

*The City of Benicia's Arts & Culture Commission exists to ensure that arts and culture are integral to our community's quality of life, economic vitality and central identity.*

December 2, 2018

To Whom It May Concern:

The biennial Benicia Arts and Culture Commission's Request for Funding (RFF) application and instructions are enclosed for your use in requesting a grant award for the 2019-2021 two-year funding cycle. For your convenience, a downloadable application form, along with the Instructions and Terms for completion, will be available on the City's website at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us) at the Announcement tab.

Non-profit arts and culture organizations established within the City of Benicia or providing projects, programs and/or events in the City of Benicia are invited to apply. Successful applications must include proof of current IRS and State of California tax exempt status.

**The deadline for submissions is Tuesday, January 31, 2019.**

The Benicia Arts and Culture Commission will evaluate proposals using the following criteria:

- Project(s), program(s) and/or event(s) commensurate with the Arts and Culture Commission's Mission
- Quantifiable goals attached to measurable and specific outcomes
- Outreach plan
- Number of people attending program(s) and event(s) in the community
- Financial statement reflects capability for creating and providing proposed project(s), program(s) and/or event(s)
- Past performance of project(s), program(s) and/or event(s) in the community

Attached to this letter you will find the following:

Packet #1 Instructions and Terms

Packet #2 Grant Application

Packet #3 Attachments: A. Sample Agreement; B. Sample Quarterly Report

If you have any question or comments concerning the Request for Funding, please call me at (707) 746-4358 or via email [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us).

Sincerely,

Helaine Bowles  
Secretary to the Arts and Culture Commission

**SECTION I-REQUEST FOR FUNDING SUBMISSION REQUIREMENTS**

**ELIGIBILITY REQUIREMENTS**

- 1) Requests for Funding (RFF) are available to tax-exempt arts and culture nonprofit organizations established within the City of Benicia or providing project(s)/ program(s) and/ or event(s) in the City of Benicia.
- 2) Applicants are required to provide proof of current IRS tax-exempt status. This includes the organization's most recent IRS Form 990 or short Form 990-EZ and IRS Letter of Tax-Exempt Status.
- 3) Applicants are required to provide proof of current State of California tax-exempt status.  
<https://www.ftb.ca.gov/businesses/Exempt-organizations/Entity-List.shtml>

**A. DEADLINE FOR SUBMISSION: Monday, January 31, 2019, no later than 5:00 p.m. at:**

City of Benicia  
Benicia Public Library /Attention: Helaine Bowles  
150 East L Street  
Benicia, CA 94510

Hand-carried applications may be delivered ONLY to the aforementioned address Monday through Friday between the hours of 12:00 p.m. and 5:00 p.m., excluding holidays observed by the City. Applicants are responsible for informing any commercial delivery service, if used, of all delivery requirements.

- B. MODIFIED APPLICATIONS:** An applicant may submit a modified application to replace all or any portion of a previously submitted application up until the Application Due Date. The Benicia Arts and Culture Commission will only consider the latest version of the application.
- C. WITHDRAWAL OF APPLICATIONS:** Applications shall be irrevocable until grant award unless the application is withdrawn. An application may be withdrawn in writing only, addressed to Helaine Bowles at the address noted above, prior to the Application Due Date.
- D. LATE APPLICATIONS AND LATE MODIFICATION:** Applications received after the Application Due Date are late and will not be considered. Modifications received after the Application Due Date are also late and will not be considered. The responsibility for submitting an application to Helaine Bowles on or before the stated time and date is solely and strictly the responsibility of the applicant. The Benicia Arts and Culture Commission is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence.

