



City of Encinitas *Parks, Recreation and Cultural Arts Department*

January 18, 2023

Community Representative:

Applications are now available for the **Fiscal Year 2023/2024 City of Encinitas Community Grant Program**. The program is supported by a General Fund allocation from the City of Encinitas and outside donations. The purpose of the program is to help nonprofit and tax-exempt organizations accomplish projects and programs in the City of Encinitas that provide wide community benefit. The maximum grant amount is \$5,000.

The grant application is available on the City of Encinitas website at the following URL address: www.encinitasca.gov/grant. Download, save, and complete the application form using your computer. Please see the instruction page included in the following application package for further information on the submittal process, requirements, and deadlines.

SUBMITTAL PROCESS

Applications **must be submitted via email** to the Parks, Recreation and Cultural Arts Department **no later than 7:30am on Monday, February 27, 2023**. Applications received after this date/time will not be accepted. Submittals must include one (1) signed original application, Attachment A (IRS letter), Attachment B (Project Budget), and Insurance Documents or Attachment C. Email to: cgp@encinitasca.gov by the deadline.

GRANT APPLICANT WORKSHOP

The application has been revised from previous years' versions. It is recommended that applicants attend the Grant Applicant Workshop on Tuesday, January 31, 2023, 4:00-5:00pm via virtual teleconference. RSVP to: cgp@encinitasca.gov to be sent a meeting invitation.

GRANT EVALUATION

Applications are reviewed, evaluated, and ranked by an Evaluation Panel comprised of members of five (5) City Commissions. Panel recommendations are then forwarded to the City Council for their consideration and approval.

COUNCIL MEETING

Allocations will be approved by the City Council during the City Council meeting tentatively scheduled for **6:00pm on Wednesday, April 19, 2023**.

GRANT REIMBURSEMENT

The City of Encinitas Community Grant Program is a **reimbursement-based program**. Funds are reimbursed upon submission of paid invoices, receipts, and other supporting documentation of program expenditures. **All reimbursement requests for awarded grants will be due no later than 4:30pm on Friday, June 14, 2024**. Reimbursement requests after this date/time may not be granted.

For additional information, please contact city staff via email: cgp@encinitasca.gov, or by phone: (760) 633-2740.

Thank you.



FISCAL YEAR 2023/24 CITY OF ENCINITAS COMMUNITY GRANT PROGRAM

GRANT TIMELINE*

Application Available	Wednesday, January 18, 2023 Online: www.encinitasca.gov/grant
Grant Applicant Workshop (Recommended for all applicants)	Tuesday, January 31, 2023, 4:00-5:00pm via virtual teleconference
<u>Application Submission Deadline</u>	<i>Monday, February 27, 2023, 7:30am, via email to cgp@encinitasca.gov</i>
City Council Meeting, Allocation of Funds	Wednesday, April 19, 2023, 6:00pm
Allocation Results emailed to Grant Applicants	Thursday, April 20, 2023
Grant Recipient Workshop & Contract Distribution (This is a mandatory meeting)	Tuesday, May 2, 2023, 4:00-5:00pm via virtual teleconference
Insurance documents due	Monday, May 15, 2023, 4:00pm

*Dates Subject to change. Visit www.encinitasca.gov/grant for the most current information.

PREPARING THE APPLICATION

Organizations may submit only one application per grant cycle. All funded programs must occur during the grant cycle of **July 1, 2023 – June 14, 2024**.

Before starting the application, read through the entire packet, including the Instructions and the Community Grant Program Policy, to become familiar with the philosophy, method, limitations, and administration of the program.

Please note:

1. Incomplete or late applications will not be considered for funding.
2. The application documents are fillable Adobe PDF forms (Adobe Reader is required).
3. Download the application and save it to your computer before completing it.
4. Keep a copy of the application for your reference/records.
5. Limit application responses to the spaces provided.
6. Applications must be received via email on or before the submission deadline.
7. Do not submit brochures, articles, or other documents not specifically requested.

COMMUNITY GRANT PROGRAM APPLICATION INSTRUCTIONS

The following information and instructions are intended to provide guidance through the Application Form, step by step. **Before filling out the application, you must download and save the application form to your computer.** Further, it is recommended that you print these instruction pages and follow along as you work through the application.

ELIGIBILITY DETERMINATION (Application Form, Page One)

Only applicants holding a non-profit and/or tax-exempt status will be considered. Projects or programs must be consistent with the criteria outlined in the Community Grant Program Policy. Grant requests to support religious, fraternal, or political purposes are excluded from funding.

