

**City of San Luis Obispo
Human Relations Commission
2012-2013 Grants-in-Aid Program**

PURPOSE

The City of San Luis Obispo Human Relations Grants-in-Aid Program provides financial support to non-profit organizations that promote the economic and social well-being of its citizens.

REQUIREMENTS

- Organizations that received Grants-in-Aid during the 2011-12 funding cycle must have complied with all reporting requirements to be considered for 2012-13 grant
- Grants are primarily made to organizations based in the City of San Luis Obispo. Agencies based in neighboring communities that serve a significant number of City residents also are encouraged to apply.
- Grants are made only to non-profit organizations.
- Organizations must comply with the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status.
- Applications for a specific program, project, equipment need or general operational support will be considered if the organization's mission falls under one or more of the Human Relations Commission's priority funding areas listed below.
- Enter into a contract with the City of San Luis Obispo prior to receipt of GIA funds. A sample can be found on the website at <http://www.slocity.org/humanresources/grants.asp>

PRIORITY FUNDING AREAS

The following priority funding areas are not listed in order of importance:

- Homeless prevention including supportive services and transitional housing
- Hunger and malnutrition prevention
- Supportive physical and mental health services
- Services for seniors and/or people with disabilities
- Supportive services for youth and their development; especially targeted to youth at risk

Special consideration will be given to projects for which matching funds have been secured. In addition, programs are encouraged that will be used to initiate a new, ongoing service; that train or support service providers in order to expand their scope of services and/or increase the numbers of residents served; that initiates a new, ongoing funding source for the organization; that direct services efficiently to needy residents with low overhead and administrative costs.

APPLICATION PROCESS

Request for funding must be made in writing by using the enclosed application form. Please use a standard typeface of **11 points or larger**. Do not attach materials other than those requested. **Do not** use binders, covers or staples. In addition to the completed form, please provide the following documents:

- List of the organization's board members.
- Copy of document certifying Federal tax-exempt status.
- Copy of project budget.
- Copy of organization's most recent fiscal year financial statement including a statement of financial position/balance sheet, statement of revenue & expenses/income statement, profit & loss.
- Applicant's organizational chart.
- One (1) single-sided original grant application (hard copy) submitted to 990 Palm St. San Luis Obispo, CA 93401 and (1) scanned application submitted via email to kcrosswh@slocity.org in PDF format.

2011-2012 Human Relations Commission Grants-In-Aid (GIA) Timeline (for the 2012-2013 GIA Program year)

September 2011

- September 7th – HRC conducts Community Needs Workshop in Council Chambers

October 2011

- October 4th – City Council approves priorities based on HRC recommendation from the 2011 Community Needs Workshop

November 2011

- November 2nd – HRC Workshop (finalize GIA materials- application, rating sheets, etc.)

December 2011

- Early December – Email sent to past GIA grant applicants, United Way, and the Community Foundation advising them of the upcoming grant process
- December 12th – GIA applications available

January 2012

- Early January – Human Resources staff will send an email to all GIA applicants with a reminder of the Feb. 6, 2012 deadline and to see if they want a technical support meeting regarding the applications

February 2012

- February 1st – HRC assigns subcommittee to review GIA applications
- February 6th – GIA applications due to Human Resources
- February 13th – Emails sent to GIA applicants confirming receipt of applications

March 2012

- GIA Subcommittee meets to review applications and finalizes recommendations

April 2012

- April 5th - HRC review GIA Subcommittee's recommendations and adopts preliminary GIA recommendations
- Mid April – Email sent to GIA applicants noting preliminary recommendations and inviting them to attend the public hearing at the May 3rd HRC meeting

May 2012

- May 2nd – HRC public hearing HRC adopts final GIA recommendations

June 2012 (Dates Tentative)

- June 5th – City Council adopts final GIA recommendations
- Mid June – GIA contracts emailed to grant recipients
- June 26th – GIA contracts are due to Human Resources