## SECTION II – GRANT APPLICATION INSTRUCTIONS

### **A. SUBMISSION REQUIREMENTS:**

1. Applications must be submitted only on the City of Benicia Arts and Culture Commission Application form.
2. Applications must be word-processed or typed, not hand written.
3. Grant Application Section C may be expanded, but may not exceed five (5) pages.
4. All questions must be answered. If not applicable, type N/A. Do not leave blank.
5. The application must be signed by an officer who is authorized to enter into a contractual relationship in the name of the applicant.
6. Project(s), program(s) and/or event(s) are commensurate with the Arts and Culture Commission's Mission: *"The City of Benicia Arts & Culture Commission exists to ensure that arts and culture are integral to our community's quality of life, economic vitality and central identity."*

### **B. REQUIRED ATTACHMENTS:** Applications submitted 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:

1. IRS Letter of Tax-exempt Status
2. Most Recent IRS Form 990 or short Form 990-EZ
3. Copy of most recent audit or financial statement
4. Names, email addresses and telephone numbers of Board of Directors
5. List of paid principal staff and positions
6. Job descriptions for principal staff and personnel that will be paid partially or in full with grant funding
7. Copy of approved resolution or board meeting minutes demonstrating support for the Arts and Culture Grant application.
8. If a partnership, submit letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility is required.

### **C. SUBMISSION PACKAGE:** One (1) unbound original and eight (8) copies [a total of nine (9) of the complete application must be submitted in a sealed envelope or container. The outside of the envelope or container must include: the applicant organization's name, mailing and email address and telephone number.

### **D. QUESTIONS:** Please submit questions regarding the application to Helaine Bowles at [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us). Responses to questions will be shared with all applicants via email.

<b>SECTION III- REVIEW/EVALUATION/SELECTION PROCESS</b>
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	<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
A.	Project(s), programs, and/or events commensurate with the Arts and Culture Commission's mission	30
B.	Quantifiable goals attached to measurable and specific outcomes	20
C.	Outreach plan	15
D.	Number of people attending program(s) and event(s)	15
E.	Financial statement reflects capability of creating and providing proposed project(s), program(s) and/or event(s)	15
F.	Past performance of project(s), program(s) and/or event(s) in the community	5

**TOTAL POSSIBLE POINTS    100**

Each application will be reviewed to determine if the application meets the eligibility and submission requirements outlined in the Request for Funding (RFF) Instructions and Terms.

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 submitted by the time and date required.

Failure to comply with these requirements may deem your application non-responsive. The Arts & Culture Commission evaluation will include the appropriateness of the established criteria, as defined herein.

**A. PROJECT(S), PROGRAM(S) AND/OR EVENT(S) COMMENSURATE WITH THE ARTS & CULTURE COMMISSION'S MISSION:** "The City of Benicia Arts & Culture Commission exists to ensure that arts and culture are integral to our community's quality of life, economic vitality and central identity."

**B. QUANTIFIABLE GOALS ATTACHED TO MEASURABLE AND SPECIFIC OUTCOMES:**

- Goals must be stated in quantifiable or measurable terms
- Goals must be related to specific expectations and outcomes for the project(s), program(s) and/or event(s)

**C. OUTREACH PLAN:** An outreach plan will provide a framework for information to be conveyed between your organization and the public for mutual benefit. The outreach plan should include:

- Goals and objectives for the outreach plan
- The target audience
- The type of promotional material that will be produced
- How the message will be distributed
- Extent of outreach and promotion methods

**D. NUMBER OF PEOPLE ATTENDING PROGRAM(S) AND/OR EVENT(S) IN THE COMMUNITY:**

- Benicia residents attending each program or event
- Non-Benicia residents attending each program or event
- Effort to involve traditionally underserved or diverse populations as appropriate to the project(s), program(s), and/or event(s)

**E. FINANCIAL STATEMENT REFLECTS CAPABILITY OF CREATING AND PROVIDING PROPOSED PROJECT(S), PROGRAM(S) AND/OR EVENT(S):**

- Effectiveness of managerial structure and decision-making process
- Other sources of funding
- Short and long range planning
- Qualifications and effectiveness of board and staff
- Overall fiscal health
- Past history of performance

**F. PAST PERFORMANCE OF PROJECT(S), PROGRAM(S) AND/OR EVENT(S) IN THE COMMUNITY:**

- Have you received grant money from the City in the past?
- If yes, has the organization achieved its goals related to the use of grant funds?
- Provide an example of these program(s), performance(s) or event(s).

