



City of Thousand Oaks Public Works Department

Community Enhancement Grant Overview & Guidelines FY 2018/19

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.

Support for the grant comes from the City's Solid Waste Management Reserve Fund. Therefore, projects must have an environmental benefit. Project examples 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, public outreach, and education programs.

Grant Funding

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

Application

The application, vendor tax ID form, Project and Fiscal Sponsor Authorization form, and a sample Contract Agreement including insurance requirements (required from the property owner) may be downloaded at [our Community Enhancement Grant page](#)

Program Manager

Vanessa Pellegrino is the program manager for the grant and can be reached at (805) 449-2439 or at vpellegrino@toaks.org.

Due Date: TUESDAY October, 16, 2018 at 5:00 pm.

Applicants must submit a completed grant application via email or delivered by mail or hand to Vanessa Pellegrino, Program Manager by the due date. Applications not received by the deadline will not qualify for review. The submission must include all required attachments. Documents delivered after that date will not be considered.

Documents submitted by e-mail will receive a return email confirming receipt of the submission and number of attachments. This is solely an acknowledgement that the email was received and is not a confirmation that all required components are included.

E-mail applications to gogreen@toaks.org

City of Thousand Oaks Community Enhancement Grants Guidelines

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Section A Grant Eligibility Requirements

Section A1. Eligible Projects

Eligible projects provide community beautification or environmentally beneficial projects that benefit a cross-section of the Thousand Oaks community. Eligible projects can be used to purchase materials and supplies for the project as well as provide up to \$2,000 in general support to qualified organizations.

Section A2. Eligible Organizations

- a. include 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.
- f. no member of any sponsoring organization shall receive any compensation for services or activities funded by the grant program.

Section A3. Eligible Locations

Projects may be conducted in a single area such as a school, church, open space area, public right-of-way, or in a regional or citywide area. See **Section B5** for property requirements and authorization.

Section A4. Funding

The minimum award per organization per year is \$2,000. The maximum award per organization per year is \$5,000. Half of the funds are paid upfront and the remainder is reimbursed after the project and the Closeout Report is completed.

An eligible applicant may request up to \$2,000 of grant funds to use for any legal purpose. Requests for funds above that amount must be tied to project related expenses as further described in the scoring criteria.

Section B Application Requirements

Section B1 Completed Applications

A complete application would include the application and the budget spreadsheet and any of the following documents that apply to your proposed project. Failure to provide the required authorizations with the application will eliminate the application from consideration

Section B2 Budget Spreadsheet

An Excel spreadsheet has been provided. Applicants will complete the yellow portions estimating the project costs and the value of any in-kind donations. The spreadsheet has formulas so that it will calculate the totals. For instance, if 10 trees at \$50.00 each are requested and are entered into the columns it will add up to \$500 in the estimated column and also in the grant funds requested unless an estimate is also given for a donation. Perhaps the store or nursery agreed to donate two trees, then \$100 would be entered into the in-kind donations, and the total will now add up to \$400. Save the modified spreadsheet using the name of your group in the title.

An applicant that is requesting to do a project that does not have any expenses will still fill out the spreadsheet. They would list their information at the top and skip the expenses portion and just fill out the “General Support” line under “Grant Funds Requested”.

Section B3 Fiscal Sponsor or Agent

If the applicant is not a federally recognized non-profit with a tax ID number, they must arrange to have an organization meeting that requirement agree to accept and disburse funds on their behalf. A **Project and/or Fiscal Authorization Form** must be signed by the fiscal agent and a copy of their tax ID form submitted with the completed application.

Section B4 Insurance

Applicants are responsible for meeting all applicable insurance and workers compensation requirements. Proof of insurance is not required unless it is a project on city property. If the applicant is proposing a project on **City property** then they must meet the City’s insurance requirements set forth under the insurance attachment in the City Sample Contract Agreement.

Section B5 Property Owner Approval

This form is necessary if applicant does not own the property the project will be conducted on. Applicants must obtain written approval from the property owner or authorized party to conduct their project in the proposed location with the application (i.e., a signed **Project and/or Fiscal Authorization Form** from the property owner). Proposed projects on CVUSD property that would be permanent (new gardens, hydration stations, etc.) require CVUSD District approval.

Section B6 TAX ID or Vendor ID Form

Proof of either the applicants’ non-profit status or the proposed Fiscal Sponsor must be provided at the time of application submission.

