

**NOTICE OF FUNDING CYCLE
VALERO/GOOD NEIGHBOR STEERING COMMITTEE FUNDS**

Funds are available for projects proposed by citizens, non-profit organizations, BUSD, local businesses and the City, that will implement strategies of the City of Benicia Climate Action Plan to reduce Greenhouse Gas Emissions [GHG], conserve energy and water, contribute to community sustainability, and thereby reduce Benicia's overall carbon footprint.

Important Dates:

March 2015:	Announcement of Funding Availability
May 18, 2015:	Applications Due
July 13, 2015:	Applicants present proposals to CSC
July 20, 2015:	CSC reviews information from July 13th presentations and makes recommendations to City Council
August 2015:	City Council review of CSC recommendations

For more information, visit:

www.ci.benicia.ca.us (Community Sustainability Commission page)

or

www.sustainablebenicia.org

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
GRANT APPLICATION, FY 2015 – 2016**

Cover page describing CSC Commissioners' Review of the Application

PURPOSE OF APPLICATION

To allow allocation of Settlement Funds administered and segregated from the City's General Fund by the City of Benicia for community benefit under terms of the Valero/Good Neighbor Steering Committee Settlement Agreement 2008/2010, for projects proposed by citizens, non-profit organizations, BUSD, local businesses and the City, that will implement strategies of the City of Benicia Climate Action Plan to reduce Greenhouse Gas emissions [GHG], conserve energy and water, contribute to community sustainability, and thereby reduce Benicia's overall carbon footprint.

For this Grant Application the following documents are presented:

1. Initial Request For Funding [RFF] packet, [modeled after and adapted from the text of the Human Services Board RFF including grant application and supporting materials required];
2. Copy of the Valero/GNSC Settlement Agreement 2008/2010; and
3. Copy of the Benicia Climate Action Plan.
4. CSC Priorities, as approved by the City Council.

"REQUEST FOR FUNDING" [RFF] PACKET:

The following items are included in the RFF packet; the final packet is intended to be made available, widely publicized in local and area media by a certain date to be determined by the Community Sustainability Commission, with approval of the City Council.

1. LETTER FROM THE CITY OF BENICIA, addressed "To Whom It May Concern": announcing RFF and grant application instructions including basic criteria for evaluation.
2. APPLICATION INSTRUCTIONS AND PROCEDURES
3. ATTACHMENT A, ****SAMPLE**** GRANT AGREEMENT, BETWEEN CITY OF BENICIA AND GRANTEE
4. **** SAMPLE**** COMMUNITY SUSTAINABILITY COMMISSION "AGENCY SEMI-ANNUAL REPORT"
5. APPLICATION [containing basic info; financial sources; budget; project description and questions regarding all aspects of mission, purpose, implementation, outreach, etc.]



SUBJECT: "REQUEST FOR FUNDING" PACKET ["RFF"]

March 27, 2015 2015

To Whom It May Concern:

The Community Sustainability Commission's "Request for Funding" and application instructions are enclosed for your use in seeking a grant award from the "Settlement Fund" (see below) within the next two years, 2015-2016. Applications will be accepted in May (reviewed in July by the Community Sustainability Commission and, if recommended for approval, August by City Council) and will be considered on their own merits, given that they meet stated evaluation criteria, and that all application procedures are followed carefully according to instructions given. A downloadable application form will be available on the City's website at www.ci.benicia.ca.us for your convenience. See "Instructions" for further details.

Notices will be placed in area media outlets, on the City of Benicia website, and on Cable Channel 27 announcing the availability of grant funds.

The opportunity to provide grant awards arises as a result of the legal Settlement Agreement signed between Valero Benicia and the Good Neighbor Steering Committee in 2008 and as amended in 2010. The Valero/Good Neighbor Steering Committee Settlement Agreement, ["Settlement Agreement"] allows for allocations from the "Settlement Fund" for community-wide benefit: for projects or programs expressly designated by the Agreement and for projects or programs proposed by individual citizens, non-profit organizations, Benicia Unified School District, local businesses and the City, which will conserve water and energy, or implement strategies of the City of Benicia Climate Action Plan [CAP] to reduce Greenhouse Gas emissions [GHG] and thereby reduce Benicia's overall carbon footprint.