July 2012

- Late July/August - Funds released to grant recipients

August 2012

- HRC to review 2013 GIA timeline
- Early August – Emails sent to former GIA applicants inviting them to attend Community Needs Workshop scheduled for late August or early September

September 2012

- Community Needs Workshop for 2013-14 Grants In Aid cycle.



city of san luis obispo

HUMAN RELATIONS COMMISSION 2012 GRANTS-IN-AID APPLICATION

AGENCY: _____

PROJECT/PROGRAM NAME: _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

E-MAIL ADDRESS: _____ URL ADDRESS: _____

WHO PREPARED THIS APPLICATION: _____ PHONE: _____

FEDERAL TAX ID NUMBER: _____ DATE AGENCY ESTABLISHED: _____

AMOUNT OF GRANT REQUEST: _____

1. Please provide your agency's core mission statement. (50 words or less)
2. Program / project description / requests:
 - a. Briefly describe the program, project or other reason you are requesting funds (100 – 150 words or less).
 - b. Please describe your grant request in detail (no more than one page).
 - c. Itemize how your agency would use the GIA award (see attached sample itemized budget).
3. Which priority of the non-ranked HRC funding priorities does your request support? Please check the appropriate boxes and explain.
 - Homeless prevention including supportive services and transitional housing
 - Hunger and malnutrition prevention
 - Supportive physical and mental health services
 - Services for seniors and/or people with disabilities
 - Supportive services for youth and their development; especially targeted to youth at risk

4. What is the project's total budget? _____
5. What is you agency's entire total annual budget? _____
6. What percentage of your agency's entire total annual budget comes from private (non-governmental) donations?
7. In the table below briefly list 1-3 methods of evaluation and indicators of success.

Methods of Evaluation	Indicators of Success
<i>Tracking Attendance (Sample answer)</i>	<i>100 Attendees Per Session (Sample answer)</i>

8. Using the chart below briefly explain if your agency plans to collaborate with other agencies and partners on this project. Give specific examples and specify other collaborators:

Name of Partner	Activity/Service They Provide for This Project
<i>ABC Dance Club (Sample answer)</i>	<i>Free Use of Dance Hall (Sample answer)</i>

9. What is the total number of residents served by your agency and program?

	# of residents served by your <u>program</u> July 2010 – June 2011	Projected # of residents your <u>agency</u> will serve July 2011- June 2012	Projected # of residents your <u>program</u> will serve July 2011- June 2012
City of San Luis Obispo			
Outside City limits			
Total Served			

10. If your agency is submitting more than one application for a grant, please rank the applications in the order of priority.
 - a. _____
 - b. _____
 - c. _____
 - d. _____

11. How will your program and the citizens of San Luis Obispo benefit as a result of this grant?

12. **Grants in Aid Eligibility Checklist:** Applications must satisfy all of the Grants in Aid eligibility criteria in order to be considered for GIA HRC review. Please verify by checking boxes below that this application satisfies each eligibility criteria:

- List of the organization's board members.
- Copy of document certifying Federal tax-exempt status.
- Copy of project budget.
- Copy of organization's most recent fiscal year financial statement including a statement of financial position/balance sheet, statement of revenue & expenses/income statement, profit & loss.
- Applicant's organizational chart.
- One (1) single-sided original grant application (hard copy) submitted to 990 Palm St. San Luis Obispo, CA 93401 & one (1) scanned, signed application submitted via email to kcrosswh@slocity.org in PDF format.

Signatures:

I certify that the information contained in this application is, to the best of my knowledge, true and accurate; that our agency subscribes to the Human Relations Commission's "Statement of Purpose and Bylaws" which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental or economic status; and that this application is submitted with the Board of Director's full knowledge and endorsement.

Print Name

Title (Board President or Designee)

Signature

Date

Print Name

Title (Executive Director/CEO or Designee)

Signature

Date