## SECTION IV- ORAL INTERVIEWS

### PRESENTATION OVERVIEW:

All applicants will be interviewed before the Arts and Culture Commission completes the evaluation process.

The Arts and Culture Commissioners want to see what is most important to your organization and how it affects the community. It is not intended as a highly polished, glossy, professional presentation, but one that is coherent, cohesive, interesting and sufficiently prepared to be concluded within the allotted time.

The purpose of the presentations gives you, the potential grantee, an opportunity to present any **supplemental information** orally or visually on your proposed project(s), program(s) or event(s), such as:

- An example of the type of handout the public might receive
- A sample of the publicity you are proposing to distribute
- Some of the outcomes or affects you hope for in your outreach program
- Further explanation of how your project(s), program(s) and/or event(s) positively benefit(s) the Benicia community
- Some of your organization's history and how it has changed or developed over the years

### PRESENTATION GUIDELINES:

**DATE:** February 28, 2019

**TIME:** 6:00 pm

**PLACE:** City Hall Commission Room, 250 East "L" St., Benicia, CA 94510

**TIME ALLOTMENT:** Each applicant has a **total of 3 minutes** to present their program to the seven commissioners. This time includes verbal and illustrative explanations and will be concluded by the Chair with a timer. **The time limit will be strictly enforced.** Following the presentation, the commissioners have the opportunity ask questions, if applicable.

**EQUIPMENT:** The Commission Room is equipped for Power Point Presentations if you choose to use this medium. Please note that if you use this, it is part of your **3 minute** presentation, and you do not have to present with this medium. If you do, it is suggested that you make arrangements to test the equipment with your data. Contact Helaine Bowles at [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us). Telephone: 707 746-4358.

**SCORING:** Each commissioner individually scores the presentation and is considered with the written application.

## SECTION V – 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 must fall within the City of Benicia two-year funding cycle, which begins on July 1, 2019, and ends on June 30, 2021`. Grants will be awarded for a period not to exceed twenty-four (24) months. The effective starting date will be no earlier than July 1, 2019.

No distribution or partial disbursement of funds shall be made if the City Council does not appropriate sufficient funds for the Arts & Culture Fund Grants. No funds will be disbursed if the Grantee is in violation of any of the provisions of the agreement. If the Grantee corrects the Violation, funds may be disbursed at the discretion of the Council.

## SECTION VI – CONTRACTUAL AWARD PROCESS - SPECIAL TERMS AND CONDITIONS

Grantees (awarded applicant) will be required to complete certain contract document (a sample contract is included as Attachment A) and will be required to submit quarterly reports (a sample is included as Attachment B). Please note that quarterly reports will be refined following contract award to reflect an assessment of the grantee's scope of work per the final agreement. The quarterly reports will include, but not be limited to:

- Up to date information regarding the project(s), program(s) and/or events provided
- Up to date information regarding the specific quantitative and qualitative measurable(s) completed this quarter
- The outreach efforts completed for the period
- Evaluation of the outstanding project objectives and the methods to be used to meet the objectives
- Certified tax-exempt status

The process of awarding the agreements and reviewing the agreements is open to the public. The City Council may establish additional requirements on a case-by-case basis.

## SECTION VII-REPORTS AND MONITORING

Grantees shall be responsible for maintaining detailed records to document all expenditures of the funds awarded by the Arts & Culture Commission. To help grantees learn how to complete the quarterly reports, the commission will provide an opportunity for the grantees to meet with Commission members who will discuss the forms and answer questions. Feedback from the grantees will be used to help improve the next grant cycle.

