

# City of Ventura/Ventura Social Services Task Force

## Granting Program

### 2015 Proposed Timeline

January 8, 2015 – Review proposed schedule and process with City Council Homelessness Committee

January 2015 - Develop/redesign previous grant recipient report back mechanism/paperwork

February 4, 2015 – Agendize the grant program guidelines for the Ventura Social Services Task Force meeting – and determine the grant panel participants

Mid-February 2015 – Distribute the granting materials to community organizations

April 2, 2015 – Final report paperwork due

April 10, 2015 – Grant applications paperwork deadline

Mid-April 2015 – Meet with grant panel to determine recommendations to City Council Homelessness Committee

May 7, 2015 – Present Grant panel recommendations to City Council Homelessness Committee

Mid-May 2015 – Press release results of the process, and prepare payments to recipient organizations

## Ventura Social Services Task Force (VSSTF) Granting Program - 2015

### Program Goal

The VSSTF Granting Program is a complimentary program to the City of Ventura Community Partnerships Granting Program (CPGP). The CPGP was developed in 1998 to provide financial support to non-profit social service organizations that benefit Ventura residents. In 2007 the Ventura City Council earmarked \$50,000 specifically to support “activities associated with the 10-Year Strategy to END HOMELESSNESS in Ventura County”. The FY 2011 City budget eliminated ‘homelessness’ as an eligible activity for CPGP applicants, and increased the VSSTF Granting Program budget from \$50,000 to \$70,000. The VSSTF granting program is specifically designed to support organizations that implement activities associated with the 10-Year Strategy to END HOMELESSNESS in Ventura County. Categories are:

- Outreach
- Emergency Shelter
- Transitional Housing – including non-traditional models
- Permanent Affordable Housing
- Case management and other supportive services
- Administrative support for VSSTF

### Timeline

Applications are due April 10, 2015 at 4:00pm at the VSSTF box at Ventura City Hall, 501 Poli Street, Room 218, Ventura, CA. Questions about the granting program may be referred to Peter Brown, Community Services Manager – 658.4707 or pbrown@cityofventura.net.

### Requirements:

- The program is open to Ventura County qualifying nonprofit organizations that provide services to the residents of Ventura.
- All organizations will be required to provide proof of their tax-exempt status under 501(c)(3) of the Internal Revenue Code.

The Program’s total award funding is \$70,000 per year which will be awarded on a competitive basis through a simplified application process. **The maximum grant award per project is \$15,000.**

- Applicants must submit an application, a proposal narrative, proof of non-profit status, organizational chart, list of governing body, and current fiscal year budget, which shall include an audited financial statement.
- Grant recipient organizations must submit a mid-year and final report to be eligible for future funding.
- Applications will be reviewed by a panel a maximum of 5 persons as appointed by the VSSTF membership - including one city staff person.
- Funding will be allocated based on how closely the organizational mission statement aligns with city priorities, the number of City of Ventura clients served,

community need/impact, organizational and fiscal capacity, and alignment with the 10-Year Strategy to END HOMELESSNESS.

- Appeals can be made in writing to Jeffrey Lambert, City of Ventura Community Development Director.

### **Eligibility Requirements**

Organizations must:

- Provide services in one of the following eligibility categories:
  1. Outreach
  2. Emergency Shelter
  3. Transitional Housing – including non-traditional models
  4. Permanent Affordable Housing
  5. Case management and other support services
  6. Administrative support for VSSTF
- Provide proof it is a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code. This shall include a list of its governing body as well as provide a written organizational chart of personnel.
- Comply with all city codes, laws and ordinances
- Comply with the Americans for Disabilities Act of 1990, Title 42, U.S.C. Section 12101, et seq., Title VII of the Civil Rights Act of 1964 and any similar state laws and regulations.
- Have satisfied the requirements of any previously awarded grants from the City of Ventura including completion of a final report.
- Maintain an ongoing liability insurance policy with a minimum of \$2 million aggregate, \$1 million per occurrence general liability coverage.

### **Proposal Narrative Requirements:**

Please address the evaluation criteria below on a separate page. The proposal narrative is limited to TWO PAGES only. Double-spaced, 11 font size.

1. Mission Statement & Alignment with 10-Year Strategy– 15 points
  - a. Include organizational mission statement.
  - b. Describe how the organizational mission statement aligns with the 10-Year Strategy to END HOMELESSNESS and the eligibility category for which you are applying.
2. Project alignment with 10-Year Strategy to END HOMELESSNESS - 20 points  
Identify what recommendation(s) within the 10-Year Strategy (VCHHC.org) the project will impact/align with. What are the project outcome measures?
3. Community Need/Impact – 20 points  
Please provide data that indicates that the service to be provided by the organization is vital, not being duplicated by other organizations and addressing unmet needs.

4. Alignment with the Ventura Safe and Clean Public Places Initiative – 20 points  
Describe how the project will provide assertive community street outreach services to chronically homeless service resistant clients, and/or seek to reinforce “hand-up” rather than “hand-out” philanthropic giving.
5. Number of Residents Served – 10 points  
Identify how many City of Ventura clients will utilize or will be served annually by the proposed project.
6. Organizational and Fiscal Capacity – 15 points  
Describe your administrative and governance structure, including numbers of staff and volunteers. Describe your planning and fundraising process and the status of any long range planning.

### **Restrictions and Limitations**

Organizations may either apply for funding through the City’s Community Partnerships Granting Program or the Ventura Social Services Task Force Program but not both.

Grant funds may not be used as direct monetary payment to a client, 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.

Grant funds may not be utilized (by religious organizations) for religious or proselytizing purposes.

### **General Application Instructions**

- Application is available on-line at [VSSTF.org](http://VSSTF.org)
- All applications must be typewritten in 11- point font or larger.
- Six (6) hard copies of application packet.
- Do not use any staples, folders or notebooks in your application (paper clips are acceptable).
- All materials must be single-sided only.
- Do not include a cover letter.

Submit one original of the following:

- Application with signature
- Proposal Narrative
- Audited Financial Statement
- Proof that organization is a non-profit
- List of governing body
- Organizational chart

**Ventura Social Services Task Force Granting Program Application - 2015**

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF SPECIFIC PROGRAM AND CATEGORY SUBMITTED FOR FUNDING: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

DOES YOUR ORGANIZATION CURRENTLY INPUT DATA INTO THE HMIS SYSTEM?

YES \_\_\_\_\_ NO \_\_\_\_\_

CERTIFICATION:

I VERIFY THAT ALL OF THE INFORMATION IN THIS GRANT APPLICATION IS TRUE AND CORRECT, TO THE BEST OF MY KNOWLEDGE.

\*SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

YEAR ORGANIZATION FOUNDED: \_\_\_\_\_

ANNUAL ORGANIZATIONAL BUDGET FOR LAST YEAR: \_\_\_\_\_

ANNUAL PROGRAM BUDGET FOR LAST YEAR: \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

\*must contain handwritten, original signature