



DATE SUBMITTED:



## **Measure O - CHOICE Mini-Grant Funding Request** **APPLICATION REVIEW & APPROVAL PROCEDURES**

### **1. INTRODUCTION**

Established in 2003, the Mayor’s Gang Prevention Task Force was created in response to an increasing pattern of gang activity and violent crimes in the City of Santa Rosa (“City”). To address this growing concern, residents of Santa Rosa made a 20-year commitment to support public safety and violence prevention efforts with the approval of Measure O, a quarter cent transaction and use tax, which is authorized through 2025. In 2015, the program was rebranded as the Santa Rosa Violence Prevention Partnership (“The Partnership”) to strategically align and collaborate with local initiatives such as Sonoma County’s Health Action and Upstream Investments to prevent violence by creating safe & healthy neighborhoods using a collective impact model, integrated youth development programs & community partnership efforts. Throughout this document “City” and “The Partnership” are used interchangeably.

Detailed in [The Partnership’s 2017-22 Strategic Plan](https://srcity.org/DocumentCenter/View/18129) (<https://srcity.org/DocumentCenter/View/18129>), the adopted mission, vision statements and core values to which funded programs are to align are as provided below:

Mission Statement: Strengthening youth and families to build safe communities by leading, mobilizing and aligning our community resources

Vision Statement: Safe and healthy youth connected to their families, schools, communities and futures

Core Values: Value Youth, Support Families, Collaborate with Partners, Strive for Equity & Build Resilience

### **2. PURPOSE:**

Led by the Office of Community Engagement, the City provides support for programs or projects offered by agencies, organizations, community groups, and individuals providing services and resources for the Santa Rosa community that advance the goals and objectives of the Measure O Transaction and Use Tax Ordinance. A portion of Measure O generated revenue is dedicated to violence prevention, and managed by The Partnership, to fund programs or projects that advance its mission, vision and core values. The **Community Helping Our Indispensable Children Excel** (“CHOICE”) Mini-Grant Program is one of the two grant programs administered by The Partnership to invest in, lead, and educate our partners and residents.

### **3. TARGETED POPULATIONS:**

Youth and families residing in high-need areas, as identified in the [Community Safety Scorecard](https://srcity.org/DocumentCenter/View/19027) (<https://srcity.org/DocumentCenter/View/19027>), are at greater risk of exposure to adverse childhood experiences and trauma from violence, based on the high frequency of crime, coupled with lower levels of protective resiliency factors such as: parental resilience, social connections, reliable support in their time of need, knowledge of parenting and child development, and the social and emotional competence of children. When exposed to consistent adverse childhood experiences, the potential of mental health fragility and associated high risk behaviors in youth increase significantly.

The Partnership strategizes services for youth ages 0-24 and their families, experiencing the risk factors below that are attributed to youth and/or gang violence.

*The following categories are designed to help define the Partnership's targeted populations and are not intended as "labels" nor to be an exhaustive list.*

#### **At-Risk**

- Demonstrates early signs of academic and school attendance issues
- Resides in high-need/gang impacted neighborhood
- Exposed to childhood trauma
- Comes from low-income family

#### **Moderate-Risk**

- Self-identifies with a gang (i.e. tattoos, clothing, peers)
- Has been arrested or had contacts with law enforcement
- Regularly uses alcohol/drugs
- Has low levels of protective factors and support
- Exposed to the child-welfare system

#### **High-Risk**

- Has been involved in gang activity
- Uses violence as a method to resolve conflict
- Comes from multi-generational gang family
- Has been incarcerated in juvenile hall, jail or prison

Impacted communities identified in the [Community Safety Scorecard](https://srcity.org/DocumentCenter/View/19027) (<https://srcity.org/DocumentCenter/View/19027>):

- Santa Rosa (within City limits)
  - Corby/Hearn
  - Downtown
  - Roseland
  - South Park
  - West 9<sup>th</sup>
  - West Steele Lane

#### **4. FUNDING LIMIT & CONDITIONS:**

The maximum allowable Mini-Grant award is \$5,000. Agencies may be awarded once per City fiscal year which runs July 1 through June 30. Applications are accepted year-round and funding is offered until available Mini-Grant funds have been exhausted for the applicable fiscal year. Funding cannot be used for costs incurred and/or activities undertaken prior to the Award Date.

