

# Western Addition Community Action Grant

## 2020 Grant Information Packet CYCLE 2

### IMPORTANT DATES TO REMEMBER:

Release Date on our website [successcenters.org](http://successcenters.org): March 3<sup>rd</sup>, 2020

Public Announcement at Mo Magic Meeting: March 5<sup>th</sup>

Technical Assistance Labs @ Career Center 1449 Webster Street

Tuesday March 10th: 5-7 pm

Tuesday March 17th: 5-7 pm

Tuesday March 24th – 5-7 pm

### Community Action Grant Cycle 2

**APPLICATIONS DUE:**

**(Monday March 30th)**

**By 5:00pm**

Return completed application emailed as a **PDF** to:

Adrian Owens at [aowens@successcenters.org](mailto:aowens@successcenters.org)

For more information or assistance contact the Community Action Grants Coordinator Ms.  
Adrian Owens at [aowens@successcenters.org](mailto:aowens@successcenters.org) or 415-549-7006

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## Overview

As a joint initiative between the Mayor's Office of Housing and Community Development and the Western Addition Community Stabilization Fund, this grant program is aimed at creating opportunities for individuals living, working, and participating in everyday life in the Western Addition. The objective is to create projects that engage the community in the goals of:

- Community Empowerment & Advocacy
- Community Cohesion & Community Building
- History & Heritage
- Resident Stability

## PROGRAM GOALS AND DESCRIPTION

Selected projects will receive grants between \$1,000 and \$5,000 to cover project-related expenses including translation, hiring of artists, landscapers, and other professionals that can assist in the implementation of a project. Funding for projects will be made available based on each project's timeline and needs.

Each project may have different needs in terms of planning and/or implementation. All groups will receive technical assistance at the Technical Assistance Workshop see schedule below, at Success Centers Career Center, 1449 Webster Street, San Francisco. Grantees must conduct a short informational and planning session with Community Action Grants Coordinator upon approval (budgeting, timeline, communication, record keeping, and reporting on projects).

### Types of Action Grants

**1. Community Member-Led Action Grants:** 2 or more community members can work with Western Addition residents in the design and implementation of projects that address the 4 goals mentioned above.

**2. Organization-Led Action Grants:** Western Addition organizations can design projects that benefit the broader community. Funds are to be used to host community events, or for projects focused on improving community spaces like parks, commercial corridors, and other historical/cultural landmarks. These projects are organization led, but require active community engagement and foster cross-cultural and/or intergenerational community building.

### All projects should result in:

- Community Empowerment & Advocacy
- Community Cohesion & Community Building
- History & Heritage
- Resident Stability

## GRANT GUIDELINES

- Expenses included in the grant budget must be incurred by June 30, 2020.
- Projects must have at least 3 working members.
- Projects must serve the Western Addition community and/or be located in Western Addition.
- Community-based groups (faith-based, neighborhood based, etc.) can submit up to two project ideas per grant, but only one grant per CBO will be awarded.

- Members of the project should commit to staying with the group during project implementation. Some turnover is expected, but the group should stay relatively consistent for the time that it takes to complete the project.
- Residents and workers of the Western Addition should not be denied entrance to or participation in a Community Action Grant event due to their inability to pay an entrance fee.
- Grant funds may not be used to support a political campaign or candidate.
- Grantees must conduct a short informational and planning session with the Community Action Grant Coordinator and submit appropriate documentation and reporting requirements upon completion of project.
- Grantees are expected to attend Mo Magic Collaborative (MMC) meetings upon request of Grant Coordinator.

Grants cannot pay for:

1. Stipends for agency staff time
2. Rental of office space
3. Political activities
4. Equipment (copy machine, adult bicycles, furniture, computers, etc.)
5. Professional development for agency staff
6. Expenses without verifiable receipts and/or invoice statements without supporting documents
7. Funds used to subsidize existing agency activities

**PROJECT SELECTION**

- The Western Addition MMC members will review and rank projects according to how well they meet the stated goals.
- In order to submit a ranking as part of the project selection, groups must demonstrate regular participation in the monthly MMC meetings.
- Each Mo Magic Community organization will have one ranking submission regardless of number of representatives present.
- Ultimately, the decision making process is guided by those in attendance at the MMC meeting dedicated to application selection. In prior years, criteria used in the decision making process was:
  - a) **How well the project serves the community**
  - b) **Who is impacted/served by the project (i.e. seniors, low-income households, families, etc.)**
  - c) **Budget specifics (i.e. does the budget match the request)**
  - d) **Whether or not the project can be completed with partial funds**
- Applicants may submit a short video less than 5 minutes in length to supplement their application. This is highly encouraged to help MMC members quickly and fully understand the project for which funds are being sought.

**TECHNICAL ASSISTANCE**

There will be a Technical assistance workshop at Success Centers Career Center located at 1449 Webster Street, San Francisco see schedule below. Additional assistance will be provided on an as-needed basis throughout the grant term. Contact Adrian Owens at [aowens@successcenters.org](mailto:aowens@successcenters.org), or 415-549-7006.