The Settlement Fund is segregated from the City's General Fund and is administered separately by the City of Benicia under terms of the Settlement Agreement.

The Commission is charged to review grant applications, following the example and "best practices" of the Human Services Board and Community Arts & Culture Commission. The CSC will make granting recommendations to the City Council based fairly on the individual merits of proposed projects or programs, as evaluated under set criteria and established application procedures. Grants will be reviewed by the whole Commission before a recommendation is made to City Council. Grant awards must be finally approved by the City Council.

To be considered for a grant, all proposed projects and/or programs must meet basic criteria for evaluation established through the Settlement Agreement, as further articulated by the Community Sustainability Commission. [See below].

The following are the **Criteria for Evaluation** of proposed Projects/Programs:

A. Water/Energy Conservation: Create opportunities for conserving water and energy, reducing GHGs, or generating renewable energy.

Priority will be given to projects that address CAP strategies identified as high priority by the Commission.

B. Quantifiable goals: Assess results on the basis of specific, measurable outcomes.

The dictum “You can’t manage what you can’t measure!” may be a useful guide in planning meaningful, quantitative measures of project success.

C. Collaboration: Work with other organizations and community groups.

Encourage and seek collaborative engagement with other organizations, agencies, nonprofits, entrepreneurial “green” enterprises, businesses, citizens or city departments.

D. Outreach: “Spread the word!” Reach out to new or larger segments of the community.

Include an advertising, public relations, social media or educational component to enhance the project’s value by creating demonstrable “ripple effects” spreading out through the community.

E. Other Funding Sources: Combine this grant with other funding sources or in-kind donations.

Explain how this grant would complement other resources that support project goals. If project is to continue beyond this grant, describe anticipated resources for such continuation.

F. Experience: Document previous success in project management.

Timely completion of previous projects is relevant, as well as their success in meeting stated project goals.

Should you have any question or comments concerning the Request for Funding packet, please contact Teresa Olson, Management Analyst for the City of Benicia, at 707-746-4278 or tolson@ci.benicia.ca.us.

Sincerely,

Kathy Kerridge
Chair, Community Sustainability Commission

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION (CSC)
GRANT APPLICATION**

SUBMITTING GRANT APPLICATION: TERMS & INSTRUCTIONS

SECTION I – SUBMISSION REQUIREMENTS AND CONDITIONS

A. IMPORTANT DEADLINES/DATES

March 2015:	Announcement of Funding Availability
May 18:	Applications Due
July 13:	Applicants present proposals to CSC
July 20:	CSC reviews information from July 13th presentations and makes recommendations to City Council
August 2015:	City Council review of CSC recommendations

Applications must be submitted to:

**City of Benicia
Community Development Department
250 East L Street, Benicia CA 94510
Attention: Teresa Olson**

Hand carried proposals may be delivered **ONLY** to the aforementioned address Monday through Friday between the hours of 8:30 and 5:00 p.m.(closed from 12:00 – 1:00 p.m.), excluding holidays observed by the City.

Applicants are responsible for informing any commercial delivery service if used of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

B. MODIFYING A PROPOSAL

An Applicant may submit a modified Project Proposal to replace all or any portion of a previously submitted Project Proposal; however, the revised Proposal must be delivered to Teresa Olson no later the end of May, in order to give time for its review. The Commission will only consider the latest version of the proposal. If new categories are added, adequate description must be included. Proposal modifications will be considered **ONLY** if they are received in a timely manner, as called for herein to meet the schedule for the Commission's review before the next subsequent Commission meeting.

C. WITHDRAWAL OF A PROPOSAL

Project Proposals shall be irrevocable until grant award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to Teresa Olson at the address noted above.

D. LATE MODIFICATIONS

The responsibility for submitting a Project Proposal to the Community Sustainability Commission Secretary on or before the stated time and date is solely and strictly the responsibility of the Applicant. The Community Sustainability Commission is not responsible for delays caused by any mail, package or couriers service, including the U.S. Mail, or caused by any other occurrence.

