

# City of Moscow

*Community Grant*

## City of Moscow Community Grant Program Guidelines



# Community Grant Program Guidelines

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# **THE MOSCOW COMMUNITY GRANT PROGRAM**

## **Guidelines**

### **1. OVERVIEW**

On behalf of the City of Moscow, the Moscow City Council welcomes applications for the 2010 Community Grant Program. This program makes annual grants to local non-profit organizations consistent with support and advancement of the City's mission and municipal objectives. On August 16, 2010, the Mayor and City Council approved Resolution 2010-16 stating the policy of the City for providing financial support to outside organizations and agencies to provide programs and services to the community. The City of Moscow recognizes that certain services can be more effectively provided by outside organizations and agencies. Further, activities and special events that will benefit the residents of the community and attract visitors and tourists may also be considered for funding. Grants may be awarded for programs, services, activities, events, or projects that will enhance in the ongoing development or maintenance of the recreational, social, and cultural needs of Moscow, thus contributing to the overall development of the community.

#### **A. Program Purpose**

The purpose of the Community Grant Program is to:

- Increase the range of, and access to, quality community recreational, social, cultural events, sustainable activities, programs and services.
- Support community development initiatives and socially responsible community activities.
- Consider those community organizations that can demonstrate the greatest need.
- Support those organizations, which enlist local support services in an effort to assist their programs.
- Ensure that the limited program dollars are effectively spent.

Funding will change annually based on City Council approved budget appropriations.

#### **B. Program Context**

- 1) The City of Moscow prides itself as one of the most diverse and family oriented communities in Idaho.
- 2) Moscow residents voluntarily participate in many types of community organizations to meet a wide-range of economic, environmental, social, and cultural interests.
- 3) Community organizations assist in creating a vibrant, livable, and appealing City.
- 4) The Moscow City Council acknowledges that these organizations:

- a) Are essential in building and sustaining a viable community.
- b) Make Moscow a better place to live, work and play.
- c) Address important needs and issues.
- d) Wish to contribute their ideas, vast experience, abilities, and education.
- e) Sometimes require financial assistance to implement their programs and projects.

**C. Program Principles**

The Community Grant Program is based on the following principles:

- 1) Benefit Moscow residents and maximize program benefits.
- 2) Promote volunteerism and build partnerships.
- 3) Increase community organizational capacity.
- 4) Implement cost sharing and manage cost effectiveness of programs.
- 5) Promote innovation and sustainability.

**D. Goal of Community Grant Program**

It is the goal of the Community Grant Program to build strong communities by assisting non-profit organizations in delivering services and providing programs to the community that the City may otherwise conduct for itself.

**E. Objectives of Community Grant Program**

- 1) Improve the quality of life for Moscow residents through a wide range of beneficial community events, programs, and services.
- 2) Assist local non-profit organizations in providing various events, programs, and services to more residents.
- 3) Build the capacity of eligible community organizations to deliver events, programs, and services.
- 4) Promote partnerships and cost sharing among the City, other funders, and non-profit organizations in supporting eligible community organizations.
- 5) Encourage cooperation and sharing between non-profit organizations to ensure that all residents can benefit from common resources.
- 6) Increase the range of, and access to quality community events; recreational, social and cultural activities, programs and services.

- 7) Consider those eligible community organizations that can demonstrate the greatest need.
- 8) Encourage and support equity of access to community facilities, programs, and activities for all residents, particularly those people who may be economically or socially disadvantaged or persons with disabilities.
- 9) Support those organizations that are providing and developing local support services and to assist those organizations that make the effort to assist themselves.

