

**City of San Luis Obispo
Human Relations Commission
2017-2018 Grants-in-Aid Program**

PURPOSE

The City of San Luis Obispo Human Relations Commission (HRC) Grants-in-Aid Program provides financial support to non-profit organizations that promote the economic and social well-being of its citizens.

REQUIREMENTS

- Organizations that received Grants-in-Aid during the 2016-17 funding cycle must have complied with all reporting requirements to be considered for the 2017-18 grants.
- Grants are primarily made to organizations based in the City of San Luis Obispo. Agencies based in neighboring communities that serve a significant number of City residents also are encouraged to apply.
- Grants are made only to non-profit organizations.
- Organizations must comply with the HRC Bylaws which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status. HRC Bylaws can be found on the City's website here: <http://www.slocity.org/home/showdocument?id=5276h>
- Applications for a specific program, project, equipment need or general operational support will be considered if the organization's mission falls under one or more of the HRC priority funding areas listed below.
- Enter into a contract with the City of San Luis Obispo prior to receipt of GIA funds. A sample can be found on the website at <http://www.slocity.org/home/showdocument?id=5268>

PRIORITY FUNDING AREAS

The following priority funding areas are not listed in order of importance:

- Homeless prevention including affordable and alternative housing, supportive services and transitional housing,
- Hunger and malnutrition prevention,
- Supportive physical and mental health services for those in need,
- Services for seniors and/or people with disabilities in need,
- Supportive and developmental services for children and youth in need.

SPECIAL CONSIDERATIONS

Special consideration given to programs that:

- Have matching grants secured,
- Grant funds will be used to initiate a new, ongoing service,
- Train or support service providers in order to expand their scope of services and/or increase the numbers of residents served,
- Initiates a new, ongoing funding source for the organization,
- Directs services efficiently to needy residents with low overhead and administrative costs.

The HRC is also looking for organizations taking new, creative approaches to solving the largest health and human service needs in our community.

2017-18 Grants-In-Aid (GIA) Timeline

September 2016

- September 7th – HRC conducted a Community Needs Workshop in Council Chambers. Agency representatives provided input on funding priorities

October 2016

- October 18th – City Council approved priorities based on HRC recommendation from the 2016 Community Needs Workshop

November 2016

- November 14th – GIA applications available online

January 2017

- January 18th – GIA applications due by 5:00pm

February 2017

- February 1st – HRC assigns subcommittee to review GIA applications

March 2017

- GIA Subcommittee meets to review applications and develop preliminary recommendations

April 2017

- April 5th - HRC reviews GIA Subcommittee recommendations and adopts preliminary GIA recommendations

May 2017

- May 3rd – HRC public hearing. HRC adopts final GIA recommendations

July 2017

- July 18th – City Council adopts final GIA recommendations

August 2017

- GIA contracts emailed to grant recipients
- Funds released to grant recipients once all contracts received

Questions? Contact Jenny Wiseman: (805) 781-7010 / jwiseman@slocity.org

2017-18 Grants-in-Aid Application Checklist

Use this checklist as a tool to ensure all required components are submitted with your final application.

Applications must satisfy all of the eligibility criteria in order to be considered. Please verify by checking boxes below that this application satisfies each eligibility criteria:

- I have used a standard typeface of 11 points or larger in every document submitted.
- I did not attach materials other than those requested.
- I did not use staples, binders, or covers (Paperclips or binder clips suggested).

I have included the following documents, both in hard copy and in a complete, signed scanned and emailed packet in .pdf format:

- Grant Application
- List of Organization's Board Members
- Organizational Chart
- Copy of Document Certifying Federal Tax-Exempt Status
- Project Budget
- Copy of Organization's most recent complete fiscal year financial statement (for the previous year because it is the middle of the current fiscal year) including a statement of financial position/balance sheet, statement of revenue & expenses/income statement, profit & loss.