- A. QUARTERLY REPORTING:** The Grantee shall report to the Commission quarterly on the prescribed form (Attachment B in Packet #2). The report is due no later than the end of the month following the quarter end. For quicker payment, please submit the report to the Commission Secretary, Helaine Bowles [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us) six days prior to the Commission meeting. The Commission will review the report and vote to accept or reject the report. Once the report is accepted, quarterly funding will be distributed to the approved grantees.
- B. MISCELLANEOUS REPORTING:** The Grantee shall notify the Commission in writing of any changes in the project(s), program(s) and/or events outlined in the scope of the application, 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 awarded funds.
- C. MONITORING BY COMMISSION:** At any time after execution of an Agreement, the Commission may elect to conduct a monitoring or audit to determine that the terms and condition of the Agreement are being met by the grantee. Such monitoring/audit shall consist of reviewing both the financial records for monies granted as well as the progress of the project(s), program(s) and/or event(s) of grantee with respect to its Grant Scope of Work.
- D. COMMISSION SITE VISITS:** Site visits are scheduled by the Commission to obtain a deeper understanding of the:
- Grant project
  - Manner in which it is being conducted
  - Progress made toward outcomes, opportunities and challenges incurred
  - Modification that may be required
  - Clarification of information presented in Quarterly Report(s)
  - Opportunity for the grantee to ask questions, provide feedback and discuss relevant issues

The goal is to gain confidence that the City of Benicia's investment is being honored and that the organization is exercising due diligence in delivering its outcomes as stated in the grant agreement.



**CONFIRMATION OF CURRENT IRS NONPROFIT AND CALIFORNIA BUSINESS ENTITY STATUS**

Put a check mark in each box indicating that a designated Board Member has verified your organization's current IRS Tax-exempt and California Business Entity Detail status.

Certify IRS tax-exempt status is exempt and listed as PC, Public Charity

Your organization's current status can be verified at <http://www.irs.gov/Charities-&-Non-Profits/Search-for-Charities>

Certify California Business Entity Detail is Active Status

Your organization's current status can be verified at <http://kepler.sos.ca.gov/>

Certification Completed by:

Type/Clearly Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Part B – ANNUAL BUDGET INFORMATION

1. Provide a proposed budget for the total grant monies requested<sup>1</sup>. (Expenses listed in this document should be consistent with the project(s), program(s) and/or event(s) descriptions.)

PROJECT EXPENSES	TOTAL PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
<b>DIRECT COSTS<sup>2</sup></b>			
Salaries / wages	\$	\$	\$
Benefits			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
<b><u>SUBTOTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INDIRECT COSTS</b>			
(Administrative <sup>3</sup> ) Salaries / wages			
Benefits			
Space Rental			
Utilities			
Telephone			
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
<b><u>SUBTOTAL</u></b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Column A = Total cost of the proposed project(s), program(s) and/or event(s).

Column B = Amount you are requesting 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.

<sup>1</sup> If the amount of money allocated through the grant is substantially different from that requested, the organization may submit a revised budget.

<sup>2</sup> Direct Costs are costs incurred in the production of the projects(s), programs(s) and/or event(s) being funded. Indirect costs are ongoing and are not related to the specific grant-funded activity.

<sup>3</sup> Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize totals here.



## **Part C – PROJECT(S), PROGRAM(S) AND/OR EVENT(S) INFORMATION**

(Part C cannot exceed 5 pages)

### **A. Project(s), program(s) and/or event(s) commensurate with the Arts and Culture Commission's mission**

1. Describe your organization's mission and goals.
2. Describe the history of your organization and its major accomplishments.
3. Describe your organization's efforts in advancing the importance of the arts and/or culture in the community.

### **B. Quantifiable goals attached to measurable and specific outcomes**

1. How does your organization plan to evaluate and/or measure the success of your project(s), program(s) and/or event(s)? Please include means of evaluation and quantifiable objectives.

### **C. Outreach Plan**

1. State the goals and objectives for your organization's outreach plan.
2. Who is your organization's target audience and what kind of promotional materials will you produce to 'reach' your target audience?

### **D. Number of people attending project(s), program(s) and event(s) in the community**

1. Estimate the number of people that will attend your projects, programs and/or event(s).

Unduplicated Benicia Residents.

Unduplicated Benicia non-Residents.

