



2015 - 2016 City of Thousand Oaks Public Works Department Community Enhancement Grant Guidelines

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100 BACKGROUND

Since 2000, the City's Community Enhancement Grant Program has provided grant funding opportunities for local non-profit community and school groups, such as clubs and booster organizations, to raise money to support various activities. The Thousand Oaks City Council continues its commitment for the grant and is invested to provide funding for support of activities that offer public benefits for qualifying categories from eligible proposers.

110 FUNDING

The minimum award per organization per year is \$2,000. The maximum award per organization per year is \$5,000.

Support for the grant is funded through the City's Solid Waste Management Reserve Fund. Therefore, projects must involve recycling, waste reduction and/or community beautification activities. Projects can include activities such as school recycling projects, litter removal, tree planting/trimming, mulching, composting, non-native plant removal, water/energy conservation or public outreach and education programs. The grants are competitive and the scoring criteria are listed below.

120 BASIC REQUIREMENTS

To qualify, applicants must meet the following guidelines and submit a completed online grant application.*

1. **GRANT FUNDS** can be used to purchase materials and supplies for the project as well as provide general support to qualified organizations providing community beautification or enhancement projects that benefit a wide cross-section of the Thousand Oaks community.

- a. EXAMPLES OF ELIGIBLE PROJECTS include, but are not limited to, the following:
 - i. Recycling;
 - ii. litter collection;
 - iii. weed abatement;
 - iv. waste reduction;
 - v. household hazardous waste management;
 - vi. universal waste recycling;
 - vii. stormwater quality improvements;
 - viii. landscaping, composting, mulching;
 - ix. water/energy conservation;
 - x. public outreach and education programs;

Note: E-waste recycling events are not eligible for this program.

- b. PROJECTS MAY BE CONDUCTED in a single area such as a public school, city street, open space area, public right-of-way, or in a regional or citywide area.
- c. APPLICANTS must obtain written approval from property owner or authorized party to conduct their project in proposed location.*

2. ORGANIZATIONS shall:

- a. be a school, school sports booster club, school activities booster club, or a non-profit organization with a valid Internal Revenue Service Code 501 (c) 3 designation.
- b. demonstrate a clear record of community service and accomplishment.
- c. be awarded no more than one grant per year. Multi-function organizations may submit a joint application.
- d. be located in the City of Thousand Oaks, with at least 80 percent of their members or participants residing within City boundaries.
- e. meet City insurance requirements, which are:
 - 1) Grantee shall, at Grantee's sole cost and expense and throughout the term of this Agreement and any extensions thereof, carry workers compensation statutory benefits as required by law. Grantee shall also, at Grantee's sole cost and expense throughout the term of this Agreement and any extensions thereof, carry general personal injury/property damage liability insurance and automobile insurance with liability limits of not less than \$1,000,000 each claimant, and \$1,000,000 each occurrence for the injury or death of a person or persons, and property damage (which policy may have an aggregate

annual limit, but in an amount of no less than \$2,000,000).
2) All insurance policies shall be issued by a financially responsible company or companies authorized to do business in the State of California. City, its officers, employees and volunteers, shall be named as additional insured. Grantee shall provide City with copies of certificates for all policies, in a format acceptable to City, with the appropriate named additional insured coverage and an endorsement that they are not subject to cancellation without 30 days prior written notice to City. Insurance certificates must be submitted by Grantee and approved by City before grant service commences.

- f. provide adequate supervision for minors, and must provide equipment and supplies as necessary for the proposed projects.
- g. submit a City provided application with project proposal and project authorization form, and enter into an agreement with the City which shall include a scope of work and payment and accounting procedures prior to beginning any work.*
- h. submit a City of Thousand Oaks vendor tax ID form.*
- i. not commence work on the project until contract has been signed by all parties, all required paperwork has been submitted to City staff and grantee has received written notification from City staff that work may commence.

*Forms may be downloaded at www.toaks.org/gogreen on the Community Enhancement Grant web page.

3. NO MEMBER of any sponsoring organization shall receive any compensation for services or activities funded by the grant program.

130 GRANT PROJECT

A GRANT award is a type of assistance and a legal instrument which permits the City of Thousand Oaks to transfer money to a grantee with no substantial involvement anticipated between the City and the recipient during the performance of the activity. The Grant award is the primary mechanism of City support. The City awards the following type of Grant:

INDEPENDENT GRANT PROJECT: Projects proposed and implemented by grantee are limited to funds available. The activities proposed and implemented by the grantee must provide for school recycling, waste reduction, recycling, litter removal, community beautification or similar environmental benefit.