**5. GRANTEE MATCH REQUIREMENT:** All applicants are strongly encouraged to provide a match (cash or in-kind), as a reflection of the organization's commitment to the proposed Program or Project.

#### **6. FUNDING REQUIREMENTS & CONDITIONS:**

- Applications will be considered based on the degree to which the Program or Project aligns with one or more of the focus areas and strategic goals outlined in [The Partnership's 2017-22 Strategic Plan \(https://srcity.org/DocumentCenter/View/18129\)](https://srcity.org/DocumentCenter/View/18129).
- Programs or Projects funded must be provided within the City's limits or must serve Santa Rosa residents (additional documentation may be required for verification).
- Funded Programs or Projects must serve individuals identified in Section Three: Targeted Populations.
- Funds may be used for costs directly associated with the Programs or Projects (i.e. materials, supplies and equipment).
- Funds cannot be used to support the organization's indirect and/or ongoing costs (i.e. staffing costs, fundraising, and rent).
- Funded Programs or Projects must be completed within 12 months of the date funds are awarded (Award Date); this is the date of the Award Letter.
- Awarded grantees will have 10 business days to provide required documentation, including W-9 Form, and authorized signatures to facilitate the timely execution of the funding agreement; see ATTACHMENT 4 for a sample of the agreement.
- Final funding approval is contingent on the approval from the City Manager or designee and the City Attorney's Office.
- The Partnership's logo must be used on all outreach materials, social media marketing, and the City's support through The Partnership must be recognized at all events or meetings associated with the Program or Project that the Mini-Grant is supporting.
- A final report must be submitted to the City within 30 days of Program or Project completion; see ATTACHMENT 3/EXHIBIT C for a sample of the final report.

## **7. ELIGIBILITY:**

- Agencies or organizations that have not already received a Mini-Grant in the same City fiscal year during which a subsequent Program or Project is proposed.
- Community-based organizations (with 501(c3)) or public organizations, including school districts.
- Individuals or community groups that are working with a non-profit, public institution, or private corporation that serves as their fiscal agent. In the case of a fiscal agent, the agent will enter into the Agreement with the City, receive the grant funds, and be responsible for all contractual terms.
- Mini-grants are intended to be single awards of funding support for specific Program or Project's scope of services. Agencies or organizations may submit additional applications in a subsequent City fiscal year for the same Program or Project, if the scope of services of the application is unlike that of a Program or Project previously funded through the Mini-Grant Program for the same agency or organization.

## **8. APPLICATION AND REVIEW PROCESS:**

- Applications will be reviewed on a first come, first served basis, with awards being made until the annually allocated Measure O CHOICE Mini-Grant Program budget has been depleted.

- Each application must include a completed application form and narrative. The Program or Project Narrative, EXHIBIT A, must not exceed three pages and should be in a 12-pt font with 1.5-line spacing and 1” margins.
- A Mini-Grant Review Committee, consisting of at minimum, 2 City staff and 1 representative from the Partnership’s Policy Team will review applications.
- A determination letter will be sent to the applicant outlining the Mini-Grant Review Committee’s recommendation, funding amount (if any), and next steps (as applicable).
- Approved applications may receive full or partial funding.
- The City reserves the right to waive minor defects or follow up with the applying agency or organization for minor clarifications and application modifications.
- The City reserves the right to award funding for applications which, in its sole judgment, best meet the needs of the City.

## **9. SELECTION CRITERIA:**

The Partnership will be looking for Program or Project applications that:

- Have a clear Program or Project description and focus;
- Identify clear and reasonable outcomes to be achieved by the Program or Project;
- Address a gap and/or community need by a Program or Project that complements current Measure O CHOICE Grantees;
- Fulfill the goals and objectives of the:
  - [Measure O Ordinance](https://srcity.org/DocumentCenter/View/19970) (<https://srcity.org/DocumentCenter/View/19970>), and;
  - [2017-2022 Strategic Plan](https://srcity.org/DocumentCenter/View/18129) (<https://srcity.org/DocumentCenter/View/18129>), and;
  - [Community Safety Scorecard](https://srcity.org/DocumentCenter/View/19027) (<https://srcity.org/DocumentCenter/View/19027>)
- Demonstrate capacity building for the organization to deliver ongoing services to our community (i.e. training/conferences for staff or individuals served by the Program or Project, equipment, supplies, etc.).

Examples of previously funded [Measure O - CHOICE Mini-Grants](https://srcity.org/2207/Choice-Grants) (<https://srcity.org/2207/Choice-Grants>) are available on-line for reference.

