



**City of Grand Terrace
Community Benefits Fund (GT-CBF)
Program Guidelines**

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The City of Grand Terrace is a dynamic and vibrant place, has a residential population of around 13,000 (as of 2015) a number of community organizations, all striving to make Grand Terrace a great place to be.

The Community Benefits Fund program is delivered by the City of Grand Terrace City Council to support and empower people and communities to become engaged, to connect and to take local action.

Objectives of the Community Benefits Fund

- build relationships and allow the City of Grand Terrace to partner with community to support shared outcomes;
- provide the opportunity for community to identify and respond to local issues, concerns and priorities that link with our priorities;
- build community capacity and empower the community to take an active role in improving their quality of life; and
- foster community involvement and participation.

Principles

The City of Grand Terrace's approach to working with the community is underpinned by community strengthening principles. These guide how we work with community and the projects prioritized for funding. These principles include:

- an asset-based approach that builds on the strengths that exist within our community;
- evidence based approach that acknowledges the needs and aspirations of our community;
- access and equity to ensure a socially inclusive community;
- valuing collaborations and partnerships; and
- valuing the social, economic, and environmental sustainability of our City.

Eligibility Criteria

To be eligible to apply for a Community Grant with the City of Grand Terrace, applicants must meet the following criteria:

- The grant application must be for the furtherance of a public purpose benefiting the City.
- Organizations must be located within, or offer a project within, the City of Grand Terrace municipality.
- Applications must have a focus on City of Grand Terrace's local communities.
- Applicants must have no outstanding debts to the City of Grand Terrace.
- Activities must take place by the end of the then current fiscal year, June 30th.

Note that a single project, event, activity, or program will only be considered for one City of Grand Terrace grant program at a time.

Community Benefits Fund Outcomes

To contribute towards our vision for the City of Grand Terrace, Community Grants are provided to schools and not-for-profit sports and community organizations to carry out a municipal purpose while improving the people's quality of life. While the grants aim to improve the quality of life of all people, priority is placed on proposals that highlight on:

- Youth Programs; and
- Community Events.

Applicants are required to outline how the application will contribute to one or more of the outcomes listed below.

- **People are healthy:**
 - Relates to people's physical and mental health and wellbeing.
 - Relates to increasing opportunities for physical activity.
- **People are safe:**
 - Relates to people's perceptions of feeling safe within their community
 - Relates to people's knowledge of how to reduce personal injury and harm.
- **People are connected and participate:**
 - Relates to people's connections to their community. Community often relates to geographic locations but can also relate to family networks, support networks, people with common or shared beliefs, values, friendships, interests and activities.

- Participation relates to people volunteering, participating in civic life, being engaged in decisions and involved in planning, developing and delivering solutions.
- **People have knowledge and skills:**
 - Relates to people having the opportunity for lifelong learning and gaining the knowledge and skills required to participate in education, employment, and their community.
- **People feel they belong:**
 - Relates to people feeling they belong and having the opportunity to freely express and celebrate who they are, regardless of culture or identity.
 - Relates to people having an understanding of other people, their culture and identity.

Dates

- Applications must be submitted by 1st of each month for consideration at second council meeting of the month; and
- Council will fund one application per organization.

Funding Categories

The total budget for the 2016 Community Benefits Fund program is approximately \$25,000. Grants will be awarded up to a maximum amount of \$2,000 for a project and must be completed during the current fiscal year (June 30). Below lists the funding set aside for each project/activity:

<u>Category</u>	<u>Total Budget</u>
Youth Programs	\$10,000
Art, Business & Service Organizations	\$5,000
Community Waiver Requests	\$5,000
Other (ex. economic development enhancements, etc.)	\$5,000
TOTAL	\$25,000

Successful Applications

- Successful applicants will be required to sign a letter of agreement that outlines the terms and conditions of funding.
- Successful applicants will be required to provide participation data, and data that demonstrate if the funded application has achieved City Council's outcomes.

What will not be Funded

- commercial activities and organizations;
- fundraising activities, competitions, prizes, and award exhibitions;
- permanent staff costs;
- organizational core operating costs such as funding for permanent staff members, insurance and utilities, interstate or international travel costs;
- projects that duplicate existing services and programs;
- projects with a sole religious or political purpose;
- Projects which include proselytization for any religion or denomination
- activities, projects, programs, and events that have already taken place;
- activities, projects, programs and events that have already been funded through other City of Grand Terrace programs or activities, another grant and sponsorship program, or through an existing funding agreement with the City of Grand Terrace; and
- City of Grand Terrace owned or run activities, projects, programs and events.