**F. Program Criteria and Interpretation**

To maximize the Community Grant Program benefits and limited funds, the following criteria are established. The table below clarifies how the Multiple Criteria can be interpreted:

<b>MULTIPLE CRITERIA – COMMUNITY GRANT PROGRAM</b>	
<b>CRITERIA A – BENEFITS TO THE MOSCOW COMMUNITY</b>	
<b>General Objectives</b>	<b>Interpretation</b>
Promote livability	<ul style="list-style-type: none"> <li>➤ Applications are to clearly address some of these criteria.</li> <li>➤ Applications which promote volunteer participation and resident involvement are encouraged.</li> <li>➤ Innovation is encouraged.</li> </ul>
Promote an appealing City	
Build a legacy	
Build sustainability	
Build financial viability	
Build a complete community	
Promote “Well Managed”	
Promote diversity	
Promote volunteerism	
Promote wellness	
Innovation	
Address a community need	
<b>Types of Residents</b>	<b>Interpretation</b>
General population	<ul style="list-style-type: none"> <li>➤ Organizational program objectives must be stated.</li> <li>➤ Applications must address at least one of these communities.</li> <li>➤ Need: Applications are to               <ul style="list-style-type: none"> <li>• Demonstrate community need</li> <li>• Show financial need, and</li> <li>• Demonstrate the impact that would occur if the City did not fund the application</li> </ul> </li> <li>➤ Maximize benefits – applications that provide the greatest benefits to the largest number of Moscow residents are encouraged.</li> </ul>
Seniors	
People with disabilities	
Children/Youth	
Families	
Low income	
At-risk populations	
Disadvantaged populations	
Underserved populations	
Volunteers	
<b>Priority Activities</b>	<b>Interpretation</b>
Prevention	<ul style="list-style-type: none"> <li>➤ Applications must address at least one of these types.</li> <li>➤ How the grant request benefits Moscow residents must be stated.</li> </ul>
Intervention	
Treatment	
Wellness	
Build organizational capacity	
Build community capacity	
Improve the quality of life:	
Social	
Economic	
Environmental	
Other	

CRITERIA B – BENEFITS TO THE APPLICANT ORGANIZATION	
General Priorities	Interpretation
Improve quality of service	<ul style="list-style-type: none"> <li>➤ Organizational program benefits must be clearly stated.</li> <li>➤ What the Organization will do must be clearly stated.</li> <li>➤ The City will favor applications that involve more partners.</li> <li>➤ How the Organization and/or resident capacity is built must be explained.</li> <li>➤ Coordination – Applications, which demonstrate coordination and cooperation with other organizations to prevent the duplication of projects, programs, services, or events, are favored.</li> <li>➤ Multiple-funded project – applications, which provide evidence of having funding from a variety of sources are favored.</li> <li>➤ Where appropriate, projects that require that the users of the proposed program/service pay some amount for the services are favored.</li> </ul>
Maximize number served	
Promote partnerships	
Leverage more funds from others	
Build organizational capacity	
Support stable, capable organizations	
Minimize duplication of services	
Other	

**G. Funding Levels**

- 1) Available funds from the City of Moscow will be allocated among applicants based on their eligibility level and how well they meet the grant criteria.
- 2) The funding will change annually based on City Council approved budget appropriations.
- 3) The minimum award will be \$300 and the maximum award will be \$2,500.

**2. ELIGIBILITY**

**A. Who Can Apply**

- 1) Only registered non-profit organizations (proof of non-profit status is required) providing programs, services and activities to Moscow residents.
- 2) The organization’s Board of Directors must approve of the application being submitted.
- 3) Organizations, which offer programs, services, or activities to the Moscow community without discrimination or restriction.
- 4) Organizations, which are not already receiving support from the City, whether in the form of fee or permit waivers or any other kind of support.
- 5) Events that promote sustainability and are socially, economically, environmentally, and physically accessible to all the community.

**B. Who Cannot Apply**

- 1) Organizations, individuals, non-profit organizations, for profit organizations not providing programs, services, or activities to Moscow residents.
- 2) Public and private schools including post secondary educational institutions, or organizations seeking funding for school-based programs or individual scholarships.