## **10. APPLICATION SUBMISSION & ADDITIONAL INFORMATION**

Email or drop off completed application to:

**Jerilyn Holm, Administrative Analyst, [JHolm@srcity.org](mailto:JHolm@srcity.org)**  
 637 First Street  
 Santa Rosa, CA 95404

For additional information, please contact:

**Jason Carter, Violence Prevention Manager, [JCarter@srcity.org](mailto:JCarter@srcity.org)**

**Santa Rosa Violence Prevention Partnership  
Measure O – CHOICE Mini-Grant  
Funding Application**



**Applicant Information:**

Name of Agency: \_\_\_\_\_

Name of Program or Project: \_\_\_\_\_

Amount requested: \$ \_\_\_\_\_

Agency Tax ID #: \_\_\_\_\_

Agency Website: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Print Name and Title

**ATTACHMENTS**

- ATTACHMENT 1 - PROGRAM OR PROJECT DESCRIPTION
- ATTACHMENT 2 - BUDGET AND BUDGET NARRATIVE
- ATTACHMENT 3/EXHIBIT B- FINAL REPORT GUIDELINES
- ATTACHMENT 4- FUNDING AGREEMENT (SAMPLE)

**ATTACHMENT 1**  
**MEASURE O – CHOICE MINI-GRANT AGREEMENT**  
**PROGRAM OR PROJECT DESCRIPTION**

Provide a description of the overall Program or Project administered by the agency or organization and clearly articulate how the Mini-Grant funds would be used. The narrative may not exceed three (3) pages in a standard 12-point font with 1" margins and 1.5-line spacing.

**Section One: Description of Program or Project**

1. Describe the Program or Project, including the served population(s), ages, timeframe, and location.
2. Describe how the Program or Project contributes to the City's youth and gang violence prevention and/or intervention efforts.
3. Describe how the Program or Project aligns with The [Partnership's Strategic Plan](https://srcity.org/DocumentCenter/View/18129) (<https://srcity.org/DocumentCenter/View/18129>) and addresses the strategic recommendations identified in the [Community Safety Scorecard](https://srcity.org/DocumentCenter/View/19027) (<https://srcity.org/DocumentCenter/View/19027>) .
4. Describe what outcomes are expected and include how these outcomes will be measured.

**ATTACHMENT 2**  
**MEASURE O – CHOICE MINI-GRANT AGREEMENT**  
**BUDGET AND BUDGET NARRATIVE**

Provide an itemized Program or Project budget and budget narrative that delineates what will specifically be funded with Measure O - CHOICE Mini-Grant funding. Include any matching support and source(s) of funds.

ITEM	CHOICE MINI-GRANT	MATCHING FUNDS	<b>Budget Narrative and Source of Funds</b> <i>(please describe the use of the funds and include the source of matching funds, and whether cash or in-kind)</i>
<b>TOTAL FUNDS:</b>			

**ATTACHMENT 3 / EXHIBIT B**  
**MEASURE O – CHOICE MINI-GRANT AGREEMENT**  
**FINAL REPORT GUIDELINES**

A final report is required to be submitted to the City within 30 days of Program or Project completion and/or within 12 months of the fully executed agreement date. The final report should be a maximum of three (3) pages, 1.5 line-spacing, in a standard font (Times New Roman, Arial, or Calibri). Please include at least 10 photos. The City reserves the right to use photos, quotes, and/or testimonials associated with the awarded Measure O CHOICE Mini-Grant.

- Please submit the final report, documentation, and expenditures to [JHolm@srcity.org](mailto:JHolm@srcity.org) within 30 days of the conclusion of the Program or Project funded by the Measure O – CHOICE Mini-Grant Program. Below are the requirements for the final report.

**Program or Project Narrative:** Provide a narrative about the Program or Project and include the following.

- Numbers of participants and location(s) served
- What was accomplished with this funding
- Highlight of successes, challenges, and opportunities for improvement
- Quotes and/or testimonials from 3 – 5 participants served by the Program or Project

**Outcomes**

- List the outcomes identified in the Mini-Grant application, indicating the results and methods of evaluation, and discuss the degree to which the desired outcomes were met or unmet.

