

2017
**Community Services
and Arts Grants**

www.santa-clarita.com/grants

Grant Submittal Packet

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2017 Community Services & Arts Grants

Timeline

Tuesday, September 27, 2016 – Information Meeting

12:00 p.m. – 1:00 pm

City Hall - Council Chambers

23920 Valencia Blvd., Santa Clarita, CA

- *Information meeting for all interested nonprofit agencies*
- *Grant Submittal Packet will be released at this meeting*

Monday, October 10, 2016 – Grant Workshop (Free)

7:00 p.m.

City Hall – Century Room

23920 Valencia Blvd., Santa Clarita, CA

- *Free Grant Workshop*
- *Attendance Highly Recommended*

Thursday, October 27, 2016 – Grant Submittal Deadline

5:00 p.m.

City Clerk's Office, Suite #120

23920 Valencia Blvd., Suite #120, Santa Clarita, CA

- *Deadline for Grant Submittal*
- *Grant Submittal must be received by 5:00 pm*

January/February 2017 – Grant Awardees Notified

- *City Council Meeting for approval of Grant Committee recommendations*
- *Grant awardees will be notified*

For questions concerning your grant submittal, please contact:

Elena Galvez, Management Analyst

661-255-4911 or egalvez@santa-clarita.com



2017 Community Services & Arts Grants Grant Application

Check one:

Community Services Community Arts *Santa Clarita Presents* Arts Org. Capacity

Title and Certification:

Name of Organization: _____

Organization's Tax ID Number _____ Is your organization a 501c.3? Yes
(*You must be a 501c3 to apply.*)

Organization Address _____

Contact Person _____

Telephone _____ E-mail Address _____

Proposed Project Title _____

Project Location _____

Total Project Cost _____ Grant Amount Requested _____

Will participants be charged to participate in this program/event? Yes No

Does your organization carry General Liability and Workers' Compensation Insurance?
(*Insurance will be required if grant is awarded.*)
 Yes – Insurance Expiration Date _____ No

Has your organization received funding in the past? Yes – Year received _____ No
The rating committee may take this information into consideration.

**THE DEADLINE OF THURSDAY, OCTOBER 27, 2016, 5:00 P.M.
WILL BE STRICTLY ENFORCED**

To the best of my knowledge, the data and information in this application is true and correct, and I am authorized to file this application on behalf of the organization.

Name of Grant Applicant's Representative _____

Signature _____ Date _____

Title _____



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Project Proposal Narrative

A Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate competing grant proposals. The Project Proposal Narrative shall be limited to the following:

1. A three (3) single-sided page response to Categories A through F, single-sided, double-spaced, in at least an 11-point font, with 1" margins.
2. A one (1) page Proposed Project line item budget, as described in Category G.

One (1) original of the completed City application and Project Proposal Narrative, including the Project Line Item Budget (Category G), must be submitted for consideration. *Please do not bind or staple submitted documents.*

The Project Proposal Narrative includes the following categories:

Use the following headings and letters to organize your Project Proposal Narrative

A) Proposed Project/Goals and Objectives (25-point maximum)

- Provide a detailed description of the proposed project; include production titles and details if applicable.
- Outline the goals and objectives to be achieved through this grant request and how the agency will accomplish those goals and objectives.
- Provide information describing what is unique and innovative about the proposed project.

B) Community Need and Benefit (20-point maximum)

- Describe the community need for the proposed project, and include any data that identifies and supports the need for the project.
- Identify what the benefit of the proposed project will be to the community, and how the community will be made aware of the project.
- Identify the target population who will receive the proposed program's services, and how this population will be selected.

C) Future Funding to Sustain Program/Matches (10-point maximum)

- Outline how the organization plans to sustain this program/performance beyond the current year of grant funding.
- List any dollar or in-kind match that will be made to the proposed project.
- Describe if the proposed program or project would be possible without the grant funding being requested.

D) Organization's Background (15-point maximum)

- Describe the organization's mission statement.
- Describe past experience and success, as they pertain to administering similar projects.

(Continue on Back)

E) Evaluation Method (10-point maximum)

- Clearly identify how and what method the organization will use to measure the success of the program as it relates to its quality and overall impact on the community.