Legal Status of Organization. Indicate if the legal status of the organization is non-profit, tax-exempt, or both.

Tax/Employer Identification Number. Tax Identification Number (TIN) is also known as Employer Identification Number (EIN). Enter the TIN/EIN as it appears in the IRS letter showing the organization's non-profit/tax-exempt status.

A copy of the letter from the IRS showing non-profit/tax-exempt status must be included with the Application labeled as **Attachment A.**

Individuals and community groups, not holding a non-profit/tax-exempt status, may apply to the community grant program provided they partner with a non-profit/tax-exempt organization. In this instance, the non-profit/tax-exempt organization must submit the application and serve as the fiscal agent.

Organizations must be legally organized and based in Encinitas OR provide activity/services that directly benefit the citizens of Encinitas in order to be eligible for this grant. Preference will be given to projects or programs that take place in Encinitas. Answer yes or no for each question related to the organization's location and if the funds will be used in Encinitas.

ORGANIZATION INFORMATION (Application Form, Page One)

Organization Name. Enter the name as it appears in the IRS letter for the organization. The name must match the Tax/Employer Identification Number.

"Doing Business As" (DBA) Name. This entry is optional. If funding is being requested for a sub-entity within the organization or if the organization is known by a different name, enter that name on this line.

Encinitas Business Registration. All organizations physically located in Encinitas must be registered per City Municipal code. Organizations located outside of Encinitas and providing services in Encinitas must also be registered per City Municipal Code. Organizations must fall into one of those two categories in order to be eligible for the Community Grant Program, therefore all organizations receiving Community Grant Program funds must register their business with the City of Encinitas. Visit <https://www.encinitasca.gov/Business/Business-Registration>.

Street Address. Enter the address of the organization's primary place of business.

Mailing Address. Enter the address to which all correspondence shall be sent (if different from the street address).

Organization's Mission Statement. Enter your organization's board-approved mission statement.

Organization's Executive Director/Board Chair. Enter the contact information for the individual authorized to sign the agreement and be responsible for the expenditure of funds.

Grant Administrator. Enter the contact information for the individual who will manage the grant. City staff will work with this person to process the contract with the City, the grant reimbursement request, and the evaluation form.

Any personnel or contact information changes to the Executive Director/Board Chair or Grant Administrator must be communicated with the City in a timely manner.

CATEGORY (Application Form, Page Two)

Category. Grant requests are classified into two categories. Please indicate if the Project is best categorized as a Civic or an Arts program. Only check one box, not both.

PROJECT INFORMATION (Application Form, Page Two)

Title. Provide a brief title that describes the Project for which funding is requested

Location. Check the box(es) to indicate if the Project is located in Encinitas, another community, or both.

Address. Identify the physical address of the Project for which funding is being requested. For activities that are not site-specific, provide a brief description of the area or community that will be served by the Project.

Project Cost. Enter the estimated cost of the Project for which funding is being requested.

Dates. Enter the planned date(s) of the Project for which funding is being requested.

Number of Residents Served. Enter the estimate of how many Encinitas residents will be served by the Project.

Age Levels Served. Check the box next to each age level you plan to serve with your Project. Check all that apply.

Free of Charge? Please indicate if participation in or attendance at the Project will be free of charge.

Fundraising Activity? Indicate if the funding request will support a fundraising activity. If yes, use the space provided to explain what your Project will be raising funds to support. How will the funds raised be used? How much do you anticipate being raised? Projects with a fundraising component must use the grant funds in Encinitas, and for a purpose listed in Category I or II of the Community Grant Program Policy.

GRANT NARRATIVE: PROJECT INFORMATION (Application Form, Pages Two and Three)

Provide only the information requested for each section in the space allotted. Do not include additional data.

Encinitas Community Needs. List what specific Encinitas community need(s) would be met by your Project. This may include information about the service provided and/or demographic served. Briefly explain how the need was identified and if it is an urgent need. *Do not address how you will meet the need(s) in this section.*

Need(s) Currently Met? Please indicate if the need(s) listed above are currently being met by any existing solutions. Only mark, Yes, No, or Unknown. Do not mark more than one response.

If Yes: List the organizations, projects, programs, and/or funding that already exist to address the need(s) indicated above. Include a brief description about how your Project may complement existing efforts and/or uniquely address the need(s) in a way that does not specifically exist.

If No or Unknown: List the steps your organization has taken to research available solutions and why your response is “unknown” vs. “no.”


