

City of Benicia

Community Grants Program Executive Summary

Goal

- Create community benefits in the areas of Arts and Culture (AC) and Community Services (CS)

Application Process

- All applicants must attend a mandatory online (zoom) information session/training the date of which will be announced in advance of training
- All applications must be submitted through OpenGov request for funding (RFF)
- Proposed programs to be delivered in partnership from more than one organization must be submitted on one application identifying all proposed organizations involved in the program implementation
- All applicants must be registered 501(c)3 non-profit organizations based in the City of Benicia with the primary purpose of serving the City of Benicia community

Evaluation Process

- Commissions for AC and CS will use evaluation criteria to award community grants for both Arts and Culture purposes and Community Services purposes.
- Commissions to recommend grant awards to Council based on the scoring of applications

Award Process

- 1) Council resolution to be adopted with budget approval process identifying all community grant awards and confirming annual presentation and mid-year certification satisfy reporting requirements.
- 2) Grant Agreement required and agreement includes new requirements outlined below:
 - (1) One presentation per fiscal year to applicable Commission required
 - (a) Commission may request second presentation if grantee performance does not demonstrate progress toward meeting program/grant goals
 - (2) Declaration of Compliance to be submitted by Grantee by January 15th of each fiscal year during 2-year grant term
- 3) Grant award disbursed once per fiscal year – within 30 days of the grantee returning the signed grant agreement for first disbursement (year 1) and within 30 days after start of fiscal year for second disbursement (year 2)

Reporting Process

- Grantees are not required to submit written reports to the Commission, Staff, or Council.
- One presentation per fiscal year to applicable Commission required.
- Mid-year certification of compliance required to be submitted to City staff. Failure to complete certification may disqualify grant.