E. GRANT APPLICATION SUBMISSION PROCEDURE: ALL PROJECT PROPOSALS MUST BE SUBMITTED ON THE APPLICATION FORM.

- Applications must be word-processed. The instructions and application are available on the City's website. Section C may be expanded, but may not exceed 5 pages.
- All questions must be answered. If not applicable, write N/A. Do not leave any question blank.
- Focus on Project description, goals, monitoring and budget information.
- The application must be signed by an officer who is legally authorized to enter into a contractual relationship in the name of the Applicant.

F. REQUIRED ATTACHMENTS

Project Proposals that do not include the following items may be deemed non-responsive and may not be considered for a grant award. The documents must be attached to the original application only, in the following order:

If a legal non-profit is the Applicant:

1. IRS Letter of Tax Exempt Status
2. Organization's total budget for the current year
3. Copy of most recent financial audit or financial statement
4. Names and addresses of Board of Directors
5. List of paid principal staff and positions
6. Job descriptions for principal staff and personnel to be paid partially or in full with grant funding
7. Copy of resolution or board meeting minutes demonstrating support of the Project application.

If the Project Proposal involves a partnership with another organization, either a non-profit and/or other organization, business or agency, ADD:

8. Submittal of letters of commitment from each organization indicating degree of participation and collaboration on the Project/Program proposed, with required submittal of a budget showing each organization's financial responsibility to the Project/Program.

If Applicant represents an established business or new business interest:

1. Submit all relevant materials that support the business, in the order as given above.

If Applicant is an individual applying independently (without non-profit status or business):

1. Submit all relevant bio material and resume supporting Applicant, with three Letters of Reference that describe the Applicant's management abilities and experience directing and following through and completing similar kinds of initiatives and projects.
2. Provide information with regard to Applicant's affiliations in service clubs, non-profits and/or businesses, locally and beyond.

G. SUBMISSION PACKAGE

An unbound original plus eleven (11) copies of the complete application must be submitted in a sealed envelope or container. The outside of the envelope or container must include: the applicant's name, address and telephone number.

H. QUESTIONS

Please submit questions regarding the application to Teresa Olson at tolson@ci.benicia.ca.us or via fax at (707) 747-1637. Responses to questions will be shared with all current Applicants and Commissioners.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
GRANT APPLICATION**

SECTION II – THE COMMISSION’S REVIEW & EVALUATION SELECTION PROCESS

A. MISSION AND PURPOSE OF THE COMMUNITY SUSTAINABILITY COMMISSION

The Community Sustainability Commission was established by the City Council in 2009. Its MISSION is to *educate, advocate and provide oversight in seeking integrated solutions that seek a sustainable equilibrium for economic, ecological, and social health and well-being, both now and in the future.* State and local legislation support the mission, including: AB32, the California Global Warming Solutions Act of 2006; Benicia’s Climate Action Plan, [“CAP”] adopted in 2009; and the City of Benicia General Plan, adopted in 1999. [The General Plan’s over-arching goal is community sustainability, as stated in the GP’s introduction, page 22]. The PURPOSE of the Commission is to support the implementation of Benicia’s Climate Action Plan, to significantly reduce water and energy consumption, to reduce Greenhouse Gas emissions [GHG] and thus reduce our community’s carbon footprint overall to build a more sustainable and resilient Benicia. The Commission advises the City Council regarding allocations of monies in the form of grants made from the Settlement Fund established for community benefit as a provision of the Valero/Good Neighbor Steering Committee Settlement Agreement of 2008, as amended in 2010 [“Settlement Agreement”]. Future Projects that will help achieve water and energy conservation and GHG reductions, as intended by the Settlement Agreement, and as called for by the Climate Action Plan may be recommended for approval by the commission.

B. CAP PRIORITIES CHOSEN BY THE COMMISSION:

The Commission sets priorities with City Council approval, advancing specific focus areas and strategies outlined in the CAP. Current priorities will be listed on the Commission’s website and are attached to this application. The City may design projects to implement those priorities. Projects proposed that are designed to implement *other* strategies of the CAP that are not on the current priority list and that contribute to community sustainability will be reviewed with those that address the Commission’s priorities. All Project Proposals will be judged by their merit in accordance with Evaluation Criteria [see below].