Project Qualifications. Explain with detail and specificity how your Project is uniquely qualified to meet the need(s) listed above. This may include information about the Project's objectives, activities, strategies, staffing, partners, and/or timelines. Explain how these will enable your Project to address the specified Encinitas community need(s). Include any aspects that are unique to your organization.

Do not include extraneous information about your organization that does not specifically address how the Project will meet the specific Encinitas community need(s) you have identified.

Project Impact and Outcomes. Describe the impact your Project is intended to have on the Encinitas community. What are the outcomes you anticipate? What will your Project accomplish? How will the Encinitas community's needs be met by your Project?

Equity. Please explain how equity is considered in the planning and/or implementation of your Project. This may involve a number of areas including, but not limited to, audience(s) served, staffing, Project goals and intended outcomes, access to and inclusion in your Project, and Project management.

Project Sustainability. Describe your organization's plans for this Project to sustain itself in future years. What are the plans for ongoing staff and financial support. Please indicate if this is a one-time Project with no plans for repeat.

 **PROGRAM BUDGET** (Application Form, Page Four; Budget Form, Attachment B)

A completed Project budget form (Attachment B) is required. This information will be used to evaluate each grant application. The information should be clear, concise, and verifiable. The Project budget shall pertain solely to the Project for which funding is being requested in this application, not the organization's budget. The Project budget should reflect a balanced budget in which the *Total Income is equal to the Total Expenditures*. Grant applications **will not be accepted** without a complete and balanced budget form.

INCOME: For each entry, provide the following information:

1) Type. Identify what TYPE of income, including those TYPES that are not secured and still pending receipt or confirmation. This could include grants, matching funds, in-kind donations of services or goods, anticipated ticket revenue, membership fees/dues, and all other types of income. Please include this grant proposal as the first entry and identified as "Grant."

2) Source. Identify the Source of the Income. The first entry should reference "The City of Encinitas Grant Program."

3) Status. Identify whether the Income is Secured or Pending. The first entry should reference "Pending."

4) Amount. Indicate the dollar amount of the Income. The first entry should be an amount not greater than \$5,000. Use whole dollar amounts only (no cents).

Include all confirmed and anticipated funding (e.g. general fund allocation from your organization's annual budget, financial and in-kind donations, grants, ticket revenue, concessions, etc.). List all in-kind contributions for the Project. These may take the form of donated services (e.g. volunteers, advertising, use of facilities, equipment, donated printing services, etc.) or donated goods (e.g. art supplies, T-shirts for an event, etc.). For all in-kind services and goods, list their value, or what you would have paid for them, in the AMOUNT section. For volunteer hours, multiply the number of hours volunteered by the going rate of the job they are performing (e.g. 2 hours at \$25 per hour equals a \$50 value--if you have three volunteers doing the same task for two hours each, it's $3 \times 2 \times 25 = \$150$). For income sources, list the status for each as pending or secured. For example, the Encinitas Community Grant Program should be listed in the INCOME section with "pending" as the status since it has not yet been secured. If you have funding already guaranteed, list it in the INCOME section with the source (e.g. operational budget, XYZ Grant, donations, etc.) and the amount with status as "secured."

EXPENSE: For each entry, provide the following information:

1) Item. Identify the expenditure (i.e., advertising, equipment, printing).

2) Description. Describe the expenditure (i.e., two instructors, 80 hours each, \$15/per hour).

3) Cost. The expenditure amount or if it is an In-kind gift, the monetary value of the gift.

List all Project expenses, including goods, services, and labor/staffing necessary to produce your Project. Multiply hours required by wage paid to staff to determine that expense cost. See above example for calculating volunteer time. Even though you are not paying the volunteer, the value of their time used on your Project is expressed as a COST in the EXPENSE section of the budget.

In-kind gifts should be mirrored in the budget and listed as both Income and Expense items. **For example**, if you have an in-kind donation of printing service worth \$100 donated by "Aprinter Co.," then the budget would reflect:

Under the INCOME SECTION: TYPE: In-kind; SOURCE: Printing service donated by Aprinter Co.; STATUS: Secured; AMOUNT: \$100.

Under the EXPENSE SECTION: ITEM: Printing; DESCRIPTION: In-kind printing donated by Aprinter Co.; AMOUNT: \$100.

Grant Request Amount. Indicate the amount of the grant request for your Project. You may request any amount not to exceed \$5,000.

Prior year recipient? Has your Project been awarded an Encinitas Community Grant in a prior year? If yes, include all years for which this Project received grant funding with corresponding amounts. Do not include years you applied for the grant and did not receive any funding.