**2. Serving community (check all that apply):**

<input type="checkbox"/> Children Under 5	<input type="checkbox"/> Youth (5-18)	<input type="checkbox"/> Adults (19 to 59)	<input type="checkbox"/> Seniors Over 60	<input type="checkbox"/> Family Unit
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**E. Financial statement reflects capability of creating and providing proposed project(s), program(s) and/or event(s).**

1. **Describe your organization’s history of fiscal performance and program sustainability over the past three (3) years.**
2. **List all financial liabilities and/or pending legal action:**

**F. Past Performance of project(s), program(s) and/or event(s) in the community.**

**Past Grant Recipients**

1. **Has your organization received grant monies from the City in the past? If yes, provide at least two examples of these project(s), program(s) and/or event(s).**
2. **Did your organization achieve its goals as related to the grant funding for these two (2) project(s), program(s) and/or event(s)?**

**New Grant Applicants**

3. **Describe project(s), program(s) and/or event(s) provided to the community in the past two (2) years.**
4. **Did you achieve your organization’s project(s), program(s) and event(s) objectives?**
5. **How did you measure the success of your organization’s project(s), program(s) and/or event(s) objectives?**

**REQUIRED ATTACHMENTS:** Verify and check off confirmation indicating that the following required items are attached to the original application.

<b>Attachment Confirmation</b>	<b>Item No.</b>	<b>Item Description</b>
( )	1.	IRS Letter of Tax Exempt Status
( )	2.	Most Recent IRS Form 990 or short Form 990-EZ
( )	3.	Organization's total budget for the current year
( )	4.	Copy of most recent audit or financial statement
( )	5.	Names, email addresses and telephone numbers of Board of Directors
( )	6.	List of paid principal staff and positions
( )	7.	Job descriptions for principal staff and personnel to be paid partially or in full with grant funding
( )	8.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
( )	9.	If a partnership, submit letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

**ATTACHMENT A**  
**\*SAMPLE\* GRANT AGREEMENT BETWEEN**  
**THE CITY OF BENICIA**  
**AND**  
**GRANTEE**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Benicia through its Arts and Culture Commission (hereinafter called "Commission") and (Organization Name) (hereinafter called "Grantee").

WHEREAS, the Benicia City Council has given the Commission authority to award monies from the General Fund for project(s), program(s), and/or event(s) related to arts and culture which benefit Benicia residents of all ages; and

WHEREAS, Grantee provides project(s), program(s), and/or event(s) that meet the requirements of the City and benefit Benicia residents as described more fully in the Scope of Project(s), Program(s) and/or Event(s) that is attached to this Agreement and incorporated as if contained herein; and

WHEREAS, the Commission is willing to distribute money to Grantee to help provide such project(s), program(s) and/or event(s) as described in the Scope of Project(s), Program(s) and/or Event(s) based solely on the terms and conditions listed below.

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

1. Amount and Disbursement of Fund: The Commission shall provide to Grantee a grant award in the amount of \$xxxx total, distributed as four quarterly payments of \$xxx during fiscal years 2019-20 and 2020-21. The disbursement of the funds shall be made as set forth in the attached Scope of Project(s), Program(s) and/or Event(s). Because of the City's financial situation, funding may be subject to change including reduction or elimination of funding to Grantee. No disbursement of funds shall be made beyond the fourth quarter of the two-year term of this Agreement unless pursuant to written agreement as set forth in Sections 3 and 4 below. No disbursement or only partial disbursement of funds shall be made if the City Council does not appropriate sufficient funds for the Arts and Culture Fund Grants. No funds will be disbursed if the Grantee is in violation of any of the provisions of the agreement. If the Grantee corrects the violation, funds may be disbursed at the discretion of the Council.
2. Use of funds for Arts and Culture Program/Activity: The Grantee shall use the funds received from the Commission solely in furtherance of the project(s), program(s) and/or event(s) described in the attached Scope of Project(s), Program(s) and/or Event(s) and shall not use the funds for any other purpose without written authorization from the Commission.
3. Term of Agreement: The term of this Agreement shall be in effect through June 30, 2021 beginning on the date of execution of this Agreement. An extension of the Agreement for an additional period may be made as needed upon mutual written agreement by both parties. In the