- 3) Projects that involve the promotion of political, religious, or non-secular fellowship beliefs.
- 4) Organizations that have not expended prior funds; are unable to properly account for prior funds; have not expended funds for the agreed purpose or have not returned a detailed accountability form by the due date.
- 5) Organizations seeking retrospective funding for projects that have already started or have been completed.
- 6) Organizations or groups that are in financial debt or who have not previously complied with grant conditions.
- 7) Organizations that have been awarded and received a community grant for more than two (2) consecutive years. If a grantee receives a grant for two (2) consecutive years, they must wait at least one (1) year before reapplying. *This eligibility requirement will go into effect in the 2011. An organization that receives an award in 2009 and 2010 will not be eligible to apply in 2011.*
- 8) Others, as determined by City Council.

### **C. Applications Per Year**

Due to limited Community Grant Program funds, only one (1) application per organization per year will be accepted.

### **D. Purposes Eligible for Funding**

Grants may be used for the following purposes:

- 1) Community Services  
Assistance to community groups for a broad range of programs, services, and activities such as access for people with disabilities or at-risk populations; services that enhance the quality of life of underserved populations; assistance to those who suffer from or are at risk of violence, abuse, or neglect; or groups that may be economically or socially disadvantaged.
- 2) Community Events  
Provide opportunities of gathering for residents that result in a positive social and economic impact such as events that develop and expand audiences, especially by engaging diverse and under-reached residents in the community, and attracting tourists/visitors to the Moscow community.
  - a) Inaugural Community Events  
Inaugural events can have both a local or broader appeal and aim to attract 100+ community members.
  - b) Established Community Events \*  
Established community events will have a demonstrated appeal to the local community and Palouse region. These events will have been run at least once before with success and aim to attract crowds of 300+.

\* *Events that appeal to the wider community and have a demonstrated capacity to attract visitors to stay in Moscow overnight and offer the opportunity to showcase other aspects of the City will be looked upon with special considerations.*

3) Specific Purpose

Programs or services provided by non-profit community organizations that support the following:

a) Environmental/Sustainable Project Grant

Assistance to provide environmental education regarding issues of local interest to adults and/or children; improving the environment through organized cleanup projects such as cleaning up a park, a stream or vacant lot or by reclaiming and rehabilitating damaged environments, or starting and maintaining a recycling program. Programs that provide assistance to enhance neighborhood assets by involving residents in strengthening their neighborhoods and community.

b) Interdisciplinary Program Grant

Assistance to conduct a program that uses the arts to address social issues; programs that use the arts to promote cultural exchange; or projects that support unique, innovative, creative approaches to public art forms.

c) Health/Wellness Program Grant

Develop activities to assist in promoting mental and physical health through education, prevention, and early intervention. Provide child and youth development programs focusing on prevention, intervention, or informal education during off-school hours. Involve families or the broader community in the education and development of children.

**E. Key Determinants of Eligibility**

To be considered eligible, all proposals must demonstrate:

- 1) Proof that Moscow residents will be served.
- 2) Efforts have been made and documented to seek funding from sources other than the City and the applicant.
- 3) Funding and/or non-funding partnerships and volunteer programs have been established.

**F. Proof of Non-Profit Status**

To be eligible for the Community Grant Program, an applicant must be a non-profit organization currently registered as active in their state of incorporation. Applicant organizations must submit **one (1)** of the following as proof of non-profit status:

- 1) Documentation verifying tax-exempt status from the Internal Revenue Service.
- 2) Current annual report to the Secretary of State (signed and dated less than one year ago).

- 3) Organizations incorporated prior to 1943 should submit a certificate of good standing from the Office of the Secretary of State.

*Do not send Internal Revenue Service documents or Annual Reports submitted to the Attorney General. These do not provide proof of non-profit status.*

**G. Items Not Eligible for Funding**

- 1) Debt retirement, retroactive funding, or operating deficits.
- 2) Political activities including promoting or serving a political party or organization and/or lobbying of a political party, or for a political cause.
- 3) Activities that are restricted to or primarily serve the membership of the organization, unless organizational membership is open to a wide sector of the community (e.g., youth, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
- 4) Expenses that may be funded by other government programs or entities.
- 5) Annual fund-raising campaigns, form letter requests or telephone campaigns.
- 6) Expenses related to attendance at seminars, workshops, symposiums, or conferences.
- 7) Travel costs outside Idaho.
- 8) Other non-eligible costs as determined by City Council.

