

COMMUNITY GRANT PROGRAM

ACC (Arts and Cultural Commission); CSC (Community Services Commission – Formerly HSB)

Note: The term “service/project” will be used throughout the application, but is referring to any project(s), program(s), or event(s) for which you are requesting funding.

APPLICATION PREREQUISITES --

Prerequisite 1 - Did you participate in an applicant training session with City Staff?

Prerequisite 2 - Did read through and confirm that you meet all of the funding application requirements, and if selected, are you able to sign and adhere to the Grant Agreement?

ORGANIZATION DETAILS --

1. Organization name
2. Organization physical and mailing address(es), if different
3. Point of contact phone number and email
4. Organization website address and social media presence, if applicable
5. What is your organization’s mission and vision? What does your mission/vision have in common with the City’s mission, vision, and values? [City of Benicia Strategic plan, pg.3](#)
6. List of paid and volunteer positions

GRANT FUNDING PROJECTS/SERVICES DETAILS --

1. Statement of funding available:

Maximum award for CSC grants = \$50K annually; \$100k total over 2 year grant term

Maximum award for ACC grants = \$30K annual; \$60k total over 2 year grant term

2. Have you received grant funding from the City in the past?
 - a. If yes, give at least 2 examples of service/project(s) for which the funds were used and what goals/objectives were met using the funding.
 - b. If no, provide at least 2 examples of service/project(s) you currently manage or have managed in the past and the community impact of those services. In what city were the services provided?
3. Describe the service/project(s) for which your organization is requesting grant funding? Please include the following information: *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*
 - a. Service/project(s) to be provided including goals and/or anticipated outcomes.
 - b. Is the proposed service/project(s) new or existing and is it one-time or ongoing?
 - c. Target population (# of people served and demographics)
 - d. Collaboration with other community services (identify other agencies or services), if any

4. Please respond to this question based on the type of grant you are applying for:
 - a. CSC: Describe how this service/project advances your organization's mission and goals. If "safety net" services will be funded, please describe them here. Please identify how the funding received will be used for the identified service/project.
 - b. ACC: Describe your organization's efforts in advancing the arts and/or culture in the community and how this service/project will support those efforts. Please identify how the funding received will be used for the identified service/project.
5. How will your service/project(s) promote diversity and advance equity and inclusivity for Benicia residents?
6. What kind of promotional materials or marketing will be utilized to reach your target audience?
 - a. How will you ensure that Benicia, the City, and its residents are the majority beneficiaries of your service/project(s)?
 - b. What strategies will be used to reach underserved or underrepresented populations?
7. In a 2000 character limit or less, please explain why your service/project deserves to receive funding from the City of Benicia?
8. Identify expertise/experience of personnel that will support/manage proposed service/project.
9. What forms of employment screening will be done on staff/volunteers?
10. List any and all financial liabilities and pending legal action.

REQUIRED DOCUMENTATION --

1. Grant Service/Project(s) Budget including any personnel costs
2. IRS letter of Tax Exempt Status (copy)
3. Most recent IRS Form 990 or short Form 990-EZ (copy)
4. Current and valid Certificate of Insurance
5. Roster of Board of Directors, including names, emails and phone numbers for each
6. If partnering with other organization(s) (noted in question 3.d.), letter(s) of commitment from each indicating degree of participation, and budget showing financial responsibility