C. APPLICATION REVIEW

Each Application will be reviewed to determine if it is responsive to the submission requirements outlined in the RFF. A responsive application is one that follows the requirements of the RFF, includes all documentation, is submitted in the format outlined in the RFF, and is of timely submission. Failure to comply with these requirements may deem an application non-responsive. Applications will be reviewed and scored for qualitative and technical merit according to the criteria below.

BCSC Grant Application Evaluation Criteria: Rubric

CRITERIA	SCORE				
	5	4	3	2	1
A. Water/Energy Conservation (Percentages?)	High % conservation for large user				Minimal to None
B. Quantifiable Goals	Completely measurable				None
C. Collaboration "Making sustainable connections with others"	Meaningful and productive sharing of goals & responsibility				Solo project
D. Outreach "Marketing"	Reach new audience (Quantity?)				None
E. Other Funding Sources "Dollars" (including in-kind services/donations) **	This grant less than 50% of budget				This grant more than 90% of budget
F. Experience	Record of success with similar project				None

A. Water/Energy Conservation: Create opportunities for conserving water and energy, reducing GHGs, or generating renewable energy.

Priority will be given to projects that address CAP strategies identified as high priority by the Commission.

B. Quantifiable goals: Assess results on the basis of specific, measurable outcomes.

The dictum "You can't manage what you can't measure!" may be a useful guide in planning meaningful, quantitative measures of project success.

C. Collaboration: Work with other organizations and community groups.

Encourage and seek collaborative engagement with other organizations, agencies, nonprofits, entrepreneurial "green" enterprises, businesses, citizens or city departments.

D. Outreach: "Spread the word!" Reach out to new or larger segments of the community.

Include advertising, public relations, social media or educational component to enhance the project's value by creating demonstrable "ripple effects" spreading out through the community.

E. Other Funding Sources: Combine this grant with other funding sources or in-kind donations.

Explain how this grant would complement other resources that support project goals. If project is to continue beyond this grant, describe anticipated resources for such continuation.

F. Experience: Document previous success in project management.

Timely completion of previous projects is relevant, as well as their success in meeting stated project goals.

Grant applications will be scored, as follows:

BCSC GRANT APPLICATION EVALUATION CRITERIA -- Tabulation								
PROJECT TITLE			1.		2.		3.	
Evaluation Criteria	Weight %	Multiplier	Grade 1 to 5	Points	Grade 1 to 5	Points	Grade 1 to 5	Points
A. Water/Energy Conservation	35	7x						
B. Quantifiable Goals	15	3x						
C. Collaboration	15	3x						
D. Outreach	15	3x						
E. Other Funding Sources **	10	2x						
F. Experience	10	2x						
TOTAL POINTS	100%			0		0		0

Grades: 1 = Poor, 2 = Fair, 3 = Average, 4 = Good, 5 = Excellent

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
FY 2015-2016 GRANT APPLICATION**

SUBMITTING GRANT APPLICATION: TERMS & INSTRUCTIONS

SECTION III – GENERAL GRANT AWARD PROVISIONS

A. CONTRACT AWARD

Awarding of grants is dependent upon Benicia City Council approval.

B. CONTRACT TERM

The contract period for all grants awarded through this RFF may fall within City of Benicia two-year funding cycle, or, by another so designated period, therefore allowing for flexibility, under terms of the Settlement Agreement. Grants will be awarded for a period not to exceed twenty-four (24) months.

SECTION IV - CONTRACTUAL AWARD PROCESS – SPECIAL TERMS AND CONDITIONS

A. CONTRACTING PROCESS

Grantees (awarded Applicants) will be required to complete certain **contract documents**.

A sample contract is included as Attachment A.

Applicants will also be required to submit Semi-Annual Reports to the Benicia Community Sustainability Commission. A sample Semi-Annual Report is included as Attachment B. Semi-Annual Reports will be refined following contract award to reflect an assessment of the Grantee's scope of work per the final Agreement.

Semi-Annual Reports will contain:

- 1) Up-to-date information regarding the Project and the services provided.
- 2) Up-to-date information regarding the specific quantifiable goals of the Project.
- 3) The Outreach Plan efforts for the period.
- 4) Evaluation of the outstanding Project objectives and the methods to be used to meet those objectives.
- 5) Balance Sheet.

