



CITY OF CORONADO FY 2022-23

COMMUNITY GRANT PROGRAM

OVERVIEW

MISSION STATEMENT

The purpose of the City's Grant Program is to strengthen our sense of community by enhancing Economic Development, Social Services, Arts and Culture, and Community Pride/Sense of Place through partnerships with local nonprofits to administer events, services, activities, and purchases more efficiently and economically than otherwise possible through the municipal corporation.

The Community Grant program consists of four distinct grant programs supporting activities to benefit the residents of Coronado:

- Economic Development Grant Program
- Social Services Grant Program
- Community Pride/Sense of Place Grant Program
- Arts and Culture Grant Program

FY 2022-2023 FUNDING

Funding recommendations will be presented to the City Council during a regularly scheduled Council Meeting for the Council's consideration and approval. Per Council Policy #28, the FY 2022-23 community grant funding budget will be set at either 1.55% of budgeted general fund revenues or \$1 million, whichever is less.

Grant program agreements over \$50,000 will be disbursed in two increments (July and January).

Note, grant funding requests are limited to \$150,000 per organization, across all community elements.

ELIGIBILITY REQUIREMENTS

The eligibility requirements for receiving City grant funds are:

- a. Organization is based in Coronado, and/or program benefits the residents of Coronado.
- b. Organization is a registered non-profit as approved by the IRS and state of California.
- c. Fraternal or political organizations are not eligible
- d. Faith-based organizations may qualify if have established a separate 501(c)(3) organization to operate the funded program, the program is offered to the general population regardless of faith affiliation and does not require faith affiliation or participation in faith-based activities.
- e. Program must contribute to at least one of the community elements in the mission statement, as detailed below.

All nonprofits that meet the eligibility requirements stated above are eligible to submit applications under any of the Community Grant Community Element programs. Organizations must determine the appropriate grant for which to apply, once submitted applications will not be moved or considered under another grant category.

TYPES OF GRANTS

Community Grant program funding is intended to provide support for specific activities with identifiable outcomes.

The City Council recognizes five different community grant types listed below:

- **Special Events**
 - Purpose – To partially fund the cost of producing a one-time event.
 - Restrictions – Funding is limited to no more than 50 percent of the total event cost.
- **Services**
 - Purpose – To fund the execution of specific, non-profit services.
 - Restrictions - Applications requesting funding over multiple years through a single grant cycle will not be accepted. Applications will be accepted for the same programs on a yearly basis.
- **Seed Money**
 - Purpose – To partially fund the cost of starting a new event, program, or service that intends to exist for multiple years.
 - Restrictions – Funding is limited to no more than three consecutive years and must include reductions in City funding each year.
- **One-Time Purchases**
 - Purpose – To fund all or part of the cost of a capital good.
 - Restriction – Funding is for a one-time purchase only. Organizations may not apply for one-time purchase grants for consecutive years. **Applications for phases of the same project are not eligible.**
- **Recurring Event/Activity**
 - Purpose – To fund all or part of the cost of a recurring event.
 - Restriction – The event must be free, or of nominal cost, to attendees and serve the broader community.

COMMUNITY ELEMENT GRANT PROGRAMS

ECONOMIC DEVELOPMENT

Economic Development Grants typically fund specific programs for Coronado-based nonprofit organizations that promote economic development beneficial to the broader community.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

- 1) Promote the City of Coronado as a destination for local dining, shopping, and attractions.
- 2) Contribute to a vibrant local business environment by stimulating Coronado-based commerce through the awareness and patronage of Coronado businesses.
- 3) Promote the growth and sustainability of new and existing local, small businesses by enhancing the business district through infrastructure, landscape, façade, or signage improvements.