**REPORTING REQUIREMENTS**

- Original receipts for all expenses
- Copies of participant sign-in sheets
- Pictures of final project and of project implementation, where relevant

- Copies of fliers and other outreach materials
- End-of-project final report to reflect on the impact of this effort once the project is finished

## **APPLICATION PROCESS**

- ✓ All applications to be considered must be received by the deadline identified below. Applications will be accepted as a PDF via email sent to [aowens@successcenters.org](mailto:aowens@successcenters.org). Applications received after the deadline will not be considered.
- ✓ If you need assistance as you complete your application, including the electronic submission or creating the video, please contact Adrian Owens [aowens@successcenters.org](mailto:aowens@successcenters.org) or 415-549-7006
- ✓ If possible, please include pictures, drawings or preferably a short (5 min or less) video of the place in your community that you want to improve or other images you think can show the problem addressed by your planned activities
- ✓ The Mo Magic Community Collaborative will review all proposals that are submitted and make grant award decisions according to the timeline below.
- ✓ Final project implementation reports will be due by June 29, 2020.

## **FUNDING AND TIMELINE**

**COMMUNITY ACTION GRANT** **MARCH 3, 2020**  
**APPLICATION CYCLE 2 RELEASED ON SUCCESS CENTERS WEBSITE** [successcenters.org](http://successcenters.org)

**GRANT APPLICATION TECHNICAL WORKSHOP SCHEDULE (voluntary)**  
**MARCH 10, 2020 (5-7 pm)**  
**MARCH 17, 2020 (5-7 pm)**  
**MARCH 24, 2020 (5-7 pm)**

**PROJECT APPLICATION DUE** **MARCH 30, 2020 5 PM**

**PROJECT PROPOSAL SELECTION** **APRIL 2, 2020**

**GRANTEE ANNOUNCEMENT** **APRIL 2, 2020**

**DEADLINE TO CONFIRM** **APRIL 6, 2020**  
**PROJECT PLANNING IS UNDERWAY**

**GRANT IMPLEMENTATION** **APRIL 2, 2020**

**GRANT END DATE** **JUNE 30, 2020**

**\*\*Please note, failure to follow timeline and reporting requirements may result in ineligibility for future Community Action Grant opportunities\*\***

## COMMUNITY ACTION GRANT APPLICATION

**DUE: Monday MARCH 30, 2020 by 5pm (late applications will not be accepted)**

### SUBMIT PDF COPY TO:

aowens@successcenters.org

Contact Community Action Grants Coordinator if you need assistance 415-549-7006

### I. Project Overview and Contact Information

<b>a. Project Name</b>	
<b>b. Project Location</b>	
<b>c. Describe Project in One Sentence</b>	
<b>d. Total Amount of Funding Requested</b>	\$
<b>e. Describe Project Goal in One Sentence</b>	
<b>f. Completion Date</b>	
<b>g. Name, Email, Phone of Primary Contact Person</b>	
<b>h. Names of Additional Project Team Members</b> (with email addresses)	
<b>i. Name of Organization</b> (for organization-led projects)	

### II. Project Description

1. Please briefly describe your project (one or two paragraphs describing the major activities that will be undertaken and how that engages the community).

2. Which of the following goals will your project directly support? (*check boxes*)

- Community Empowerment & Advocacy
- Community Cohesion & Community Building
- History & Heritage
- Resident Stability

Please explain in one or two sentences how your project will support the goals you've checked above:

3. How will you measure the project's success? What are you trying to achieve? (How many community members will you engage, what will change in the community as a result of your project, is there something permanent for the community you are creating, etc.?)

4. How will your project strengthen collaboration between individuals and organizations across the Western Addition neighborhood? (Will new partnerships or relationships evolve out of this project?)

5. What additional support might you need to successfully implement your project?

6. What is your timeline for this project? Dates of milestones, etc. *Note: All grant expenses included in project budget must be incurred by June 30, 2020.*

7. Are you able to complete this project with partial funding?

No  Yes

If yes, what amount would you need to complete the project? \$\_\_\_\_\_

8. How do you characterize the impact of this funding for your project? If possible, indicate whether this grant would be 'primary' funding for your project, or 'secondary'?

### III. Project Budget

Please use the table below to summarize your project's expenses. The total budget outlined below must equal the total dollar amount requested in this application. A maximum of \$5,000 may be requested.

Expense Type	Description/Purpose	Amount
<i>Example: Supplies</i>	<i>Gardening and landscaping materials to create mini-park at senior center</i>	<i>\$400</i>
Supplies		
Facilities/Space		
Transportation		
Contracted labor/honorarium		
Food		
Stipends*		
Other		
<b>TOTAL EXPENSES:</b>		

What is the approximate total budget of this project? \$\_\_\_\_\_

***Please retain all receipts associated with the project budget and submit them with payment request.***

\*If this project includes stipends for youth, please describe expected outcomes, how youth participation will be documented, and information about the person who will provide guidance during the planning and implementation of the project

#### **IV. Agreements**

- I agree to participate in short informational and planning session with the Community Action Grant Coordinator.
- I agree to submit monthly email updates on the status of this project to Community Action Grant Coordinator.
- I agree to inform Community Action Grant Coordinator if I encounter challenges to executing this agreement or any delays to the intended project.
- I agree to identify the Western Addition Community Action Grant award in all promotional materials and media promoting this funded project.

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**Signature**

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**Date**