Assessment Process

After the grants program has closed and we have received your application:

- You will receive an email confirming receipt of your application;
- City staff will review all applications for eligibility. Ineligible applicants will be notified that their application is ineligible;

- City staff will review all eligible applications and make funding recommendations to City Council.
- The City of Grand Terrace makes the final decision on the outcome of all eligible applications;
- All applicants will receive a letter with the result of their application; and
- The list of successful applicants will be published on the City of Grand Terrace's website approximately a month after all applicants have been notified of the outcome of their application.

Assessment Criteria

The Community Grants program is a non-competitive grant process. Applications are assessed against the assessment criteria below. The City of Grand Terrace may receive more funding applications than it can support, and applications will be awarded based on availability of funds and reviewing the sub-committee's recommendation.

We reserve the right to reject any application that does not meet the eligibility criteria or the assessment criteria. The City of Grand Terrace also reserves the right to request further information in considering applications.

To give your application the best chance, ensure the information included in the application addresses these criteria.

Weighting

All grant applications must be for a public purpose that benefits the City. Each application will be reviewed with the following assessment criteria:

Alignment to the Community Benefits Fund Outcomes (30 per cent weighting)

- Are the application's aims and outcomes clearly identified?
- Does the application support the Community Benefits Fund Outcomes?
- How is the project evaluated – how will they know if the project has achieved the community grants outcomes?

Community Needs (20 per cent weighting)

- Is there a clearly identified and demonstrated local need for this application?
- Does the application and activities identified effectively address this need?
- Has the application appropriately engaged with the local community?
- Have local people, participants, members or service users been involved in identifying this need and have input into the response?

Organizational Capacity (20 per cent weighting)

- Is the application well planned and achievable within the timeframe?
- Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- Does the application identify appropriate partners that will work with them in a collaborative way?
- Is the scope of the project appropriate?

Access and Equity (15 per cent weighting)

- Does the application address issues of social exclusion or barriers to participation?
- Does the application target children of the community?
- Is the application accessible and inclusive?

Budget (15 per cent weighting)

- Does the budget accurately reflect the scope and scale of the application?
- Have other funding sources been identified?
- Have the resources that are required to deliver the project been clearly identified?
- Is the application financially viable and does it demonstrate sound management?

Other Factors that influence the final decisions for funding include:

- Supporting as many local organizations as possible and providing opportunities for new and emerging organizations and communities.

- Other funding provided to organizations by the City of Grand Terrace.
- Supporting a variety of organizations, community outcomes and community target groups.

Essential Attachments for all Applications

- Ideally applicants must provide a certificate of currency for public liability or other relevant insurance. Alternatively, applicants can provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed. City Council may determine that the risk assessment document is inadequate and require appropriate insurance coverage prior to releasing funding.
- If you are applying for capital works or maintenance on a community facility, you must submit at least one quote.
- To give your application the best chance at being successful, it is recommended that significant single expenditure items (e.g. single items like computers or items over \$1000) include full details within the budget or ideally a quote.
- If quotes are provided by family, friends or committee members, you are required to declare this.

Lobbying

Canvassing or lobbying of City Council Members or City employees in relation to any grants and sponsorship application is prohibited during the application process. No further consideration will be given to an application submitted by an applicant that canvasses or lobbies a City Council Member or City employee in relation to their application.

Grant Terms and Conditions

If your application is successful, you will be required to:

- Sign a funding agreement or a letter of agreement with the City of Grand Terrace that provides details about the terms and conditions of funding.
- The funding agreement or letter of agreement will outline data collection and reporting requirements specific to your application.
- All applications need to be assigned a grant manager who is the primary contact for the delivery of the successful project.
- In some instances, you may be required to meet or discuss your project with the City staff, City Council or the City Manager and provide revised information.
- Issue the City of Grand Terrace with an invoice for the grant amount.
- Supply all requested information prior to any funding being released.
- Submit paperwork within the allocated time frame. Funding is allocated from specific financial year budgets and if paperwork is not submitted within the allocated timeframe, then funding is forfeited by the funded organization.
- Use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted, without the written permission from the City of Grand Terrace.
- Deliver the project within the allocated budget. The City of Grand Terrace will not be responsible for shortfalls in project budgets if the applicant is unable to meet project costs.
- The City of Grand Terrace must be acknowledged in all promotional materials relating to the successful application, including use of the logo (with City Council prior approval).
- The City Council will be invited to attend any significant launches or events associated with this project.
- Complete the project by the end of the current fiscal year (30 June).
- Provide an acquittal report at the end of the project that includes the data collection requirements agreed to in the funding agreement or letter of agreement.