F) Project Timeline Identifying Key Activities (10-point maximum)

- Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
- The timeframe should list chronologically all activities necessary to complete the project, and include the starting and ending dates for each activity.

G) Project Line Item Budget (10-point maximum)

- Attach a separate page with a line item budget for the proposed project/program that details how the grant funds will be spent on your program/project/performance. (Sample budget is enclosed for your assistance.) If the project budget is larger than the City grant amount requested, please provide a separate line item budget showing the overall project/program budget and how the City grant funds will be used.



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Submittal Requirements and Documentation

1. Grant Submittal must include a **City Grant Application Form, Project Proposal Narrative, Signed Submittal Requirements & Documentation Form**, and related **attachments**.
2. Do not bind or staple Grant Submittal, paper clip all submitted documents on the top left corner.
3. Completed Grant Submittal with required attachments must be received by the **City of Santa Clarita on or before Thursday, October 27, 2016, at 5:00 p.m.** Grant Submittals received after that date and time will not be considered for funding. Hard copy Grant Submittal only - no email, fax, or postmarks accepted. Deadline will be strictly enforced. Mail **or** deliver hard copy Grant Submittal **with required attachments** as follows:
City of Santa Clarita
Attn: Elena Galvez
Re: Community Services/Arts Grants
23920 Valencia Blvd., Suite 120
Santa Clarita, CA 91355

Documentation:

Initial the line corresponding to each item and sign below. I certify that I have enclosed the following **required** documents:

- ___ One (1) original of the completed Grant Application
- ___ Three page Project Proposal Narrative (*including the documents required in section G under Project Line Item Budget*)
- ___ List of Organization Board of Directors
- ___ Verification of 501(c)3 status. (*One copy only please.*)
- ___ A submitted Federal Form 990 for tax year ending on or after December 31, 2015. (Federal Form 990, 990-EZ or 990-N is required of all applicants)
- ___ **For Arts Categories only** – submit DataArts (formerly known as California Cultural Data Project)
- ___ One promotional attachment (i.e., letter of support, picture, etc. No video or audio tapes are accepted.)

Please note:

- Failure to follow the directions as outlined above may result in grant submittal being rejected.
- **Proof of insurance is not needed at this time;** however, if selected to receive grant funds each Grantee will be required to submit insurance documents as outlined by the City. Failure to submit required insurance documents by the identified deadline may result in Grantee not receiving funding.
- The Grants Committee/Review Panel will rate the grant submittal and will recommend to the City Council if applicants should be fully, partially, or not funded. You may receive feedback regarding your submittal from the grant coordinator; however, the coordinator does not rate the applications nor influence the Grant Committee/Review Panel's funding recommendations.

Name of Grant Applicant's Representative _____

Signature _____ Title _____

G) Line Item Budget

COMMUNITY SERVICE S ARTS GRANT PROGRAM
 Sample Project Line Item Budget

Organization Name: SCV Non Profit Organization
 Proposed Project Title: Really Great Program to Benefit Community
 Requested Amount: \$4,500

	PROJECT BUDGET	REQUESTED GRANT	GRANT BUDGET LINE ITEM DESCRIPTION
INCOME			
A. Contributed			
City (Santa Clarita)	4,500	4,500	
Individual Contributions	2,500		
Business/Corporations	1,000		
Foundations			
Fundraising Events	1,500		
Subtotal Contributed:	9,500	4,500	
B. Earned			
Admissions/Entry Fees			
Product Sales/Concessions			
Subtotal Earned:	-	-	
TOTAL INCOME	9,500	4,500	
EXPENSES			
A. Personnel			
Artistic			
Administrative	1,500		
Program			
Technical			
Subtotal Personnel:	1,500	-	<i>Note: Only Community Organization Capacity category grants are eligible for personnel costs</i>
B. Operating Expense			
Facility Rental (Santa Clarita Presents)			
Supplies	600	600	Wood, hardware, paint
Printing	800	800	Publicity flyers
Contractual Services	3,500	1,500	Rentals
Professional Services	1,500		
Promotion & Publicity	800	800	Educational brochure & pamphlets
Equipment	800	800	Tools & supplies
Utilities			
Insurance			
Subtotal Operating Expense:	8,000	4,500	
TOTAL EXPENSES	9,500	4,500	

Note: City of Santa Clarita Presents grant applicants can only apply for funds under the Facility Rental line item.