**GRANT AGREEMENT
BETWEEN
THE CITY OF BENICIA
AND
(Insert Grantee Name)**

This Agreement is made this ____ day of _____, 2015, by and between the City of Benicia, acting through its Community Sustainability Commission and City Council (hereinafter called "City" or "Commission") and—_____, (hereinafter called "Grantee").

WHEREAS, the City has established the Community Sustainability Commission (CSC) to provide oversight and advise the City Council in keeping with its mission, especially with regard to Project Proposals the Commission has privilege to review, wherein grant funding is being sought from available funds in the Settlement Fund, which is set apart from the City's general fund under terms set by the Valero/Good Neighbor Steering Committee Settlement Agreement [Settlement Agreement]; and

WHEREAS, the Benicia City Council has given the CSC authority to review grant applications, and also monitor programs, activities, enterprises and endeavors which are supported by the City's Settlement Agreement Fund and which are intended to benefit "community sustainability" with regard to social, environmental and economic well-being of the community in accordance with strategies of the Climate Action Plan and the Settlement Agreement, such that actions taken in the present will be considered not to harm the ability of future generations to provide for their own needs; and

WHEREAS, the CSC will ensure that a Grantee provide services, programs and/or activities that meet the requirements of the Settlement Agreement and benefit Benicia residents as described more fully in the Climate Action Plan that is attached to this agreement and incorporated as if contained herein;

WHEREAS, the CSC is charged to advise the City Council to approve a grant allocation and distribute money from the Fund to a Grantee, if all criteria of the Request For Funding have been met to the Commission's satisfaction, and if the Proposed Project is deemed to provide for such services, programs and/or activities, that are recommended by the Climate Action Plan or support particular strategies of the Plan that address water and energy conservation;

NOW THEREFORE, the parties agree to the following terms and conditions set forth as follows:

1. **Amount and Disbursement of Fund:** Subject to approval of sufficient funds by the City Council, the City shall provide to Grantee an award from the Fund in the amount of \$_____. The disbursement of the funds shall be made as set forth by the Commission in compliance with City protocols. No disbursement of funds shall be made beyond a two-year term of this agreement, unless pursuant to written agreement as set forth in Sections 3 and 4 below. [Note: no disbursement can be made unless the Fund balance allows, under terms of the Settlement Agreement, which allow for a minimum balance to be kept in the Fund. If the Fund's balance drops below the minimum, the Fund's balance must be brought up before any monies can be disbursed to Grantee.)

2. Use of Funds for Services/Programs/Activities: The Grantee shall use the funds received from the City solely in furtherance of the services, programs and/or activities described in the attached Grantee's "Request For Funding" and shall not use the funds for any other purpose without written authorization from the City.

3. Term of Agreement: The term of this Agreement shall be in effect from the date of execution of this Agreement through . An extension of the Agreement for an additional period may be made as needed upon mutual written agreement by both parties. In the event that Grantee fails to substantially perform under this Agreement, the Finance Director in consultation with the Commission may terminate the Agreement without penalty upon thirty (30) days notice. Any unexpended funds shall be immediately returned to the City. In the event that insufficient funds are deposited by Valero in the Settlement Agreement Fund, such that the grant award could not be immediately fulfilled, the Grantee will be notified and the award suspended until the Fund is sufficient to cover the amount awarded or the City Council and the Good Neighbor Steering Committee determine a solution.

4. Unused Funds: Any funds disbursed by the City to the Grantee not expended or utilized by the end of the term of this Agreement shall revert back to the City. The Commission may direct that such unused funds be carried forward and spent for the services, programs and/or activities conducted by the Grantee, providing they continue beyond the term of this Agreement.