- My Final Application includes all documents listed above, submitted by **5:00 pm on January 18, 2017**, including:
 - One (1) single-sided hard copy submitted to Community Development Department, 919 Palm St. San Luis Obispo, CA 93401, Attn: Jenny Wiseman; either in-person or by mail. *Postmarks will not be accepted.*
 - One (1) signed application, including all attachments as a complete package, in PDF format, submitted via email to jwiseman@slocity.org.



CITY OF SAN LUIS OBISPO

HUMAN RELATIONS COMMISSION 2017-2018 GRANTS-IN-AID APPLICATION

AGENCY: _____

PROJECT/PROGRAM NAME: _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

E-MAIL ADDRESS: _____ WEBSITE: _____

(This person will receive notifications regarding grant decisions and reporting requirements)

WHO PREPARED THIS APPLICATION: _____ PHONE: _____

FEDERAL TAX ID NUMBER: _____ DATE AGENCY ESTABLISHED: _____

AMOUNT OF GRANT REQUEST: _____

1. Please provide your agency's core mission statement on one attached page (50 words or less) *labeled Attachment 1*.
2. Please answer the following questions on one attached page *labeled Attachment 2*:
 - a. Briefly describe the program, project or other reason you are requesting funds (100 – 150 words or less).
 - b. Please describe your grant request in detail (no more than one half page).
 - c. Itemize how your agency would use the GIA award.
3. Please answer the following questions on one attached page *labeled Attachment 3*:
 - a. Please describe any creative approaches your agency takes to achieve the Agency's mission.
 - b. Please describe the interaction or collaboration between your Agency and other local non-profits who serve similar clientele.

c. How will your program and the citizens of San Luis Obispo benefit as a result of this grant?

4. Which priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes:

- Homeless prevention including affordable and alternative housing, supportive services and transitional housing;
- Hunger and malnutrition prevention;
- Supportive physical and mental health services for those in need;
- Services for seniors and/or people with disabilities in need;
- Supportive and developmental services for children and youth in need.

5. What is the project's total budget? _____

6. What is your agency's entire total annual budget? _____
(for the local chapter if a widespread organization)

7. What percentage of your agency's entire total annual budget comes from private (non-governmental) donations? _____

a. What are those private funding sources? _____

8. What percentage of your agency's entire total annual budget comes from public (governmental) donations? _____

a. What are those public funding sources? _____

9. Have you seen growth in your funding sources over the past year?

a. If so, how much? From what type of sources? _____

10. Will this grant satisfy a match grant requirement, or leverage funding from another grantor? _____

a. If so, how much? From what funding sources? _____

11. Is this grant request for a new program, or continuation of an existing program? _____

12. In the table below briefly list 1-3 methods of evaluation and indicators of success.

| Methods of Evaluation | Indicators of Success |
|--|--|
| <i>Tracking Attendance (Sample answer)</i> | <i>100 Attendees Per Session (Sample answer)</i> |
| | |
| | |
| | |

13. Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

| Name of Partner | Activity/Service They Provide for This Project |
|---------------------------------------|--|
| <i>ABC Dance Club (Sample answer)</i> | <i>Free Use of Dance Hall (Sample answer)</i> |
| | |
| | |
| | |

14. What is the total number of residents served by your agency and program?

| | # of residents served by your <u>program</u> July 2015- June 2016 | # of residents served by your <u>agency</u> July 2015- June 2016 | Projected # of residents your <u>program</u> will serve July 2016- June 2017 | Projected # of residents your <u>agency</u> will serve July 2016- June 2017 |
|-------------------------|---|--|--|---|
| City of San Luis Obispo | | | | |
| Outside City limits | | | | |
| Total Served | | | | |

15. If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.

- a. _____
- b. _____
- c. _____
- d. _____

16. Eligibility Checklist: (Please review the checklist at the beginning of this application and make sure you have followed all guidelines and included all required documents)

Signatures:

I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

Print Name

Title (Board President or Designee)

Signature

Date

Print Name

Title (Executive Director/CEO or Designee)

Signature

Date