Other City Funding. Do you anticipate that your Project will receive any other City funding between July 1, 2023 and June 30, 2024? This may include Memorandum of Understanding (MOU), Joint Use Agreement (JUA), partnership, and/or any other funding or facility use that benefits this Project. If yes, please provide explanation of the funding and the dollar amount and/or value of services.

Community Development Block Grant (CDBG) Program. The CDBG is federally funded by the United States Department of Housing and Urban Development (HUD) and administered locally by the San Diego Community Development Division in the Economic Development Department. The grants support community development activities to build stronger and more resilient communities. To support community development, activities are identified through an ongoing process. Activities may address needs such as infrastructure, economic development projects, public facilities installation, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance, etc. Visit www.sandiego.gov/cdbg to learn more about the program and for information to help you determine if your Project is eligible for funding. Indicate if your Project is eligible. If it is, be sure to list the grant amount in your budget as either pending or secured. If it is not eligible, explain why it did not qualify.

Matching funds. Indicate if your Project has any matching funds. For example, a donor who will match donations and grants funding with a donation dollar for dollar or up to a fixed amount. If you will receive matching funds, be sure to list the amount in your budget as either pending or secured. Indicate what percentage of your budget will be matched.

In-kind donations. Indicate if your Project will receive any donated goods or services. If yes, indicate what percentage of your Project's total budget is represented by in-kind donations. For example, if the total income for your Project is \$4,000 and you will be receiving \$2,000 in donated in-kind goods and/or services, the percentage is 50%. See above in the budget section for examples of in-kind donations.

Volunteers. Is your Project supported by volunteers? If yes, indicate what percentage of staffing requirements is represented by volunteers. For example, if your Project requires 20 hours of staffing to plan and implement and you will have 10 hours of volunteer staffing and 10 hours of paid staffing, the percentage is 50%.

INSURANCE REQUIREMENTS (Application Form, Page Four; Statement of Understanding, Attachment C)

The insurance documents or the contact person's signed Statement of Understanding is required and must be included with the Application (**Attachment C**).

Insurance coverage is not required during the application process. However, if the Project is awarded a CGP grant, each organization must obtain and maintain, during the term of the grant cycle, general liability and property damage insurance in an amount of not less than one million dollars.

Required insurance documents due no later than Monday, May 15, 2023, 4:00pm. Grant recipients are strongly encouraged to contact your insurance agent as soon as possible after award notification in order to ensure you meet this deadline. Coverage term must be July 1, 2023 – June 30, 2024 per terms of the agreement.

ORGANIZATION'S AGREEMENT AND ATTESTATION (Application Form, Page Four)

Organization's Executive Director/Board Chair. Enter the name and title of the individual authorized to execute an agreement on behalf of the organization, make representations for the organization, and be responsible for the expenditure of funds.

Signature. The individual authorized to sign the agreement must sign the signature page in the designated space. The signature must be an original or digitally authenticated. The application is not considered complete if it is not signed. Incomplete applications will be disqualified.

APPLICATION SUBMISSION

The completed and signed application PDF document (including the application as well as Attachments A, B, and C) must be emailed to cgp@encinitasca.gov by the deadline in order to be considered. No mailed or hand-delivered submissions will be accepted. Incomplete submissions will not be considered.

IRS LETTER OF DETERMINATION – SAMPLE ATTACHMENT A

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 13 2000**

[REDACTED]
FOLSOM FELINE RESCUE
PO BOX 6773
FOLSOM, CA 95763

Employer Identification Number:

[REDACTED]

DLM:

[REDACTED]
17053256050030

Contact Person:

[REDACTED]
ERIK FILIAULT

ID# 31303

Contact Telephone Number:

[REDACTED]
(877) 829-5500

Accounting Period Ending:

December 31

Foundation Status Classification:

509(a)(2)

Advance Ruling Period Begins:

May 9, 2000

Advance Ruling Period Ends:

December 31, 2004

Addendum Applies:

No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

SAMPLE ATTACHMENT B

ORGANIZATION NAME: XYZ ORGANIZATION

PROJECT TITLE: XYZ PROJECT

PROJECT BUDGET

Before beginning, please refer to the Instruction Sheet for complete details on what is required.

INCOME: List all types and its source of Income, secured or pending, to include but not limited to grants, matching funds, in-kind donations of goods and services, ticket revenue, membership fees/dues, and all other types of income.