Section B7 Deadline

Submissions or additional supporting documentation will not be accepted after the published time and date. This is strictly enforced.

Section C. Grant Review

Section C1 Grant Review & Approval

The grants are competitive and are judged by the Community Funding Review Committee using the scoring criteria. The Committee will score all applications and award points using the Scoring Criteria in Section E with the exception of prior funding awards which will be determined by City staff. City staff will also review all applications to ensure that all requirements under the pass/fail criteria have been met to ensure eligibility. Applications that do not meet these minimum criteria will not be sent to the reviewers.

Section C2 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. The Community Funding Review Committee may eliminate items that are not consistent with the intent of the grant.

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.

Section C3 Additional clarification on grant awards 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. An additional \$3,000 may be requested for project expenses, such as supplies, equipment or specialty contractor services, which are needed for implementation.

Section C4 Council Meeting

The Committees recommendations are forwarded to the City Council for approval at a publicly noticed City Council meeting. Applicants are welcome, but not required to attend.

Section D Grant Post Award Process

Section D1 Project Commencement

Grantees shall not commence work on the project until a contract has been signed by all parties, all required paperwork has been submitted to City staff and the grantee has received written notification from City staff that work may commence.

Section D2 Project Modifications

The grant was awarded based on the application submitted, so the finished grant project should substantially be the same. However, grantees do not need to receive

approval to modify a project that still substantially meets the same description. For example, a project to build four picnic benches is changed to three based on space constraints or more expensive materials or five benches because you found cheaper materials is substantially the same.

Major modifications require prior approval and may result in termination of the grant. For example, a grant to build a garden could not be modified to a recycling project because the garden turned out not to be feasible.

Section D3 Closeout Report

A short summary (example on website) of the project will be required upon project completion. The summary should include pictures of the project and a very brief summation of the project including any changes made in the implementation of the project. In addition, a final budget spreadsheet will be provided and the grantee will list actual expenses incurred. The summary does not need to list all individual expenses in a category. For example, a grantee that is buying five each of ten different types of plants (50 total) for a water conservation garden project can just list 50 plants.

Section E Definitions

Grant – 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*.

Fiscal Sponsor or Agent - A fiscal sponsor or agent is an organization with a federal tax ID number that agrees to accept and disburse the grant funds on behalf of a grant applicant that does not have legal non-profit status.

In-kind Contribution – A donation of goods or services. Does not include cash donations.

Section F. Project & Grant Examples

Section F1 Project Examples

Eligible projects include, but are not limited to, the following:

- recycling;
- litter collection;
- weed abatement;
- waste reduction;
- food diversion/recovery projects
- refillable water stations;
- stormwater quality improvements;
- landscaping, mulching;
- garden projects;
- energy efficient projects;
- drought tolerant landscaping;
- programs that incorporate reduction of single use disposables
- public outreach and education programs;

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

Section F2 Grant Examples

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 for a proposed litter cleanup project with all supplies donated. They had requested \$4,000 dollars. However, there were no expenses, so they were only eligible for a maximum of \$2,000 dollars.

The Droughtbusters were the second highest scorers and applied for \$5,000. Their proposal required \$3,000 in expenses to assist a local non-profit rip out their lawn, install drip systems, and convert the area to native plants to provide habitat and a small garden with fresh vegetables for the kitchen.

They were awarded the full amount based on the project's need for \$3,000 in expenses.

The Athleticos submitted a proposal for \$5,000 that included \$2,000 in supplies and equipment expense.

Their project only needed \$2,000 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 \$4,000

See scoring criteria table on next page

Section H Scoring Criteria Table

GRANT PROGRAM GRANT SCORING CRITERIA	
Points	Description
Pass/ Fail	<i>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 including Project Authorization and copies of insurance documents, if necessary • Budget Spreadsheet • Any other required attachments
0-10	<i>1. Previous Grant Awards</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.
0-30	<i>2. Community Impact</i>
	Moderate, substantial, or significant community impact.
0-20	<i>3. Innovative Project</i>
	Proposed project is unique or has the potential to serve as a model for future projects.
0-20	<i>4. High Priority Projects</i>
	Development and implementation of an energy efficiency project, water conservation project, or a project that reduces use of single use disposables, such as water refill stations (eliminates plastic water bottles).
0-20	<i>5. Significant Environmental Benefit**</i>
	Project with significant and/or long-term benefits in sustainability, greenhouse gas reduction, recycling and diversion programs or similar lasting environmental benefit.