Evaluation Category	Economic Development Focus	Maximum Points
Activity Alignment	Degree to which the proposed activity achieves at least one or more of the goals of the economic development grant program	25
Organizational and Financial Capacity	Organization has the necessary personnel, governance structure and financial capability to sustain the activity or program	20

Past Performance	Quality of examples and data provided demonstrating past success executing economic development initiatives	20
Economic Impact	Expected economic benefit of the activity and return on investment for the City's contribution	20
Innovation	Degree to which the proposed program represents an innovative, unique or novel approach to stimulating economic growth	5
Collaboration	Level of collaboration with other local economic development stakeholders to achieve the activity's goals	10
Total Possible Points		100

SOCIAL SERVICES

Social Services Grants provide funding for local nonprofit organizations in support of youth development, relations and crime prevention activities, youth and family counseling, youth leadership programs, and/or recreation enrichment activities for youth up to age 21. Social Services Grants may also provide funding for programs, promoting health and wellness beneficial to the broader community, including but not limited to activities serving the Coronado Senior population (50+ in age), military veterans and disabled residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

- 1) Promote leadership and engagement in the community through mentoring and social development.
- 2) Encourage friendship, equality, acceptance, compassion and empowerment.
- 3) Encourage healthy families by improving the provision of health care services, youth coping skills, family communication and parenting skills.
- 4) Decrease substance abuse and encourage better health through education and prevention programs.
- 5) Support prevention of suicide through mental health prevention and intervention programs.
- 6) Support recreation and empowerment activities.

Evaluation Category	Social Services Focus	Maximum Points
Activity Alignment	Degree to which the proposed activity achieves at least one or more of the goals of the social services grant program	25
Organizational and Financial Capacity	Organization demonstrates the trained, experienced personnel, governance structure and financial capability required to provide services to the population served	20
Program Quality	Degree to which the proposed program represents an evidenced-based approach reflecting best-practice with measurable, reportable outcomes	25
Past Performance	Quality of provided data demonstrating the successful provision of social services to the proposed population	10
Need Identification and Outreach	Organization's approach to identifying the social service need within the community and information (data, examples, etc.) on organization's efforts to outreach to the community	15
Financial Sustainability	Level of effort and success in obtaining outside funds or in-kind services to leverage city grant contribution	5
Total Possible Points		100

COMMUNITY PRIDE/SENSE OF PLACE

Community Pride/Sense of Place Grants provide funding to local nonprofit organizations to inspire community pride, celebrate Coronado's unique patriotism, history and enhance the quality of life of residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

- 1) Celebrate the unique patriotism, history and traditions of Coronado.
- 2) Highlight and/or improve the “hometown” feeling and pride of Coronado by promoting a sense of place and community.
- 3) Enhance the quality of life of residents by decreasing isolation through relationship building and the fostering of friendships.

Evaluation Category	Community Pride/Sense of Place Focus	Maximum Points
Activity Alignment	Degree to which the proposed activity achieves at least one or more of the goals of the Community Pride/Sense of Place grant category	25
Organizational and Financial Capacity	Demonstrated personnel (includes volunteers) and financial capability needed to ensure a successful activity or event	20
Past Performance	Evidence that the organization has prior experience executing successful programs or events	20
Local Focus	Proposed activity includes a clear, comprehensive targeted outreach plan to the Coronado community	15
Collaboration	Degree to which the organization will partner with other Coronado-based groups to broaden the community benefit	10
Leverage	Level of funds or in-kind services, outside of City support, obtained, or expected to be obtained to accomplish the activity or event	10
Total Possible Points		100

ARTS AND CULTURE

Arts and Culture Grants provide funding to local nonprofit organizations to foster the development of sustainable, fiscally and artistically strong arts and cultural organizations, programming, and services for the benefit of the community of Coronado.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

- 1) Strengthen and/or diversify the arts in Coronado, encouraging excellence and providing more diverse opportunities for residential arts participation.
- 2) Build capacity of arts and cultural organizations.
- 3) Supports arts-specific performances, festivals, celebrations, and special events.
- 4) Stimulate the creative economy of our community through arts and culture.