Projects funded above the minimum amount awarded must be complex, innovative, long term, provide significant environmental benefits,

incorporate water/energy conservation, help facilitate sustainability and/or require supplies and/or equipment to justify the extra funding.

140 SCORING CRITERIA

The applications will be scored and then funded based on the highest ranking applicant being funded first, then to the next highest and so forth until the funds are exhausted for this grant cycle or all applications have been funded that met the minimum qualifications.

In the event of a tie for the last grant and the remaining funding is insufficient to fund the applicants, then the total City financial and in-kind support for the applicants for the last two years will be used as a tie-breaker with the applicant receiving the least City support being ranked highest and the applicant with the most City support ranked lowest.

GRANT PROGRAM GRANT SCORING CRITERIA	
Points	Description
25	<i>1. Required Elements – These items must be in the grant to be considered complete:</i>
	<ul style="list-style-type: none"> •Grant application proposal must be complete, including all required fields and other information necessary for thorough review. •Provide letters of approval, support and/or commitment for your grant project documenting cooperative relationships and/or proposed project locations, employees/officials, board members, etc., from entities other than your agency. •Formal agreements should be attached. •Donation commitments or in-kind services.
0-10	<i>2. Prior Funding</i>
10	•Applicant has not received funding in last 5 grant cycles.
8	•Applicant received funding in 1 of the last 5 grant cycles.
6	•Applicant received funding in 2 of the last 5 grant cycles.
4	•Applicant received funding in 3 of the last 5 grant cycles.
2	•Applicant received funding in 4 of the last 5 grant cycles.
0	•Applicant received funding in 5 of the last 5 grant cycles.
0-10	<i>3. Donations or In-kind Services</i>
	<ul style="list-style-type: none"> •Proposed project will obtain donations or in-kind services to assist with project implementation. •Verification or proof of support/commitment must be submitted with grant application.
0-10	<i>4. Water conservation project</i>
	Development and implementation of a water conservation project or program.

0-15	5. Innovative Project**
	Proposed project is unique or has the potential to serve as a model for future projects.
0-15	6. Long-Term Project**
	<ul style="list-style-type: none"> Proposed project requires substantial involvement over an extended period of time, typically over many months or potentially ongoing without a proposed end date.
0-15	7. Significant Environmental Benefit**
	Project with significant and/or long-term benefits in sustainability, greenhouse gas reduction, recycling and diversion programs or similar lasting environmental benefit.
	<i>** Projects that are innovative, long-term, provide significant environmental benefit, or require supplies, equipment, or specialty contracted services may request funding amounts higher than the \$2,000 minimum.</i>

Clarification on criteria determining amount of grant award for projects and use of the grant funds.

The use of the first \$2,000 does not need to be linked to the project. The funds can be used for the club or non-profit general benefit.

All projects are scored and ranked from highest to lowest.

For awards over the minimum:

Grants are eligible for only the minimum \$2,000, unless they also score a minimum of 15 points out of 30 points available from either Criteria 6 (long-term project) or Criteria 7 (significant environmental benefit) or a combination of these two categories.

Awards over \$2,000 can also be made to cover expenses related to the grant.

There are three examples on the following page to illustrate the process.

150 DEADLINE

Thursday, October 22, 2015 @ 5:00 P.M.

160 SUBMITTALS

Late or incomplete grant submittals will not be accepted.

170 PROGRAM CONTACT: Vanessa Pellegrino, Assistant Analyst
(805) 449-2439
vpellegrino@toaks.org

Example Grant Awards:

Awesome Club requested \$4,000 and submitted a proposal to do a one week project that did not require any equipment or supplies.

The Review Committee gave Awesome Club the highest score out of all of the applicants. They had requested \$4,000 dollars. However, since the project scored less than a combined 15 points on Criteria 6&7 and there were no expenses, they were awarded \$2,000.

The Droughtbusters were the second highest scorer and had applied for \$5,000 to assist a local non-profit rip out their lawn and convert the area to native plants that provide a habitat and a small garden to provide fresh vegetables for the kitchen. This project met the criteria under 6&7 since it would take several months to convert and it had long-term benefits. They already had most of the supplies donated, so they only needed an additional \$1,000 to rent some equipment. They were awarded the full amount.

The Athleticos submitted a proposal for \$5,000. Their project was also short-term and did not meet the minimums required under criteria 6&7. However, they needed \$3,000 to pay for the supplies and equipment needed to carry out the project. Therefore, they were awarded the full amount.