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**AND**  
**GRANTEE**

event that Grantee fails to substantially perform under this Agreement, for either fiscal year, the Commission may terminate the Agreement without penalty upon thirty (30) days' notice. Additionally, if non-profit status is in any way suspended or revoked, the City may terminate the Agreement at its discretion without penalty. Any unexpended funds shall be immediately returned to the City and may be reallocated by the Arts and Culture Commission. In the event that insufficient funds are budgeted to fully fund this agreement, the Finance Director may terminate the agreement immediately.

4. Unused Funds: Any funds not expended or utilized pursuant to the Scope of Project(s), Program(s) and/or Event(s) by the end of the term of this Agreement shall revert to the City. The Commission may direct that such unused funds be carried forward and spent for the project(s), program(s) and/or event(s) providing they continue beyond the two-year term of this Agreement. Any unused funds from fiscal year 2019-20 may, at the sole discretion of the City, be carried forward to fiscal year 2020-21 for that fiscal year's project(s), program(s) and/or event(s). All requests for funds shall be submitted to the commission prior to the end of July so they can be finalized prior to the closure of the fiscal year's accounting.

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

- A) Proposed Budget: Prior to the first disbursement of funds, Grantee shall provide to the Commission a proposed budget of how the award money will be spent to accomplish the attached Scope of Project(s), Program(s) and/or Event(s). Any modification of the budget in excess of five percent (5%) of the allocation for the fiscal year will require approval of the Commission.
- 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(s) or program(s); (2) when the funds are actually used or spent completely; (3) within thirty (30) days after the completion of the term of this Agreement; or (4) with the quarterly report, whichever is sooner.
- C) Miscellaneous Reporting: The Grantee shall also notify the Commission in writing of any changes in the project(s), program(s) and/or event(s) outlined in the Scope of Project(s), Program(s) and/or Event(s), 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 Commission. These changes may be required if the scope of work and/or budget is significantly changed due to allocation of funds by the City, or if there are significant changes within the organization.

**ATTACHMENT A**  
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- D) Reporting to the Commission: The Grantee shall report to the Commission on the prescribed form (Attachment A). The report is due no later than the end of the month following quarter end. The Commission shall monitor the progress of the project(s)/program(s)/event(s) of Grantee with respect to the Scope of Project(s), Program(s) and /or Event(s) and may terminate the Agreement if Grantee fails to make sufficient progress as determined by the Commission.
- E) Monitoring/Audit by Commission: 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/audit shall consist of reviewing both the financial records as well as the progress of the project(s), program(s) and/or event(s) of Grantee with respect to the Scope of Project(s), Program(s) and/or Event(s).
- F) Site Visits: At any time after execution of this Agreement, the Commission will conduct a site visit(s) to gain confidence that the City of Benicia's investment is being honored and that the organization is exercising due diligence in delivering its outcomes as stated in the grant contract.

6. Maintaining Non-profit Status:

A) The Grantee must maintain for the entire term of this Agreement non-profit status as defined under section 501 (c)(3) of the Internal Revenue Code.

B) The Grantee must maintain an Active status as verified by the California Business Entity Detail and to be able to provide an IRS letter of Tax-Exempt support upon request.

7. 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 attached Scope of Project(s), Program(s) and/or Event(s) Grantee shall be obligated to repay the Commission any or all of the monies that were awarded, plus any interest at the current market rate.

8. Hold Harmless/Indemnification Agreement: Grantee shall indemnify, defend, save, and hold City, its Council members, boards and commissions, agents, officers, employees, and 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.

9. Nondiscrimination:

A) Grantee shall not discriminate in the conduct of project(s), program(s) and/or event(s) under this Agreement against any employee, applicant for employment, or volunteer on the basis of

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race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis.

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 project(s), program(s) and/or event(s) 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.