Completing and Submitting your Application

The Grand Terrace Community Benefits Fund (GT-CBF) will accept applications at the first of each month. We can receive written funding requests by email at gtcbhfundingrequests@grandterrace-ca.gov or by fax to (909) 824-6623. You can also submit your application via postal service or other express delivery courier to Grand Terrace Community Benefits Fund, 22795 Barton Road, Grand Terrace, CA 92313-5295. Questions can be directed to gtcbhfundingrequests@grandterrace-ca.gov or by phone at (909) 824-6621 extension 6.

Additional Information

Arts Grants

The arts program category is open to all artists and arts organizations. Grants are available for arts projects or activities, in any art form or practice that takes place in the City of Grand Terrace. The arts program offers anyone with a great idea and an artistic outcome in the City of Grand Terrace the opportunity to apply for funding.

Small Business Grants

Small business grants for start-up, business expansion, export entry, business support services and micro businesses.

Social Enterprise

Under the social enterprise grants program, businesses creating or expanding employment and self-employment opportunities for disadvantaged persons are eligible to apply.

Business Events Sponsorship

For business events and conferences held in the City of Grand Terrace municipality.

Events Partnership Program

Annual sponsorship for events that enhance Grand Terrace's events calendar.



CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

GT-CBF FUNDING APPLICATION

PURPOSE

Grand Terrace City Council's Community Benefits Fund (GT-CBF) provides funding for local youth programs, community events, community fee waivers, and be used as an economic development tool for small business development in the City.

Projects or activities that achieve one or more of the following criteria may be eligible for funding:

- to increase community identity and participation;
- to increase services benefitting our youth, seniors and the community;
- to build innovative and effective responses to emerging community needs and social issues; and
- to increase the skills, knowledge and understanding within the community to respond to community issues and need.

FUNDING CONSIDERATIONS and PROCESS

Grants will be awarded up to a maximum amount of \$2,000 for a project and must be completed during the current fiscal year (June 30). Below lists the funding set aside for each category:

<u>Category</u>	<u>Total Budget</u>
Youth Programs	\$10,000
Art, Business & Service Organizations	\$5,000
Community Waiver Requests	\$5,000
Other (ex. economic development enhancements, etc.)	\$5,000
TOTAL	\$25,000

Please refer to the Community Benefits Fund 2016 Guideline for a comprehensive list of projects or activities that will not be considered for funding. All qualified applications will be submitted to City Council for review and approval.

SUBMITTING YOUR APPLICATION

The Grand Terrace Community Benefits Fund (GT-CBF) will accept applications at the first of each month. We can receive written funding requests by email at gtcbhfundingrequests@grandterrace-ca.gov or by fax to (909) 824-6623. You can also submit your application via postal service or other express delivery courier to Grand Terrace Community Benefits Fund, 22795 Barton Road, Grand Terrace, CA 92313-5295. Questions can be directed to gtcbhfundingrequests@grandterrace-ca.gov or by phone at (909) 824-6621 extension 6.



CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

ORGANIZATION INFORMATION			
Organization Name:			
Organization Mission:			
Organization Contact #1:	Name:	Title:	
Mailing Address:			
City, State, Zip Code			
Phone & E-mail:	Phone:	E-mail:	
Organization Contact #2:	Name:	Title:	
Mailing Address:			
City, State, Zip Code			
Phone & E-mail:	Phone:	E-mail:	
Have you ever applied for funding through the City's Community Benefit FUND (CBH) before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list each time you have applied, the outcome, whether you were granted funding or not, the amount your organization originally requested and the amount approved, if any.			
Purpose of Prior Funding Requests <i>(if any)</i>	Request Date	Amount Requested	Amount Approved <i>(if any)</i>
1.			
2.			
3.			
4.			
5.			
Date of Application:			
Requested Amount:			



CITY OF GRAND TERRACE COMMUNITY BENEFITS FUND (GT-CBF)

PROJECT INFORMATION				
Project/Activity Title:				
Project/Activity Description (description of event the organization is seeking funding for)				
Describe how the project/activity is for a public purpose and benefits the residents and or community of Grand Terrace				
Project/Activity Target Population:	<input type="checkbox"/> Youth <input type="checkbox"/> Businesses	<input type="checkbox"/> Seniors <input type="checkbox"/> Disabled Persons	<input type="checkbox"/> Women <input type="checkbox"/> Yes	<input type="checkbox"/> Low-Income <input type="checkbox"/> Entire Community
Project/Activity Date:				
Location of Project/Activity:				
Detailed description of how the funds will be utilized.				
Negative Impact should funding not be approved:				

Submit completed application to:

City of Grand Terrace
 City Manager's Office
 22795 Barton Road
 Grand Terrace, CA 92313-5295
 Attn: Konrad Bolowich