**Final Expenditure Summary**

- Describe how the funds were used and how they benefited the Program or Project
- Include the actual expenditures for the Mini-Grant award as compared to the approved Budget and Budget Narrative

**ATTACHMENT 4**  
**MEASURE O – CHOICE MINI-GRANT AGREEMENT**  
**(SAMPLE)**

This Santa Rosa Violence Prevention Partnership (“The Partnership”) Measure O - Community Helping Our Indispensable Children Excel (“CHOICE”) Mini-Grant Agreement (“Agreement”) is made on \_\_\_\_\_ between the City of Santa Rosa (“City”) and \_\_\_\_\_, a [nonprofit corporation, etc.](“Grantee”).

**Recitals**

- A. The City awards Measure O - CHOICE Mini-Grants to support Programs or Projects offered by agencies, organizations, community groups, or individuals providing services and resources for our community.
- B. Grantee submitted an application for a Measure O – CHOICE Mini-Grant to assist in completing \_\_\_\_\_ (“Program or Project”).
- C. On \_\_\_\_\_, the Measure O - CHOICE Mini-Grant Review Team awarded a Mini-Grant to Grantee (“Award Date”).
- D. The parties would like to memorialize the terms of the grant.

**Agreement**

The parties agree as follows:

- 1. Grant. Subject to the terms and conditions in this Agreement, the City agrees to provide to Grantee a grant in an amount not exceeding \$\_\_\_\_\_ (“Grant”).
- 2. Purpose of Grant. The Grant may be used by Grantee solely for the purpose(s) described in Recital B above and as described in the grant application attached hereto as Exhibit A.
- 3. Project Completion/Grant Period. Grantee will have 12 months from the date this Agreement is made to complete all services described in Exhibit A. One three-month extension to this deadline may be permitted upon the written approval by the City Manager or designee.
- 4. General Provisions.
  - a. The Grant is solely a monetary contribution and not a co-sponsorship of the Program or Project or partnership with the City.
  - b. The Grant is not authorization of use of City property.
  - c. Grant funding may not exceed the amount stated in Section One, regardless of the cost of the Program or Project.
- 5. Revocation of Grant. The Grant may be revoked by City in the event Grantee breaches any provision of this Agreement, including the failure to properly document Program or Project expenses or contributions or expend grant funds in the allotted time for Program or Project related expenses. Upon notice of revocation under this section, Grantee shall return the entire Grant to City within fourteen (14) days of such notice.
- 6. Records of Grantee.
  - a. Grantee shall maintain records of all matters related to this Agreement including, but not limited to, books,

financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records sufficient to reflect properly:

- i. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of the Program or Project.
- ii. All other matters covered by this Agreement.

b. Grantee shall preserve and make available its records:

- i. for the period of three (3) years from the date of expiration or sooner termination of Agreement; or
- ii. for such longer period, if any, as may be required by applicable law.

7. Reporting.

- a. No later than thirty (30) days after Project or Program completion, Grantee shall submit to City a final report in the form attached as Exhibit B. Any costs, contributions, or expended Grant funds not properly documented in the final report and/or not in conformance with the approved Budget and Budget Narrative, must be returned by Grantee to City within fourteen (14) days from notification by City. In addition, in the absence of the timely submission or acceptance of the final report by City, in its sole and absolute discretion, the entire Grant award shall be returned by Grantee to City within fourteen (14) days from notification by City.
- b. Grantee shall include a minimum of 10 photographs of the Program or Project with the final report (digital files preferred). Grantee agrees that the City may use and reproduce the photographs for any purpose the City deems appropriate.
- c. Completed reports and photographs should be sent via email to [JHolm@srcity.org](mailto:JHolm@srcity.org) or if necessary by U.S. mail to the Office of Community Engagement, 637 First Street, Santa Rosa CA 95404, Attention Jerilyn Holm.

8. Publicity. The City requires publicizing the grant in all of Grantee’s relevant published materials, brochures, programs, annual reports, etc. In materials specific to the Program or Project, Grantee agrees that it will include the following language: *“Made possible in part by a grant from the City of Santa Rosa’s Violence Prevention Partnership”* and list the City and the Grant in all published lists of Program or Project donors.

Executed as of the day and year first above stated.

\_\_\_\_\_  
Authorized Grantee Signatory

\_\_\_\_\_  
Name – City of Santa Rosa

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature – Director of Community Engagement or designee

EXHIBIT A – GRANT APPLICATION  
EXHIBIT B – FINAL REPORT GUIDELINES

\_\_\_\_\_  
Approved as to Form – City Attorney’s Office