CCG 2013 Spring Grant Cycle Application Reminders

CCG 2013 Spring Grant Cycle Timeline

Application Opening:
Monday, February 25, 2013

Application Deadline:
Friday, March 29, 2013
NO Later than 5:00 PM
City Hall, Room 362

Application Review Process:
April – May 2013

Award Notification:
Mid-June 2013

Project Contract Period:
Small/Medium Grant Awards
July 1, 2013 – March 31, 2014

Large Grant Awards
July 1, 2013 – June 30, 2014

- All applications must be received by **Friday, March 29, 2013 by NO later than 5:00 PM.** Late or incomplete applications are automatically rejected. Please submit applications to:

  City Administrator's Office
  1 Dr. Carlton B. Goodlett Pl., City Hall, Room 362
  Attention: Lanita Henriquez

- Submit one original application and eight (8) double-sided copies of the application. Please ***do not*** include this page when submitting an application. All attachments must be 8-1/2" x 11" in size. Answer all questions or provide a brief explanation as to why a question is "not applicable." Attach photos and a map of the proposed project site. **Please NO binders, portfolios, spiral binding or report covers.** Secure documents with a staple, paperclip or binder clip.

- Check and recheck your budget calculations to ensure that figures are in the proper columns and the math is correct.

- Document the project's match with signed, written pledges from neighbors, volunteer organizations, and other partners who have agreed to contribute to the project. Clear documentation of the project match is an essential part of the application and should be documented using the attached form. Please make copies as multiple forms may be required.

- If yours is a public art project be sure to include sketches of the proposed design as well as a written description of the theme, a bio of the artist(s) with history of their past work. Include written permission from property owner(s) for the project on the proposed site location.

- Be sure that you've correctly identified the project's contact person and their correct contact information on the first page of the application. This is the person who will be contacted about an award, or if there are any questions about the application. They will also be the point of contact for award notification.

Community Challenge Grant Program Application

Submit one **original and eight (8) double-sided copies** of the application and attachments to the CCG Office,
1 Dr. Carlton B. Goodlett Place, City Hall, Room 362, San Francisco, CA, 94102, Attention: Lanita Henriquez, Program Manager.

The application and copies must be received by NO Later than 5:00 P.M. on Friday, March 29, 2013.

Project Identification Information	
Project Name: **Project Address:**	
Brief Project Description:	
Supervisorial District:	**Neighborhood:**

Applicant Contact Information			
Applicant:			
Contact Person:			
Mailing Address:		**Zip Code**:	
Day/Work Phone:		**E-Mail Address**	
Nonprofit Sponsor			
Sponsor Contact:			
Mailing Address:		**Zip Code:**	
Day/Work Phone:		**E-Mail Address**	

Project Funding Request Amounts	
Project Funding Level & requested amount: ☐ **Small** ☐ **Medium** ☐ **Large**	$
TOTAL value of neighborhood match:	$

Supplemental Information	
Is this project referenced in a neighborhood plan (yes/no)? (The answer to this question does not affect the award decision.)	☐ **YES** ☐ **NO**
If yes, which plan?	
Does your organization have a current CCG award?	☐ **YES** ☐ **NO**
If yes, what is the project?	

The signatory declares that s/he is authorized to sign on behalf of the applying group and the information enclosed fairly represents the goals; scope and details of the project, including the neighborhood match, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print): _____ **Signature:** _____

Address/Zip: _____ **Day Phone:** _____

Project Description
Please attach a detailed project description answering the following questions. You may refer to the Evaluation Criteria in the CCG Application Guidelines for additional information on how these answers will be evaluated. Be sure to include photos and a map of the proposed project site. If yours is a public art project be sure to include sketches of the proposed design as well as a written description of the theme.

1. **Describe your project.**
   - Does your project address any unique physical, social or cultural aspects of your community?
   - What need does it address with respect to physical improvement in your neighborhood?
   - How will your project benefit the environment?
   - What outcomes/benefits to the community will result from the implementation of your project?
   - How accessible is your project to the rest of the community?

2. **What is the neighborhood involvement in your project?**
   - How is this a community building project?
   - Demonstrate broad participation by neighborhood residents in your project by indicating how you contacted them, how many are involved, and what parts of your community they represent.
   - Provide specific examples of how they participated in selecting and planning your project.

3. **Please describe in detail how your organization will maintain the proposed project over the course of five (5) years.** How you will access water for irrigation, how often you will perform community clean-ups, etc. If yours is a sponsored project please include an agreement outlining the responsibilities of both parties regarding maintenance.

Work Plan/Project Timeline

- List in chronological order specific activities you will take to complete this project.
- Next to each step, identify who will be responsible for carrying out the step or activity.
- Estimate the date the step will be completed (month and year). Feel free to attach additional information as needed.

Activity	Responsible Person/Group	Date Done

Project Budget

If you have more line items than the grid provides for, use another sheet of paper.

A	B	C			D	E
		Community/Neighborhood Match				
Expenses (describe items)	CCG Request	Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match	Total Budget (B + C = D)	Other Sources not Counted as Match
Grand Total						

City Department(s) and/or Other Source of Funding
List the City Department(s) and/or Other Sources from which your organization has obtained funds for the proposed project and/or during the past two (2) years**.**

City Department	Project	Year	$ Requested	$ Received
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____
_____	_____	_____	$_____	$_____

Permits/Permission
List the governmental permits that must be secured for the project(s). Attach proof of project approval/permission located on City-owned property from Department Head and/or Department Commission.

_____ _____
_____ _____
_____ _____
_____ _____

List name(s), address (es) and telephone number(s) of any private property owner who owns property on which the project will take place. Attach proof of project approval/permission from private-property owner(s).

Name	Address	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organization Information

Applicant/Fiscal Sponsor - attach a copy of:

1. Federal tax exemption letter
2. List of Board of Directors
3. FY 2012/2013 or CY 2013 organization budgets
4. Most recent statement of Revenues & Expenses
5. Evidence of past performance (newsletter articles, photos, awards, etc.)
6. Describe the history, purpose and activities of the nonprofit organization.
7. Attach a MOU between the fiscal sponsor and the sponsored group outlining the responsibilities of all parties involved (if applicable).
8. Recent letters of support for the project from current residents, local merchants or other community organizations within the project area.
9. If yours is a public art project include a bio of the artist(s) with history of their past work.

Sponsored Group – attach a copy of:

1. Describe the history, purpose and activities of the sponsored neighborhood group.
2. Evidence of past performance (newsletter, articles, photos, awards, etc.)

Other

For applicants applying in the Large Funding Category ($30,001 – 100,000), please provide a list of projects that have been completed by your organization in the last three years that demonstrate your ability to complete a large-scale physical improvement project, involving a more complex budget, timeline, and community outreach component.

Project Description	Neighborhood Served	Date Completed

CCG Match Pledge Form For: _____

(Name of Project)

The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, or services as described below for the above project. (Make additional copies if necessary.)

Name (Please Print)	Signature	Item or Number of Hours Pledged	Value	Kinds of Activities