5. Reporting, Record-keeping, and Monitoring: Grantee shall be responsible for maintaining detailed records to document all expenditures of the funds awarded by the City:

- A) **Proposed Budget:** Prior to the first disbursement of Funds, Grantee shall provide to the City a proposed budget of how the award money will be spent to accomplish the attached Scope of Services provided.
- B) **Expenditure Report:** Grantee shall be responsible for providing the Commission with a detailed final accounting of how the award money was spent, including dates, amounts, payments, expenditures, amount of any unused funds, etc. Such report shall be made either: (1) at the conclusion of the event or program; (2) when the funds are actually used or spent completely; or (3) within thirty (30) days after the completion of the term of this Agreement, whichever is sooner.
- C) **Miscellaneous Reporting:** The Grantee shall also notify the Commission in writing of any changes in the services, programs and/or activities as outlined in the Scope of Services Provided, any required deviations from the proposed budget, or any changes in the organizational structure, key personnel or policies that might impact the use of the award of funds by the City.
- D) **Semi-Annual Reporting to the Commission:** The Grantee shall report to the Commission semi-annually on the prescribed form (Attachment A). The reports are due July 31 and January 31 of each year. Detailed information regarding service delivery is required. The Commission shall monitor the progress of the services/programs/activities of Grantee with respect to the Scope of Services and may terminate the Agreement if Grantee fails to make sufficient progress as determined by the Commission.
- E) **Monitoring/Audit by City:** At any time after execution of this agreement, the Commission may elect to conduct a monitoring or audit to determine that the terms and conditions of this Agreement are being met by Grantee. Such monitoring or audit shall consist of reviewing both the financial records as well as the progress of the

services, programs and/or activities of Grantee with respect to the Scope of Services Provided.

6. Violation of Terms and Conditions: If it is determined by the Commission that Grantee has violated any of the terms of this Agreement and/or has used the awarded funds for expenditures that are not solely for providing the services, programs and/or activities described in the attached Scope of Services Provided, Grantee shall be obligated to repay the City any or all of the monies that were awarded, plus any interest at the current market rate.

7. Hold Harmless/Indemnification Agreement: Grantee shall indemnify, defend, save, and hold the City, its Council Members, the Commission, agents, officers, employees, and designated volunteers harmless from and against any losses, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees regardless of the merit or outcome of any such claim or suit arising from the term of the Agreement. Approval of any necessary insurance coverage does not relieve Grantee of liability under this indemnification clause.

8. Nondiscrimination:

A) Grantee shall not discriminate in the conduct of the services, programs and/or activities under this Agreement against any employee, applicant for employment, or volunteer on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis as it will not be tolerated.

B) Consistent with City's policy that harassment and discrimination are unacceptable conduct, Grantee agrees that harassment or discrimination directed toward a City employee or a recipient of services, programs and/or activities provided under the Agreement by Grantee on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated. Grantee agrees that any and all violations of this provision shall constitute a material breach of the Agreement.

9. Entire Agreement: This Agreement contains the entire understanding of the parties and constitutes the sole and only Agreement between them concerning the subject matter herein and the rights and obligation in connection therewith.

GRANTEE

CITY OF BENICIA

By: _____
(Type in title of person signing.)

By: _____
(Type in title of person signing.)

Dated: _____

Dated: _____

APPROVED AS TO FORM:

Heather C. Mc Laughlin
City Attorney

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
GRANT APPLICATION**

SAMPLE

**Grantee Semi-Annual Report
Submitted to the Community Sustainability Commission**

**Valero/Good Neighbor Steering Committee Funds
Agency Semi-Annual Report**

Grantee Semi-Annual Reporting

Grantees must submit semi-annual reports (due July 31 and January 31) to the Community Sustainability Commission (hereinafter Commission). Reports will be summarized and information will be reviewed at a subsequent Commission meeting.

The reports are utilized by the Commission to monitor the progress of the Grantee project(s)/program(s) and/or event(s) funded by its grant. When the Commission receives the reports they are reviewed and approved. When approved, the Grantee will receive its semi-annual funding.

Reports are submitted to:

**Community Sustainability Commission
c/o Community Development Department
Attention: Teresa Olson
tolson@ci.benicia.ca.us
250 East L Street
Benicia, CA 94510**

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2015 – 2016 GRANT APPLICATION**

SAMPLE

**Grantee Semi-Annual Report
to the Community Sustainability Commission**

Agency:	Benicia Unified School District	For the Quarter Ending:	
Project:	[insert name here]	Date Submitted:	
		Funding Amount:	[insert amount]

The following is an overview of the progress for the above project for the prior 6-month period.