Evaluation Category	Arts and Culture Focus	Maximum Points
Activity Alignment	Degree to which the proposed activity achieves at least one or more of the goals of the Arts and Culture grant category	25
Organizational & Financial Capacity	Demonstrated personnel (includes volunteers) and financial capability needed to ensure a successful activity or event	25
Artistic Integrity	Artistic quality is uniformly high and shows significant creativity or originality with outstanding artistic personnel	20
Community Benefit	Addresses a significant community need or is part of the community fabric, with community support and promotes accessibility with strong outreach to local audiences	20
Collaboration	Degree to which the organization will partner with other Coronado-based groups to broaden the community benefit	10
Total Possible Points		100

SUBMISSION INSTRUCTIONS

The application process for requesting community grant funds is the submittal of:

- a. **Applicant Cover Page**
- b. **Community Grant Program Application, including**
 - a. **Current summary and full IRS Form 990** or prior year if current year not yet available. (if the current year form is not available, it should be submitted as soon as available, information will be made available via a link on the City's website).
 - b. Most recent three years of organization financial statements.
 - c. A program budget for each grant showing costs to be covered by Community Grant program funds on the approved template.
 - i. If funds requested represent part of program budget, please provide a full program budget showing all expenses, including those covered by the Community Grant program.

For organizations receiving grant funds in the previous year, the required grant reporting must be submitted prior to the consideration of a new grant request.

Submittals must use online form which will be made available on the City's website at www.coronado.ca.us.

Narrative responses should be limited to the space provided. Applicants may submit up to three pages of supplemental information including graphs, charts, links to videos or pictures. Narrative information should not be included in the supplemental documents.

Organizations responding to this Call for Applications can submit the application online using the directions provided.

All Proposals must be received by **5:00 PM on Friday, April 1, 2022**. Late applications will not be accepted.

Any questions pertaining to this Call for Applications should be directed to Kelly Purvis, Sr. Management Analyst at kpurvis@coronado.ca.us or 619.522.2633.

EVALUATION

Applications will be scored on a 100-point rubric as listed under each grant category by a pre-screened and trained panel of expert field readers based on the specific grant program submission focus. Staff will compile the scores for review by the City Council.

The Arts and Culture Grant application scores will first be reviewed by the Cultural Arts Commission at a special meeting in June for recommendation to the City Council.

APPLICANT ORIENTATION

The City will hold one Applicant Orientation webinar on **Wednesday, February 23, 2022** from 2:00pm-3:00pm. Staff will be available to answer general questions regarding the application and process. Applicants are encouraged to attend but the orientation is not mandatory. **Registration is required.**

GRANT PRESENTATION

Please note that applicants should be available to make their funding requests to the Council at the **Tuesday, June 21, 2022 Council meeting** therefore a representative of the organization should plan to attend.

SCHEDULE

The anticipated schedule for the FY 2022-23 Community Grant Program is as follows:

Activity	Date
Call for applications released	Friday, February 18, 2022
Applicant orientation	Wednesday, February 23, 2022 at 2:00pm
Deadline for receipt of applications	Friday, April 1, 2022
Field Reader review	Monday, April 11 – Friday, April 22, 2022
Cultural Arts Commission makes recommendations to City Council on Arts and Culture Grants	Friday, May 6, 2022
Adoption of FY 21-22 budget (tentative)	Tuesday, June 7, 2022
Award of Community Grant funding	Tuesday, June 21, 2022
Grant agreements distributed	Friday, June 30, 2022

Note, these dates are tentative and subject to change based on the final date of the budget adoption and pending the final community grant funding budget determination. Applicants will be notified of date changes and the updated schedule can be accessed via www.coronado.ca.us/communitygrants.

REPORTING REQUIREMENTS

Once a grant is awarded, the following reports are required:

- Up to \$50,000: Annual report from July 1 to June 30
- \$50,001 and above: Midyear report from July 1 – Dec 30; Annual report from July 1 – June 30

All reports are due within 15 days of the end of the reporting period.

Organizations unable to perform programs as outlined in their grant application may, by written request to the City Manager, request a grant modification that will be considered and approved on a case by case basis by the City Manager.

The City, at its discretion, may review grant expenditures including, but not limited to, an Agreed Upon Procedures (AUP) review conducted by the City's auditor.

If an organization receives more than \$100,000 in City of Coronado Community Grant program funds across all activities in a fiscal year, an independent audit of the organization's finances will be required to be submitted to the City within six months from close of the organization's fiscal year in which the grant funds were utilized.