



PARKS, RECREATION &
COMMUNITY PARTNERSHIPS

www.cityofventura.net

2016-2018

Community Partnerships Granting Program Guidelines

PROGRAM GOALS: The City of Ventura Community Partnerships Granting Program (CPGP), first developed in 1998, is intended to financially support 501 (c)(3) non-profit social service organizations that provide services to Ventura residents. The program's total award funding is **\$140,000** for fiscal years 2016-17 & 2017-18 (2- year grant cycle) which will be awarded on a competitive basis with individual, **project-based** grants ranging from \$1,000 to \$20,000 for each year of the grant cycle.

The target project areas for this grant funding might include, but are not limited to:

- At-Risk Populations
- Disability (Developmental or Physical)
- Domestic Violence
- Environmental Concerns
- Health
- Employment Training
- Homelessness/Vagrancy
- Legal Assistance
- Literacy
- Mental Health
- Neighborhood Cleanup or Improvements
- Seniors
- Substance Abuse
- Teen Pregnancy
- Transportation Access

PROGRAM INFORMATION

- CPGP funding is restricted to project-based grants that support individual projects and initiatives and not general operating expenses.
- Funding will be allocated based on community need/impact, the number of City of San Buenaventura residents served, how closely the organizational mission statement aligns with city priorities, organizational and fiscal capacity, and receipt of other City funding, if applicable.
- Funding would not exceed the benefits provided to City of Ventura residents.
- Funding requests may not exceed 10% of the organization's overall annual budget.
- Organizations with budgets less than \$10,000 may apply for a grant of \$1,000.
- Applications will be reviewed by a panel consisting of a minimum of (3) three community members knowledgeable in the area of social service non-profit agencies and staffed by city staff.
- Appeals can be made in writing directly to the Parks, Recreation and Community Partnerships Director within 30-days of the CPGP grant approvals by City Council. A third party outside the Parks, Recreation and Community Partnerships Department will arbitrate the appeal and that decision will be final. No grant contracts will be issued and no grants will be awarded until the appeal is finalized.

TIMELINE

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| • Grant Guidelines Released | October 18, 2016 |
| • Grant Information Workshop | November 1, 2016 |
| • Applications Due | December 5, 2016 |
| • Grant Panel Convenes | January 2017 |
| • Panel Recommendations to City Council | January/February 2016 |
| • Award Notifications | February/March 2017 |
| • Contracts & Grant Monies | March/April 2017 |

ELIGIBILITY REQUIREMENTS

Organizations must:

- First time CPGP applicants must attend the Grant Information Workshop on November 1, 2016 from 5:30p-6:30p (City Hall Community Meeting Room, 501 Poli St).
- Be located in Ventura County and must clearly demonstrate services provided to City of Ventura residents.
- Provide proof of their tax-exempt status under 501(c)(3) of the Internal Revenue Code.
- Applicants must be in compliance with all City codes, laws and ordinances.
- Organizations must certify, by means of signature on the application, that they are not delinquent in repaying the City any debt, whether the debt arises from a tax bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive grant funds.
- Be in compliance with the Americans for Disabilities Act and operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin or disability.
- 2015-16 CPGP applicants must submit mid-year and final reports (as defined in the Grant Agreement with the City) from the previous cycle to be eligible for 2016-17 & 2017-18 funding.
- Maintain an ongoing liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage.

RETRICIONS & LIMITATIONS

- Organizations that receive line item budgetary support from the City of San Buenaventura and/or are current recipients of Community Development Block Grant funds (CDBG) are not eligible to apply.
- Cultural programs which teach or involve participation in the arts (these agencies would be directed to apply to the Cultural Funding Program).
- City would not fund organizations or programs whose primary functions include legislative programs intended to influence public opinion, political campaigns of candidates, public relations programs designed to influence public opinion, conduct of religious activities intended to indoctrinate individuals in or to carry out the intent or practice of religious beliefs. If an agency operates under religious auspices, it must clearly distinguish between services of a health and welfare nature and those of a religious nature.

- Grant funds may not be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; fines and penalties; building or remodeling of facilities, furniture or fixtures; lobbying any public agency or office; out-of-state travel; hospitality or food costs; placement of grant funds into trust, endowment or contingency funds; expenses for projects that have already been completed.

GENERAL APPLICATION INSTRUCTIONS

- All applications must be typewritten in 11 point font or larger using the fillable and saveable pdf version of the application form.
- Do not use any staples, folders or notebooks in your application (paperclips are acceptable)
- A cover letter is not required

REQUIRED DOCUMENTATION

Applicants must submit **one** original of the following:

- Application with original signature
- Proposal Narrative
- Audited Financial Statement
- Proof that organization is a 501 (c)(3)
- List of governing body
- Copy of City of Ventura Business License

SUBMISSION OF DOCUMENTATION

City of Ventura
501 Poli Street, P.O. Box 99
Ventura, CA 93002-0099
Attn: CPGP Grant Program, Room 226

CONTACT

If you have any questions or need additional assistance, please contact Community Partnerships Supervisor Cary Glenn at cglenn@cityofventura.net or 805-658-4732.