TYPE	SOURCE	STATUS	AMOUNT
Grant	City of Encinitas Grant Program	Pending	\$2,000
In-kind	Printing Service donated by AAA Printers	Secured	\$500
Matching Funds	BBB Corp	Secured	\$500
Ticket Revenue	Estimated ticket revenue from performance	Pending	\$100
Grant	CCC Agency Grant Program	Secured	\$500
In-kind	Service donation by Instructor (40 hrs/\$15 per hr)	Secured	\$600
INCOME TOTAL*:			\$4,200

EXPENSE: List all projected expenditures. If In-kind Income is claimed that item should also be included as an expense and identified as such. (See Instruction Sheet for additional information.)

ITEM	DESCRIPTION	COST
Printing	In-kind printing of brochures donated by AAA printers	\$500
Equipment Rental	Chairs, Tables, Lighting	\$1,000
Room Rental	Room Rental at abc	\$750
Insurance	Liability Insurance	\$500
Instructor Fees	In-kind service donated by Instructor (40 hrs/\$15 per hr)	\$600
Supplies	Paper, Food, software	\$500
Marketing	Marketing Advertisement in xxx magazine	\$350
EXPENSE TOTAL*:		\$4,200

Sample Budget Do Not Submit

**CITY OF ENCINITAS
ADMINISTRATIVE MANUAL**

Policy Title: Community Grant Program

Section: City Council

Responsible Department: City Manager

Number: C020

Approved By: City Council

Date Approved: 6/17/98

Date Revised: 7/06, 2/10

I. Philosophy

The City Council recognizes the value of an ongoing program whereby non profit organizations have a means of requesting funding from the City to accomplish civic and arts projects or programs. The City Council encourages that all such projects or programs become self-supporting.

At their meeting on April 8, 2009, the City Council approved naming the Community Grant Program "the City of Encinitas and Mizel Family Foundation Community Grant Program in FY 09/10 and any subsequent year in which the matching grant is provided."

An annual funding amount for the Community Grant Program (CGP) will be determined by Council as part of the City's budget development and adoption process. Up to 50% of the total (CGP) allocation may be directed to arts projects or programs, at the discretion of the City Council.

II. Method

A. Funding requests shall be classified into two basic categories:

1. Category I - Civic (i.e. social, recreation, education, health, environmental)
2. Category II - Arts (i.e. visual arts, performing arts, arts education, literary arts)

B. The criteria for all applicants to be considered for selection are:

- 1) Project or program provides wide community benefit and meets identified needs.
- 2) Organization must hold not-for-profit or tax exempt status. Submission of documentation indicating non-profit, tax exempt status is required.
- 3) Organization must be legally organized and based in Encinitas or provide activity/services that directly benefit the citizens of Encinitas. Preference will be given to projects or programs that take place in Encinitas.
- 4) To be eligible for CGP funding, projects or programs with a fundraising component, must use the funds: a) in Encinitas or b) for a purpose listed in Category I or II. This information must be included in the application.
- 5) Project or program has ability or likelihood to sustain itself after initial funding.
- 6) Priority is given to projects or programs that have matching funds and/or in-kind services.
- 7) Preference is given to projects or programs not eligible for Community Development Block Grant funding.
- 8) Maximum grant amount is \$5,000 per project or program based on City's financial ability and quality of projects under consideration.

III. Limitations

Funding shall not be provided to individuals unassociated with a non profit organization, City departments, or to assist religious, fraternal or political purposes.

IV. Administration

- A) The following general administrative guidelines shall be followed in administering the CGP:
- 1) Applications must be submitted on the approved City Application Form (Exhibit A).
 - 2) An Evaluation Panel, comprised of one (1) member from the following Council appointed commissions: Arts, Environmental, Senior, Parks and Recreation, and Youth, will evaluate the applications and submit funding recommendations for consideration to the City Council.
 - 3) The method of payment for approved projects or programs will be based upon timing of project or program expenditures.
 - 4) Real property purchased as part of a project or program cannot be disposed of or the use changed from the original proposal without prior City approval, or appropriate repayment to the City (with interest if deemed applicable).
 - 5) A Reimbursement Form and Evaluation Form shall be submitted for each project or program to the City Manager's Office (Exhibit B and C).
 - 6) Failure to provide a Reimbursement Form and Evaluation Form, or competent administration of the public funds, will reflect on future application and may result in legal action.
 - 7) Organizations receiving City funding are required to show proof of general liability insurance coverage and obtain a Certificate of Insurance naming the City and Mizel Family Foundation as additional insured's and certificate holders by endorsement on said policy in an amount established by the City's Risk Management Division.