Dated: \_\_\_\_\_

COMMISSION

GRANTEE

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

APPROVED AS TO FORM:

\_\_\_\_\_  
Heather Mc Laughlin  
City Attorney

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

**Grantee Quarterly Reporting**

Quarterly 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 received on the required dates and approved by the Commission the Grantee will receive its quarterly funding.

Grantees submit quarterly reports to the Arts and Culture Commission (hereinafter Commission) five (5) business days prior to the Commission meeting scheduled the 2nd Thursday of the month following quarter end. Reports shall be submitted no later than end of the month following quarter end: Reports not received by the final due date will not be approved and/or funded. The final submission date to be able to receive quarterly funding is in the Final Due Date column of the table below.

Organizations may estimate their quarter end expenses so they can meet the Report Due Date. If necessary, the Organization can provide corrected information the next quarter with their report submission. (This option is provided due to the fact that the 2019-2021 calendars do not provide sufficient time between Quarter end and Report Due Date to prepare and submit reports.) Reports must be in no later than noon on the day the report is scheduled.

The Quarterly Report Submission Schedule is:

<b>Quarter</b>	<b>Report Due Date</b>	<b>Final Due Date</b>
FY 2019-20		
Q1 (July – Sept. 2019)	October 2, 2019	October 31, 2019
Q2 (Oct. – Dec. 2019)	January 2, 2020	January 31, 2020
Q3 (Jan. – March 2020)	April 1, 2020	April 30, 2020
Q4 (April – June 2020)	July 1, 2020	July 30, 2020
FY 2021-21		
Q1 (July – Sept. 2020)	October 5, 2020	October 31, 20220
Q2 (Oct. – Dec. 2020)	January 3, 2021	January 31, 2021
Q3 (Jan. – March 2021)	April 5, 2021	April 30, 2021
Q4 (April – June 2021)	July 3, 2021	July 31, 2021

Reports are submitted to:

Benicia Arts and Culture Commission  
c/o Benicia Public Library  
Attention: Helaine Bowles  
hbowles@ci.benicia.ca.us  
150 East L Street  
Benicia, CA 94510

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

**1. Reporting Period**

For the Quarter Ending: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Annual Funding Amount: \$xxx.xx

Quarterly Funding Amount: \$ xxx.xx

**2. Scope of (Organization Name) programs supported by Grant Funds**

The scope is provided by each organization in its grant application. (Reference Grant Application Part A, 3).

**3. Evaluation - Measuring the success of (Organization Name) program(s), project(s), and/or event(s).**

The measurable objectives are provided by each organization in its grant application. (Reference Grant Application Part C, B, 1)

<b>Measurable Objectives</b>
Quantitative Tracking
Qualitative Tracking

List the quantitative and qualitative objective measurable(s) completed this quarter.

**4. General Information about (Organization Name) quarterly activities**

Based on the completion of your organization’s measurable objectives the Commission wants to know how successful you were at achieving your goals. Use this opportunity to write about the highlights and challenges providing a “state of your nonprofit”. Examples would include unanticipated opportunities or challenges, new ideas or collaborations, etc.

Additionally, when your organization has no planned project(s), program(s) or event(s) during a quarter, describe your organization’s planning/other activities.

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

**5. Community Outreach**

The Commission requests community outreach information to be able to quantify the attendees/audiences and participants at your organization's events.

Provide the following information for each program, project, and/or event per quarter. Your organization may attach its report in your organization's selected format. If your organization attaches a report, please label it #5 Community Outreach and date.

Some of the categories may be difficult for your organization to capture the data. If this is the case please indicate with N/A.

