

Community Grant Funding Training  
January 15 ,2025  
3:30pm-5:30pm

AGENDA

1. Introductions
2. Required attendance in chat section
3. Website: [www.ci.benicia.ca.us/grants](http://www.ci.benicia.ca.us/grants) - informational resource
  - a. Executive Summary
  - b. Application questions
  - c. Evaluation criteria
  - d. Budget workbook (attachment B)
  - e. Sample Agreement (attachment A)
  - f. Declaration of Compliance (attachment C)
4. 2025-2027 Community Grant Fund – Changes from previous years
  - a. Funding maximums: ACC \$30k/\$60k; CSC \$50k/\$100k
  - b. Must be a Benicia based, 501c3 Non-profit
  - c. Online application via OpenGov Procurement
  - d. No presentations as part of application process
    - i. Midcycle presentation to Commission for project/service progress
  - e. Minimal budget prep
  - f. No reporting
  - g. Declaration of Compliance
  - h. Equal payments across FYs
5. Set up OpenGov Account (if an account has not already be established) – instructions on grant website
6. Be sure to have all documents ready for upload
7. Application period opens 1/16/25 at 8am
8. Application period closes 2/14/25 at 5pm
9. Commissions will review, score, and make funding recommendations to Council
10. Tentative award notifications: 5/20/25

Demonstration: Walk through of application in OpenGov.

Contacts:

Arts and Culture Commission  
City oversight: Jennifer Baker, City Librarian  
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Community Services Commission (formerly HSB)  
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