



January 26, 2021

To Whom It May Concern:

The biennial Human Services Board's "Request for Funding" and application instructions are enclosed for your use in seeking grant awards for the 2021-23 two-year funding cycle of the Benicia Human Services Board. A downloadable application form will be available on the City's website at www.ci.benicia.ca.us for your convenience. The deadline for submissions is 11:59pm Tuesday, March 2, 2021. See "Instructions" for further detail.

A notice will be placed in the *Benicia Herald*, a local newspaper, and on the City of Benicia website announcing the availability of funding, so that those who do not yet receive grants from the fund may be made aware of grant opportunities.

The Benicia Human Services Board will evaluate proposals using the following criteria:

- Project design
- Knowledge of community need
- Impact and Outcomes
- Sustainability Efforts
- Financial Information
- Community Outreach

Should you have any question or comments concerning the Request for Funding, please call Sarah Terherst at 746-4334 or Cindy Mosser at 746-4217.

Sincerely,

Sarah Terherst
Senior Management Analyst