**Attendees/Audience**

Number of Benicia Residents in attendance/audience. Quarter \_\_\_\_\_ YTD \_\_\_\_\_

Number of non-Benicia Residents in attendance/audience. Quarter \_\_\_\_\_ YTD \_\_\_\_\_

Number of non-ticketed in attendance/audience (complimentary/free). Quarter \_\_\_\_\_ YTD \_\_\_\_\_

**Total Attendees/Audience** Quarter \_\_\_\_\_ YTD \_\_\_\_\_

**Participants/Volunteers**

Number of Benicia participants in program(s), project(s) and/or event(s).

a) Preschool Quarter \_\_\_\_\_ YTD \_\_\_\_\_

b) Children Quarter \_\_\_\_\_ YTD \_\_\_\_\_

c) Teens Quarter \_\_\_\_\_ YTD \_\_\_\_\_

d) Adults Quarter \_\_\_\_\_ YTD \_\_\_\_\_

Number of volunteers per project(s), program(s) and/or event(s) Quarter \_\_\_\_\_ YTD \_\_\_\_\_

**Total Participants and Volunteers** Quarter \_\_\_\_\_ YTD \_\_\_\_\_

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

**6. Organizational Changes**

List any changes in your organization’s program(s), project(s), and/or event(s) associated with your grant request. The changes would include deviations from your organization’s proposed budget or any changes in organizational structure, key personnel or policies that might impact the use of the awarded funds from the City of Benicia. Organizational changes could include:

- Grant Funded Program Changes
- Board Member Changes
- Policy Changes
- Mission / Direction Changes
- Federal Tax-exempt and/or California Entity Status

**7. Confirmation of continued IRS Tax-exempt and California Business Entity Status**

Put a check mark in each box indicating that a designated Board Member has verified your organization’s current IRS tax-exempt and California Business Entity Detail status.

- Certify IRS tax-exempt status is listed as PC, Public Charity

Your organization’s current status can be verified at <http://www.irs.gov/Charities-&-Nonprofits/Exempt-Organizations-Select-Check>.

- Certify California Business Entity Detail is Active Status

Your organization’s current status can be verified at <http://kepler.sos.ca.gov/>

Certification Completed by:

Type/Clearly Print Name: \_\_\_\_\_ Title\_\_\_\_\_

Signature \_\_\_\_\_ Date\_\_\_\_\_

**8. Quarterly Budget Information**

Attach your organization’s quarterly budget including, but not limited to direct, indirect and total costs. Please label the attachment #7 Quarterly Budget Information and date. The next page contains a sample format.

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

PROJECT EXPENSES <sup>1</sup>	TOTAL GRANT FUNDS BUDGETED (A)	EXPENDITURES OF GRANT FUNDS (B)	APPLICANT'S COST/ TOTAL REMAINING (C)
<b>DIRECT COSTS<sup>2</sup></b>			
Salaries / wages			
Benefits)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INDIRECT COSTS</b>			
(Administrative Personnel) <sup>3</sup>			
Salaries/wages			
Benefits			
Space Rental			
Utilities			
Telephone			
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Column A = Total cost of the project(s), program(s), and/or event(s)

Column B = Amount of quarterly grant monies

Column C = The difference between Column A and Column B, or the costs that are not included in the grant amount, if any.

**Note:** The direct and indirect costs vary based on the grantees' types of program(s), project(s) and/or event(s).

<sup>1</sup> If the amount of money provided through the grant was substantially different from that requested, the organization should have submitted a revised budget to provide a more accurate representation of anticipated quarterly expenses,

<sup>2</sup> Direct costs are costs incurred in the production of the project(s), program(s) or event(s) being funded. Indirect costs are ongoing and are not related to the specific grant-funded activity.

<sup>3</sup> Provide names, titles and total estimated annual salary paid that will be paid through grant funding. Attach additional sheets if necessary and summarize totals here.

**ATTACHMENT B**  
**\*SAMPLE\* GRANTEE QUARTERLY REPORT**  
**FUNDING CYCLE 2019-2021**

This report is submitted by (Organization Name) and to the best of my/our knowledge, the information is accurate.

Type/Clearly Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Type/Clearly Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Primary Contact -- Provide a primary contact person for any questions that the Commission may have.

Type/Clearly Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Contact the Commission**

You may contact the Commission via Helaine Bowles [hbowles@ci.benicia.ca.us](mailto:hbowles@ci.benicia.ca.us) or (707) 746-4358. You are also welcome to attend Commission meetings held the 2nd Thursday of each month at 7:00p.m. in the City Hall Commission Room.