

CITY OF SONOMA



FY 2016-17

COMMUNITY FUND

GRANT PROGRAM

APPLICATION

CITY OF SONOMA
Community Fund Grant Submittal Requirements
Fiscal Year 2016-17

Dear Grant Applicant,

Thank you for your interest in the Community Fund grant program. This is a new program established by the City Council through the adoption of their 2015-16 Council Goals which directed the creation of a Sonoma Community Fund. Beginning in FY 2016-17, new Community Fund competitive grant guidelines will be in effect and open to all non-profit agencies serving Sonoma.

Recognizing the important services provided by all local non-profit organizations, the City of Sonoma is establishing a spectrum of grants to support community programs and projects. The purpose of the Community Fund grant program is to provide a variety of cash contributions to qualified non-profit organizations that demonstrate a strong ability to provide beneficial services to Sonoma residents with a priority given to programs that focus on:

- Youth, Adult or Senior Services
- Community Engagement & Civic Activities
- Cultural & Arts
- Environment & Green Initiatives

While it is acknowledged that there may not be sufficient dollars to fund all agencies and requests, the format of this new grant program will allow reconsideration each year for funding of organizations and give greater opportunity to all applicants. The City will endeavor to distribute available funding to provide the most benefit to the greatest number of organizations.

Applications must be submitted on Community Fund Grant application forms. No substitute forms will be accepted. No additional information or attachments will be accepted. Incomplete applications will not be rated or considered for funding. Application forms can be found on the City's website: www.sonomacity.org. Applications for Community Fund Grants will be accepted at Sonoma City Hall until 4:00 PM on April 29, 2016 by delivery or mail. Postmarks or faxed submittals will not be accepted. It is expected that grants will be awarded at a noticed City Council meeting in June 2016. Funds will become available on July 1, 2016.

Completed applications should be sent to:	City of Sonoma City Manager Attn: Rita Gipson, Administrative Assistant No. 1 the Plaza Sonoma, CA 95476
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Please mark on outside of envelope: COMMUNITY FUND GRANT APPLICATION 2016

With sincere appreciation for all the services you provide to Sonoma.



Carol E. Giovanatto
City Manager

CITY OF SONOMA COMMUNITY FUND GRANT

FINAL APPLICATION CHECKLIST:

- Grant Application Coversheet
- Financial Information & Budget
- Financial statement for the total organization for prior year
- Supplemental Questionnaire
- Copy of the organization's 501(c)3 federal tax exempt status letter
- The most recent two years of State 990 reports
- Roster of current Board of Directors
- Letter on Agency letterhead acknowledging compliance with ADA (Americans with Disabilities Act) access requirements signed by the President of the Board of Directors. (The Americans with Disabilities Act requires equal access and opportunities to persons with disabilities. In accordance with the guidelines set forth in the Act, all grant recipients shall certify they will maintain compliance with the ADA in all City funded programs.)

Did you sign and date your application?

For questions, please contact:

Carol Giovanatto, City Manager
707-933-2213
cgiovanatto@sonomacity.org

or

DeAnna Hilbrants, Finance Director
707-933-2235
dhilbrants@sonomacity.org

CITY OF SONOMA COMMUNITY FUND GRANT APPLICATION COVERSHEET

Date of Application: ___/___/___

Legal name of organization applying: _____

Executive Director Name/Title: _____

Phone number: _____ Email: _____

Mailing Address: _____

Contact Person for Grant (if different than Executive Director): _____

Phone number: _____ Email: _____

Federal Tax ID: _____ 501(3)c Status/Date obtained: _____

Has the non-profit organization applying for grant received funding through the Community Fund or other City funding programs in the past two years: ___ Yes ___ No; if yes, please list previous funding, program and date(s): _____

GRANT REQUEST – PROGRAM TITLE: _____

Please check which focus area best describes your program or project:

- Youth, Adult or Senior Services
- Community Engagement & Civic Activities
- Cultural & Arts
- Environment & Green Initiatives

SUMMARY NARRATIVE OF GRANT REQUEST: _____

I hereby certify that all information contained in the application, including all attachments, is true and correct to the best of our knowledge and that I have full authority to submit this grant application on behalf of the organization.

Executive Director or Board Chair

Date

CITY OF SONOMA COMMUNITY FUND GRANT APPLICATION FINANCIAL INFORMATION & BUDGET

The following information should demonstrate the principles of self-sufficiency, public accountability for the expenditure of public money, and outcomes of benefit to the general public. The aim is to acknowledge and support good financial practices regardless of the size of an organization or its financial assets.

- The applicant shall submit a full financial statement for the total organization for the prior year in addition to completing the budget for the project for which they are seeking a grant. The financial statement should contain a complete list of all sources of revenue and expenses as well as assets and liabilities, if applicable.

PROGRAM/PROJECT BUDGET - FISCAL YEAR: _____

Estimated Program/Project Funding		Estimated Program/Project Expenditures	
Program/Project Income	Amount	Program/Project Expenditure	Amount
Community Fund Grant Requested (B)	\$	Salaries & Wages (provide breakdown by position on separate sheet)	\$
Fund-Raising/Donations	\$	Equipment	\$
Project income (fees, admission, etc.)	\$	Supplies	\$
Membership	\$	Permits/Licenses	\$
Other Grants **	\$	Promotion	\$
Other (specify)	\$	Other (specify)	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Income for the Program/Project	\$	Total Expenditure for the Program/Project (A)	\$
**If other grants are not confirmed mark with an * after \$ amount		Difference between Income & Expenses	\$

Total Project or Program Budget: (A) \$ _____

Total amount requested from Community Fund: (B) \$ _____

Request as a percentage of total Program or Project Budget (B/A=%): _____ %

Is this program/project new or currently in existence? _____. If new, how soon after July 1st do you anticipate it to begin? _____

CITY OF SONOMA COMMUNITY FUND GRANT APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please provide answers typed on a separate sheet(s). Answer all questions completely; number your responses. Organization's name should appear at top of each page.

1. Describe your organization's purpose/mission and the constituencies it serves.

2. Describe the specific program, project or service for which funds are requested and your organization's ability to provide the program/service as presented.

3. Describe the extent to which the grant proposal addresses one or more of the following funding preferences identified by the City Council:
 - **Youth, Adult or Senior Services**
 - **Community Engagement & Civic Activities**
 - **Cultural & Arts**
 - **Environment & Green Initiatives**

4. Describe the public benefit derived from this program or service.

5. What outcomes do you expect to achieve with this program/service? How will you measure your success?

6. If you are not awarded the entire requested amount from the Community Fund, what sources do you have available to fund the balance? Will your program or project still move forward?

7. Provide a list of other grant applications that have been or are going to be submitted to other grantor agencies for this program, project or service.

8. Specifically list any donations received in the prior 2 years from Special Events held in Sonoma, the amount and any designated program. Please also state if this was a one-time contribution or if the funding is expected in future years.

9. Please estimate the number of volunteers that are involved in your program, project or service: _____

10. Sonoma residents constitute approximately what percentage of your participants? _____%