



## **2016 - 2017 City of Thousand Oaks Public Works Department Community Enhancement Grant Guidelines**

<b>100</b>	<b>BACKGROUND</b>
<b>110</b>	<b>FUNDING</b>
<b>120</b>	<b>BASIC REQUIREMENTS</b>
<b>130</b>	<b>GRANT PROJECTS</b>
<b>140</b>	<b>SCORING CRITERIA</b>
<b>150</b>	<b>DEADLINE</b>
<b>160</b>	<b>SUBMITTALS</b>
<b>170</b>	<b>CONTACT</b>

### **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 to maintaining the grant program. It provides funding to eligible applicants to support designated types of activities that offer some public environmental benefit.

### **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 comes from the City's Solid Waste Management Reserve Fund. Therefore, projects must have an environmental benefit. Projects can include activities such as school recycling projects, litter removal, tree planting, mulching, non-native plant removal, food waste diversion programs (e.g., composting, donation or recovery), water or energy conservation and public outreach and education programs. The grants are competitive and are judged by a citizen volunteer committee. The scoring criteria is outlined in section 140 below.

### **120 BASIC REQUIREMENTS**

To qualify, applicants must submit a completed grant application, available on our website.\* Proposals must adhere to the following guidelines:

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 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, mulching;
  - ix. garden projects;
  - x. water/energy conservation;
  - xi. food waste diversion (e.g., composting, donation, recovery);
  - xii. 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, 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 (i.e., a signed Project Authorization Form from the property owner).\*

## **2. ORGANIZATIONS shall:**

- a. be a school, school sports booster club, school activities booster club, or similar organization or a non-profit organization with a valid Internal Revenue Service Code 501 (c) 3 designation. If the applicant is not an independent non-profit, they must have a qualified fiscal sponsor (e.g., a school club would typically have the school operate as their fiscal sponsor).
- b. demonstrate a clear record of community service or benefit and accomplishment.
- c. be awarded no more than one grant per year.
- d. be located in the City of Thousand Oaks, with at least 80 percent of their members or participants residing within City boundaries.

- e. provide adequate supervision of minors. Applicants must also provide equipment and supplies as necessary for the proposed projects.
- f. submit an application with the project proposal. If the project will take place on a property not owned by the applicant, the applicant shall submit a Project Authorization form and enter into an agreement with the City which will include a scope of work and payment and accounting procedures prior to beginning any work.\*
- g. submit a City of Thousand Oaks vendor tax ID form after grant has been awarded by City Council.\*
- h. 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.
- i. be responsible for meeting all applicable insurance and workers compensation requirements. ONLY if the applicant is proposing a project on City property then they must meet the City's insurance requirements set forth under items 1) and 2) below:
  - 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.

\* The application, vendor tax ID form and Project Authorization form (required from the property owner) may be downloaded at <http://www.toaks.org/departments/public-works/gogreen-sustainability/community-enhancement-grant>

**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. It 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 Community Enhancement Grant is considered an **Independent Grant Project**, which means the City of Thousand Oaks will not provide supplies, services, labor or other materials needed in order for the applicant to complete the project.

### 140 SCORING CRITERIA

The applications will be scored and funded based on the highest ranking applicant being funded first, then 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 both 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. The applicant that has received the least City support over the previous two years will be ranked highest and the applicant with the most City support over the previous two years ranked lowest.

GRANT PROGRAM GRANT SCORING CRITERIA	
Points	Description
Pass/ Fail	<b><i>Required Elements – These items must be in the grant to be considered complete:</i></b>
	<ul style="list-style-type: none"><li>• Grant application proposal must be complete, including all required fields and other information necessary for thorough review.</li><li>• 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.</li><li>• Formal agreements should be attached including Project Authorization and copies of insurance documents, if necessary</li></ul>
<b>25</b>	<b><i>1. Project Description.</i></b>
	Please describe the proposed project and how it provides a community environmental benefit. Examples include waste reduction, recycling, water conservation, food waste diversion (e.g., composting, donation, recovery), litter removal, weed or non-native plant species removal and other community beautification or environmentally beneficial projects.

<b>0-10</b>	<b>2. Prior Funding</b>
<b>10</b>	•Applicant has not received funding in last 5 grant cycles.
<b>8</b>	•Applicant received funding in 1 of the last 5 grant cycles.
<b>6</b>	•Applicant received funding in 2 of the last 5 grant cycles.
<b>4</b>	•Applicant received funding in 3 of the last 5 grant cycles.
<b>2</b>	•Applicant received funding in 4 of the last 5 grant cycles.
<b>0</b>	•Applicant received funding in 5 of the last 5 grant cycles.
<b>0-10</b>	<b>3. Donations or In-kind Services</b>
	•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.
<b>0-10</b>	<b>4. Areas of Special Interest: Water Conservation or Food Waste Diversion</b>
	Development and implementation of a water conservation or food waste diversion project or program, which are sustainability priority areas for the City.
<b>0-15</b>	<b>5. Innovative Project</b>
	Proposed project is unique or has the potential to serve as a model for future projects.
<b>0-15</b>	<b>6. Long-Term Project**</b>
	Proposed project requires substantial involvement over an extended period of time, typically over many months or potentially ongoing without a proposed end date. Method for project continuation after the grant period ends must be outlined.
<b>0-15</b>	<b>7. Significant Lasting Environmental Benefit**</b>
	Project with significant and/or long-term benefits in sustainability, greenhouse gas reduction, recycling and diversion programs or similar lasting environmental benefit.

**Additional 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 general benefit of the club or non-profit.
- All projects are scored and ranked from highest to lowest.
- \*\* For awards over the \$2,000 minimum, grants are only eligible if they fall into one of these two categories:
  1. The project scores a minimum of 15 points out of 30 points available from Criteria 6 (long-term project) and Criteria 7 (significant lasting environmental benefit) combined.
  2. The project will require expenses, such as supplies, equipment or specialty contractor services, which are needed for implementation.

Three examples of project proposals and their eligibility for grant awards are shown on the following page.

### **Example Grant Awards:**

*Awesome Club requested \$4,000 and submitted a detailed 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 and 7 and there were no expenses, they were awarded \$2,000.

*The Droughtbusters were the second highest scorers and applied for \$5,000. Their proposal was to assist a local non-profit rip out their lawn and convert the area to native plants that provide habitat and a small garden with fresh vegetables for the kitchen.*

This project met the criteria under 6 and 7 since it would take several months to complete 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, based on the project's long-term nature and extra funds needed for expenses.

*The Athleticos submitted a proposal for \$5,000 that included \$2,500 in supplies and equipment expenses to execute a project, which took a couple of weeks to complete.*

Their project was short-term and did not meet the minimum required under criteria 6 and 7. However, they needed \$2,500 to pay for the supplies and equipment necessary to carry out the project, which qualified the project for funding greater than \$2,000. Therefore, they were awarded \$4,500.