GRANT STATUS – Describe project & status of actions within past 6 months

Report total Project/Program services delivered or completed. Include pertinent information such as: number of individuals engaged; collaborations with other organizations; demographic information; and metrics for reductions in water and energy use, and GHG emissions reductions (estimate if actual figures not available).	Project Services – 6-Month Period	Project Services Year-to-Date

OUTREACH EFFORTS FOR THE 6-MONTH PERIOD
(How has organization promoted the program?)

ADDITIONAL COMMENTS

ORGANIZATIONAL CHANGES

Program changes:

Key Personnel changes:

Policy changes:

Mission/Direction changes:

BUDGET INFORMATION (attach Balance Sheet)

Provide the project budget. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL GRANT BUDGET (A)	SEMI-ANNUAL ACTUAL-TO-DATE (B)	ACTUAL YEAR-TO-DATE (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$	\$	\$
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
SUBTOTAL	0	0	0
INDIRECT COSTS			
(Administrative ¹) Personnel Benefits			
Space Rental			
Utilities			
Telephone			
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
SUBTOTAL	0	0	0
TOTAL COSTS	\$ 0	\$ 0	\$ 0

Column A = Total cost of Grant Budget.

Column B = Total expenditures of grant funds Semi-annual Actual-To-Date.

Column C = Total expenditures of grant funds Actual Year-To-Date.

¹ Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

This report, to the best of my knowledge, is an accurate representation of the Grantee's efforts provided on this Project through the City of Benicia's Community Sustainability Commission, overseeing allocations of the Settlement Funds administered by the City of Benicia under terms of the 2008/2010 Valero/Good Neighbor Steering Committee Settlement Agreement.

Signature: _____

Title: _____

Type name [Name of Signer]: _____

Date: _____

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2015 - 2016 GRANT APPLICATION

TITLE PAGE

PART A - BASIC INFORMATION

1. PROJECT/PROGRAM NAME: _____

Amount of Funding Request: ANNUAL: _____

GRANT PERIOD = 2 YEARS:

Organization and/or Person(s) Submitting Proposal:

2. ORGANIZATION INFO:

Organization Name

Address

Phone

Fax

Email

Federal ID # (for non-profit or business): _____

If a non-profit organization, the year legally established: _____

State in which established: _____

If a business, the year established, number of years: _____

Location: _____

3. CONTACT PERSON (for this Application)

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2015 - 2016 GRANT APPLICATION**

4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include and explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

➤ **EDUCATION/PUBLIC OUTREACH**

➤ **ENERGY PRODUCTION**

➤ **TRANSPORTATION & LAND USE**

➤ **BUILDINGS**

➤ **INDUSTRIAL & COMMERCIAL**

➤ **WATER & WASTEWATER**

➤ **SOLID WASTE**

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2015 - 2016 GRANT APPLICATION**

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.

Authorizing Signature

Title

Date

Typed Name

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2015 - 2016 GRANT APPLICATION**

PART B – BUDGET INFORMATION **

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.

Column "B" = Amount requested in this grant application.

Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct 1)			
Personnel (direct 1)			
Personnel (support 1)			
Benefits (direct 1)			
Contract Services			
Project Supplies			
Project Equipment			
Transportation costs: e.g., gas, rental			
Other Direct Costs			
SUBTOTAL	\$	\$	\$

¹ [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

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PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES					
Administrative - personnel					
Benefits					
Space/office rental					
Utilities					
Telephone					
Office Supplies					
Transportation (gas, rental)					
Other Indirect Costs					
SUBTOTAL		\$		\$	
TOTAL COSTS		^		^	

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PART B – BUDGET INFORMATION (continued)

6. APPLICANT’S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant’s Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (indicate)
TOTAL	\$	\$

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served
2013-14			
2012-13			
2011-12			
2010-11			
2009-10			
TOTALS		\$	

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PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year

17b. Discuss how this data will be collected, organized and disseminated throughout the community.

18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.

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PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Item #	Description	Submitted (verification by City staff)
1	IRS Letter of Tax Exempt Status	
2	Organization's total budget for the current year	
3	Copy of most recent audit or financial statement	
4	Names and addresses of Board of Directors	
5	List of paid principal staff and positions	
6	Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>	
7	Copy of resolution or board meeting minutes indicating organization's support of the project application.	
8	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility to the proposed Project/Program.	

THANK YOU!