DataArts Information

**** For Arts Grant Applicants Only ****

Please provide your DataArts (formerly California Cultural Data Project) City of Santa Clarita Budget Report from www.caculturaldata.org. For information on how to acquire this report see instructions below:

What to Have on Hand (from the past two fiscal years):

- 990 tax form
- Financial audit or Board-approved internal financial records
- Itemized list of all donations
- Attendance statistics
- Website statistics

Getting Started

- Go to www.caculturaldata.org and select 'New User Registration'.
- Choose a password you will easily remember and write it down in a safe place.
- Under 'Add a New Profile header' enter the fiscal year-end date of the year before the most recently completed year, then click 'ADD.'

Completing the Data Profile

- Fill in the Data Profile sections in any order by selecting the section numbers on the top or bottom of each page. There is ***no time limit***. Save and come back to it at any time.
- General instructions for each section can be accessed by selecting the 'Form Instructions' button located at the top right side of each page. To access line-by-line instructions, select the orange question mark button on the right hand side of each line item.

General Tips

- When entering financials, use whole dollar amounts.
- Certain sections require radio button selections to indicate if your entry is actual, estimated, not available, or not applicable. 'Not Applicable' means that the line item is not relevant to your organization. 'Not Available' indicates data not being tracked by your organization.
- Boxes that appear shaded indicate areas that do not apply for most organizations. However, if this box is relevant to your organization, please use it.
- Fill out a **new Data Profile once per year**, after your annual audit, review or internal financial records are final and board-approved.
- First time users are encouraged to submit **two** fiscal years of data. Start with the earliest year first. When you enter the later year, totals from the prior year appear on the screen.
- Each line of the Profile has a 'Notes' button, indicated by a pencil icon on the right side of each line item. Select this to make notes for yourself as to how you filled out the form. Notes from previous years will appear in the Notes window to help you enter data consistently.

Submission Process

- When you have finished entering data, you'll need to go through the 'Check & Submit' process. This process will check your information for possible errors and submit your Data Profile into the Cultural Data Project for review by our staff. Once submitted, you can generate Funder Reports and other reports using the information from the Data Profile.
- After you submit the Profile, CDP staff will review it. You will receive an email listing any potential discrepancies, suggestions for consistency between financial and non-financial data and additional information on best practices. Be sure to call the Help Desk and address any concerns to ensure your Profile can be marked as Complete and be eligible to be included in Comparison Reports and research efforts.

Available Assistance

Online training materials are available on the CDP website or you can call 1-866-CAL-CDP Monday to Friday, 9:00 am to 5:00 pm, at 1-866-9-CAL-CDP for assistance.

2017 INSURANCE REQUIREMENTS

- For Information Only, do not include in Grant Submittal –

**** Insurance Certificates will ONLY be required for Grant Awardees ****

Without limiting City's right to indemnification, it is agreed that Grantee shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage (if applicable) and consistent with standards in such agencies as follows:

- A. Workers' Compensation Insurance, as required by California statutes or qualified self-insurance, as allowed under California law;
- B. Comprehensive General Liability Insurance, or Commercial General Liability Insurance, including coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products/Completed Operations Liability, Broad-Form Property Damage (if applicable) and Independent Contractor's Liability (if applicable) in an amount of not less than one million dollars (\$1,000,000) per occurrence, combined single limit.
- C. Comprehensive Automobile Liability coverage (if applicable) including owned, non-owned and hired autos, in an amount of not less than five hundred thousand dollars (\$500,000) per occurrence, combined single limit.
- D. Professional Liability Insurance coverage (if applicable) in an amount not less than one million dollars (\$1,000,000), and Grantee shall maintain such coverage for at least one (1) year from the termination of this Agreement.

Note: If grant is awarded, Grantees will be required to submit General Liability Insurance with an "Additional Insured Endorsement" of the insurance certificate naming the insured as Primary and the City as Additional Insured. Automobile and Worker's Compensation Insurance will be required, unless the organization qualifies for exemption by the Risk Manager. Further insurance specifications will be outlined in the grant agreement with the City.