GRANT IN SUPPORT INFORMATION PACKET

CITY OF BISHOP

For questions, please contact

Jenny Rodricks, Assistant Finance Director

jrodricks@cityofbishop.com

760-873-5863 ext 23

CITY OF BISHOP | **2020-21 Grant in Support**

TIMELINE

Tuesday, September 15th, 2020 – Grant Information Packets are released

8:00 a.m.
Packets can be found online at https://www.cityofbishop.com/departments/finance/
Packet can be picked up at City Hall

Thursday, October 29th, 2020 – Grant Submittal Deadline

4:30 p.m.
City Hall
377 W. Line St., Bishop, CA

- Deadline for Grant Submittal
- Grant Submittal must be received by 4:30 pm

Monday, November 30th, 2020 – Grant Awardees Notified

- Grant awardees will be notified

CITY OF BISHOP | **2020-21 Grant in Support**

FACT SHEET

Overview

The Grant in Support Program is designated to assist community-based, nonprofit organizations with providing community services and art activities, programs and events for City of Bishop residents. The program provides funding assistance primarily for services to, or directly benefiting, residents to, or directly benefiting, residents living in the City of Bishop.

Eligibility

All nonprofit organizations providing services to Bishop residents are eligible to apply for grant funds. Organizations applying for grant funds must have a 501 (c)3 status.

Eligible Projects

- One-time projects or programs
- Program enhancements
- Pilot programs
- Capital expenditures
- Special supplies

Ineligible Projects

- An organization's ongoing expenditures
- Personnel costs
- Self-labor expenses
- Requests that fund the organization's general operations and maintenance activities
- Scholarships or other direct support to individuals or families
- Fundraising sponsorships or prizes for events.

Selection Criteria

The City Council will review completed grant applications with necessary attachments and evaluate them based upon:

- Proposal Project/Goal and Objectives
- Community Need and Benefit
- Future Funding to Sustain Programs/Matches
- Organization's Background
- Evaluation Method
- Project Timeline Identifying Key Activities
- Estimated Project Line Item Budget

GRANT REQUIREMENTS

Contractual and Reporting Requirements for Grant Recipients

- Successful grant recipients must plan to expend the funds within the 2020-2021 fiscal year, ending June 30, 2021.
- Organizations approved to receive grant funds must enter into a Grant Agreement with the City.
- The City has the option to require insurance certificates with endorsements to complete the Grant Agreement and release the grant funds.

Additional Information

The City:

- May request the return of awarded grant funds not expended before June 30, 2021.
- May request additional information on the proposed project and the organization.
- May recommend funding levels below amounts requested by the organization.
- Has the right to conduct a program/fiscal site visit, and review all organization records related to the grant.

Organizations:

- If reapplying, organizations must have met all grant conditions, requirements and submit Final report during their most recent grant period.
- Will be required to submit a Federal Form 990 for a tax year ending on or after December 31, 2019.
- Must have a functioning board of directors.

Grant Final Report

- Final Reports can now be submitted online at cityofbishop.com/grants.
- Organizations are required to submit a Final Report within three months of implementing/completing the project, but no later than September 30th, 2021.
- The Final Report shall contain narrative and quantitative information and documentation of grant expenditures (including all itemized receipts).
- Receipts for all expenses totaling grant amount must be submitted with the Final Report.
- Failure to submit a Final Report will result in the City requesting reimbursement of grant funds.
- Specifics on the Final Report will be outlined in the Grant Agreement

CITY OF BISHOP | **2020-21 Grant in Support**

Grant Submittal Checklist

Documentation Required:

- ✓ One (1) original of the completed Grant Application
- ✓ Three (3) page Project Proposal Narrative (Categories A-F)
- ✓ One (1) page Project Line Item Budget (Category G)
- ✓ List of Organization's Board of Directors
- ✓ Verification of 501(c)3 status. (One copy only)
- ✓ A submitted Federal Form 990 for tax year ending on or after December 31, 2019. (Applicable Federal Form 990, 990-EZ or 990-N is required of all applicants)
- ✓ Optional: One (1) promotional attachments i.e., letter of support, picture, etc. No video or audio tapes are accepted.

