)(3) tax exemption letter, if applicable,

The current operating budget of your organization,

A list of your board of directors or appropriate principals with their affiliations, A recent audited financial statement; if available, and

Letters of support or back-up material you feel is relevant to your proposal. (Please keep this material to a minimum).

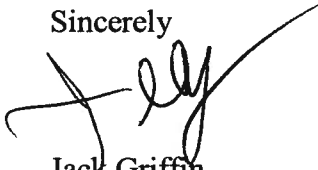
NOTE:

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

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

Mary Gourley
City Clerk/Program Manager
Office of the City Manager
Sebastopol City Hall
7120 Bodega Ave.
Sebastopol, CA 95472

Sincerely



Jack Griffin
City Manager
City of Sebastopol

Completed application materials are due in the City Manager's Office by **3:00 p.m. on Thursday, April 8, 2010.**

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



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Application Form

Organization Name _____

Date _____

Address _____

Zip _____

Executive Director _____

Phone _____

Contact Person _____

Phone _____

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. How does your organizations policies' and /or plans for greening your organization's day to day operations and/or events.