

Grant Criteria for SSEF Specific – Please verify you have met and/or understand all the requirements in the checklist before completing or submitting application.

ALL APPLICATIONS MUST BE FILLED OUT ONLINE AT: WWW.TOAKS.ORG/GRANTS

CHECKLIST (ALL GRANTS)		
<input type="checkbox"/>	Application Amount	Must apply for an amount between \$3,000 and \$10,000.
<input type="checkbox"/>	Resident Benefit	Grant funding must be used solely to promote or support programs that benefit a wide cross-section of Thousand Oaks residents.
<input type="checkbox"/>	Nonprofit Status	Applicant must be a nonprofit 501 (c)(3) or government agency.
<input type="checkbox"/>	Community Benefit	Organizations applying for funds must provide a record of community benefit and/or fundraising efforts, financial statements, and accountability, including: mission statement; annual report; and budget.
<input type="checkbox"/>	Property Owner Approval	Applicants must submit with their application the written approval of the property owner on which the proposed activity is to take place.
<input type="checkbox"/>	Member Compensation	No member of any sponsoring organization shall receive any compensation for services or activities funded by the grant program.
<input type="checkbox"/>	Purposes Not Eligible	Funding is not eligible for a purpose that is religious or political in nature and may not be used for fundraising activities.
<input type="checkbox"/>	Minors	Organizations must provide supervision for minors and must provide equipment and supplies as necessary for the proposed activity.
<input type="checkbox"/>	Timeliness	Organizations will use grant funding in a timely manner. A program performance report must be submitted to the City upon completion of the project. The City will accept one payment request. Please submit invoices as soon as possible.
<input type="checkbox"/>	Grant Agreement	Organizations must enter into a written grant funding agreement with the City and grant funds must be used solely for the purposes described in the grant application. If the activity to be funded is significantly altered after the grant funding agreement is signed, the organization must notify the City, and may be subject to City request to refund grant amount, in full or in part.
<input type="checkbox"/>	Insurance	Organizations that receive grant awards will be required to have insurance coverage that equals 2 million dollars in aggregate for general commercial liability and auto liability. For additional insured, language must read "City, its elected officials, officers, and employees shall be named as an additional insured". All policies must include and endorsement that they are not subject to cancellation without 30 days prior written notice. Workman's compensation may be waived for organizations that include all volunteers.
<input type="checkbox"/>	Financial Report	Section I is to be filled out for the organization not the program.

CHECKLIST (SOCIAL SERVICE ENDOWMENT FUND ONLY)		
<input type="checkbox"/>	Funding	Funded Activities must serve low-income City of Thousand Oaks residents.
<input type="checkbox"/>	Allocation	The minimum grant award per application is \$3,000 and the maximum grant award per program per year is \$10,000.
<input type="checkbox"/>	Services	Grant funds used to deliver unduplicated services to low-income Thousand Oaks residents will score higher.
<input type="checkbox"/>	Program Management	Organizations that have good financial controls and management skills for the program will score higher.
<input type="checkbox"/>	Program Status	Program may be new or existing and have a proven track record.
<input type="checkbox"/>	Program Goal	For question H (a) describe how requested grant amount (unmatched) will serve x number of unduplicated persons. In addition, state goal of unduplicated persons served by entire program. Ex: \$1,000 unmatched grant dollars will serve how many unduplicated persons? AND How many unduplicated persons will be served by the entire program?
<input type="checkbox"/>	Ranking	85-100% = 100% Funding 70-84.9% = 75% Funding 55-69.9% = 50% Funding

Applications will be reviewed in February 2020 by the Council-appointed Community Funding Review Committee who will make funding recommendations to City Council in Spring for approval. If awarded, grant will begin for services July 1, 2020.

If you have questions or require additional information email: SSEF@toaks.org.

Deadline to submit application to SSEF@toaks.org is January 17, 2020 by 5:00 pm.