



City of Thousand Oaks Community Grant Overview & Guidelines

The City Council on November 27, 2018 approved a consolidated and restructured community grants program to fund organizations and individuals seeking to provide cultural events and activities, enhancements to the environment, improvements to sports and recreation facilities, and social services programs—all of which improve the quality of life in the City. Grant applications will be reviewed by the Community Funding Review Committee (CFRC), a nine-member public review committee, which will score the applications and present their recommendations for funding to the City Council for final approval.

Each grant program will retain its staff liaison or “resident expert” and a staff person will also serve as the CFRC Liaison to assist the CFRC Committee. The new process will provide consistency among the four programs with respect to grant criteria, applications, scoring, agreements, insurance, performance standards and performance reporting. Following are the four grant programs that were consolidated under the new Community Funding Review Committee:

1. Community Events Endowment Fund (CEEF) **DUE April 25 by 4:00 pm**
2. Community Enhancement Grant (CEG)
3. Social Services Endowment Fund (SSEF)
4. Sports Facility Endowment Fund (SFEF)

Revised Application Overview

The new application and scoring criteria provides consistency across the grants by having a General Information section that applies to all grants. The application also includes sections that are specific to each grant that are listed at the top of the application. Please ensure that you fill out all sections applicable to the grant for which you are applying. Failure to do so will result in rejection as incomplete.

Scoring Criteria

The scoring criteria used to review the applications is available for download at www.toaks.org/grants.

Confirmation of Submission

Each grant has a separate email address to facilitate communication to the proper staff and allow for an autoreply to confirm that your email was received. However, this autoreply does not confirm that all applicable sections were submitted. If you have questions about what to submit, please contact staff at least three business days prior to the deadline to ensure time for a reply.

Community Grants Workshop – April 10 at 6:00 p.m.

The City will be hosting a workshop to explain the new grant process and answer your questions. It is highly recommended that any groups considering applying for a grant attend the workshop to ensure they comply with the new requirements. Please visit www.toaks.org/grants for details.

Background Information

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.

Project Modifications

The grant is awarded based on the application submitted, so the finished grant project should substantially be the same. Modifications require prior approval from the grant manager. Modifications to the project without prior approval by the grant manager may result in termination of the grant and a request for repayment of any funds advanced to the Grantee.

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 (if feasible) and a very brief summation of the project including any changes made in the implementation of the project.

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 significant 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. This does not include cash donations.

Application Frequently Asked Questions

The following is intended to give guidance on filling out the application and complying with the guidelines for areas of the application that may be confusing. We anticipate that this section will grow as we receive questions from potential applicants.

Section A: General Information

Question 4 – Proposed partners' letters of support

Projects or Events are not required to have partners. However, if an applicant has partners or is relying on other organizations or groups to successfully complete the proposed project or service, then applicants must provide a letter of support confirming the partner's commitment to providing that component of the project or service. The letter of support should be signed by someone authorized to commit that group to participate and therefore should include their title and contact information.

Question 6 – Are the members located within the City?

The City wants to ensure that funds from the City benefit our residents. If the applicant is a chapter or subdivision of a larger organization, please list the local members of the chapter. For example, a Boy or Girl Scout troop may have their regional headquarters act as the fiscal agent, but they would list the number of members in their local troop that is applying for the grant.

Question 7 – Is the organization a non-profit?

The applicant should be a legal non-profit or they will need to use another organization as their fiscal agent and complete Section F.

Question 9 – Project Location

The project location must be within the incorporated City limits. If you are unsure if your location will qualify, please contact the Grant Manager before you fill out the application to confirm eligibility.

Question 9 – Is the location or service open to the general public?

The City wants to ensure that grant funds support a wide cross-section of the public. For the purposes of these grants, public schools are deemed to be locations open to the general public, even though an improvement may not be available to any particular member of the general public. For example, improvements to a high school weight room or gym would benefit many students and therefore would qualify.

Question 10 – Has your Organization received this grant within the last five years?

This question is specific to the grant that the organization is requesting funding for in this application.

Question 12 – Provide any additional helpful information.

This is an opportunity to cover any areas that we may have overlooked in our questions or if necessary to continue a response from a prior question.

Question 14 – Insurance

Please review and determine if you can comply with the City's insurance requirements prior to submitting. Staff recommends that you discuss these provisions with your insurance broker before applying. Please

note that these are the highlights of the insurance requirements. The more detailed requirements are in the posted Community Grants Agreement.

Question 15 – Signatures/Certification

The applicant is required to sign as well as the property owner or sponsor if different than the applicant. The City needs to ensure that the property owner and/or sponsor has reviewed and approved the proposed project/service.

CRITICAL TO COMPLETE APPLICATION

The City requires that applicants physically sign the application. Computer generated signatures will not be accepted. Applicants can print the application and sign and then scan and submit the scanned copy.

Completed applications must be received by April 25 at 4:00 p.m.

Section C: Community Events Endowment Fund Only

Overview

Eligible Events

Eligible events must be scheduled to occur between July 1 and the following June 30. Events must take place within the City of Thousand Oaks, benefit a wide cross-section of Thousand Oaks' residents, or represent Thousand Oaks in arts competitions throughout other regions. Events must be accessible by the public and may not be political or religious in nature; fundraising events are also excluded from qualification.

Eligible Organizations

- a. a non-profit organization with a valid Internal Revenue Service Code 501 (c) 3 designation or a school booster club or similar organization. **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). If a fiscal sponsor is being used, Section G must be completed
- b. demonstrate a clear record of artistic excellence or benefit and accomplishment through description and examples of prior successful events
- c. must be located in the City of Thousand Oaks
- d. must provide adequate supervision of minors
- e. no member of any sponsoring organization shall receive any compensation for services or activities funded by the grant program

Funding

The maximum award per organization per year is equal to 10% of the grant pool (currently \$85,000); thus, the maximum award available would be \$8,500. Grants may also not exceed 10% of the applicant organization's budget. Events **must** have matching funds in order to qualify. Funding is consistent with the City's fiscal year; eligible events must be scheduled to occur between July 1, 2019 and June 30, 2020.

Question 1. Proposed Event Information

Describe the details of the event, for which grant funding is being sought. Include:

- a. Name of event details with dates
- b. Event Budget (completed budget worksheet in Section C2).
- c. Location(s) of the proposed event
- d. Describe how the event will promote collaboration and affect the arts community
- e. Total annual budget – needs to match the total amount in the Section F worksheet
- f. Identify sources of required matching funds
- g. Identify how the grant funds will be used to facilitate the project

Question 2. Proposed Event Budget

Please give an overview of the proposed event budget.

Section F. Financial Report and Operating Statement for the applicant organization

Applicant organizations must supply a YTD Financial Report and an Operating Statement of the most recently completed fiscal year. (Supplemental pages may be included but are not a substitute for the application form. Please complete the form provided and include any supplemental information as needed.).

Section G: Property Owner/Fiscal Sponsor Authorization (if applicable)

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.

Property Owner Approval

This form is necessary if applicant does not own the property on which the project or event will take place. Applicants must obtain written approval from the property owner or authorized party to conduct their project or event in the proposed location and submit it 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 and possibly approval from the Division of State Architect.