- Grant Submittal with required attachments in PDF files can be emailed to jrodricks@cityofbishop.com or mail/deliver hard copy to the City of Bishop on or before **October 29, 2020, at 4:30 p.m.** Grant Submittals received after that date and time will not be considered for funding.

City of Bishop
Attn: Jennifer Rodricks
Re: Grant in Support
377 W. Line St
Bishop, CA 93515

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. If selected to receive grant funds the City reserves the right to require insurance certificates with endorsements as outlined by the City. Failure to submit required insurance documents by the identified deadline may result in Grantee not receiving funding.
- The City Council will rate the grant submittal and decide if the applicants should be fully, partially, or not funded.
- Applicants may receive feedback regarding the grant submittal from the grant coordinator. The coordinator does not rate the applications nor influence the City Council funding recommendations.

CITY OF BISHOP | 2020-21 Grant in Support

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 completing grant proposals. The Proposal narrative shall be limited to the following:

1. A narrative response to Categories A through F (listed below), no more than three (3) pages long, single-sided, double-spaced, in at least an 11-point font, with one inch (1") margins.
2. A one (1) page proposed project line item budget, as described in Category G.

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 detail if applicable.
- Outline the goals and objectives to be achieved through this grant request and how the agency will accomplish the 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.

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 start and end 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 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. (Sample project line item budget is enclosed for your assistance.)

CITY OF BISHOP | **2020-21 Grant in Support**

Sample Project Line Item Budget

Organization Name: City of Bishop Non-Profit Organization
Proposed Project Title: Really Great Program to Benefit Community
Requested Amount: $4,500

	Project Budget	Required Grant	Grant Budget Line Item Description
INCOME			
A. Contributed			
City of Bishop	4,500	4,500	City Grant
Individual Contributions	1,500		
Business/Corporations	1,000		
Foundations			
Fundraising Events	800		
Subtotal Income Contributed	**7,800**	**4,500**	
B. Earned			
Admissions/Entry Fees	1,200		
Product Sales/Concessions	300		
Subtotal Income Earned:	**1,500**		
TOTAL PROJECT INCOME	**9,300**	**4,500**	
EXPENSES			
A. Personnel			
Administrative	3,000		
Technical			
Artistic			
Subtotal Personnel	**3,000**		
B. Operating Expenses			
Facility Rental			
Supplies	1,600	800	wood, hardware, paint
Printing	800	800	publicity flyers, posters
Contractual Services	500		
Professional Services	1,500	1,500	specialized consultant
Promotion & Publicity	1,000	600	educational brochures
Equipment	900	800	tools, supplies
Utilities			
Insurance			
Subtotal Operating Expenses:	**6,300**	**4,500**	
TOTAL PROJECT EXPENSES	**9,300**	**4,500**	

CITY OF BISHOP | 2020-21 Grant in Support

SAMPLE FINAL REPORT

*Final Reports can now be submitted online at cityofbishop.com/grants.

Name of Organization _____

Project Title _____

A. SERVICES PROVIDED – Describe the project/program or services provide and how it benefitted the community. From the evaluation method used to measure the success of the project/program implemented, describe the outcome and its impact on the community.

B. PROJECT GOALS – Describe how the project/program achieved the goals and objectives identified in the submitted funding application.

CITY OF BISHOP | 2020-21 Grant in Support

C. NUMBER SERVED BY GRANT – Describe the target population served by the project/program, and the number of City residents as well as the total number of people served by the grant funds during the reporting period.

Total number of City residents served: _____

Total number of people served: _____

D. TOTAL EXPENDITURES – Describe in detail how the grant funds received were spent.

E. ATTACHEMENTS:

- ☐ **Invoices/receipts** – Attach copies of invoices for ALL expense invoices paid by City grant funds as outlined in the project line item budget.
- ☐ **Color photograph(s) -** Attach one (1) to three (3) photographs of the program for which grant was awarded.