**3. APPLICATION REVIEW CONSIDERATIONS**

**A. Benefits of Funding the Proposal**

To determine the benefits of funded programs or services, the following qualitative and quantitative factors are considered:

- 1) The quality and credibility of the organization and its staff (e.g., accreditation, licenses).
- 2) The purpose of the proposed program (e.g., prevention, treatment, and wellness programs have inherent value).
- 3) The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals).
- 4) The number of clients served.
- 5) Evaluations of the program once delivered (e.g., client and participant letters, surveys, community acceptance, program evaluations).
- 6) Benefits to the community at large.

**B. Grant Allocation Considerations**

- 1) In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to meeting the Community Grant Program purpose, context, principles, goals, objectives, multiple criteria, policies and requirements including:
  - a) Demonstrated organizational efficiency, effectiveness, and stability.
  - b) The number of people served and the quality of service.
  - c) The financial need of the organization.
  - d) The proposed community interaction, partnership roles, and number of volunteers.
  - e) The use of existing community services and facilities.
  - f) Unique nature – not a duplication of service.
  - g) Applying to more than one funding source.
- 2) Grant allocations are partially dependent on the annual Community Grant Program budget and are not to be regarded as an entitlement.
- 3) Not all organizations meeting the Community Grant Program requirements will necessarily receive a grant.
- 4) Based on the number of applications, organizations may not receive the full grant that they request, but only a portion of it.
- 5) Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

**C. Quality Of Documentation**

- 1) A quality, fully completed application has a better chance of receiving funding (see chart below).

Quality of Application	Comments
Thoroughness of proposal	<ul style="list-style-type: none"> <li>➤ Applications are to clearly address criteria</li> <li>➤ Organizations must be accountable</li> <li>➤ Organizations must demonstrate that they are capable</li> <li>➤ Applications are to clearly and fully state funding details</li> </ul>
Clarity of proposal	
Amount of requested grant and why	
State proposed benefits of the grant	
Capability of organization to deliver project	
Applicants are to demonstrate financial partnerships and whether they have been: <ul style="list-style-type: none"> <li>• Applied for, or</li> <li>• Already received</li> </ul>	

- 2) Successful applicants are those who fully address all criteria.

- 3) How well requests are written and presented, thoroughly and with clarity, will affect the success of their application.
- 4) All funded activities must specify a start and finishing date.
- 5) Documented authorization of the application by the organization's Board of Directors must be provided.

**D. Financial Statement Requirements**

Applicants must submit:

- 1) The Organization's audited financial statements for the most recent completed fiscal year including the organization's auditors' report signed by the external auditors, OR one of the following alternatives:
  - a. If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year.
  - b. If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors
  - c. If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors

**E. Less Favorably Considered Applications**

Applications, which are less favored, are those which:

- 1) Rely only on City funding or are funded by a single organization and the City.
- 2) Risk that the Organization will be dependent on City grants and do not demonstrate sufficient partnering for funding.
- 3) Unnecessarily duplicate existing services.

## 4. PROCEDURES

### A. Program Phases and Considerations

The Community Grant Program will be implemented as follows:

Program Phase	Who	Activity	Considerations
Phase 1	City Staff	Prepare for Annual Grants	Follow program requirements Promoting the program
Phase 2	Applicant	Apply for a grant	<ul style="list-style-type: none"> <li>• Stability of Organization applying</li> <li>• Capability experience, reliability of Organization</li> <li>• Accountability of Organization</li> <li>• Maximum benefits:               <ul style="list-style-type: none"> <li>○ Increased numbers served</li> <li>○ Of quality of service</li> </ul> </li> <li>• Degree of Need</li> <li>• Most assisted per grant</li> <li>• Cost effectiveness of proposal</li> <li>• Promote multiple partner funding &amp; support</li> <li>• Leverage of more funds from others</li> <li>• Organization's own support of their application:               <ul style="list-style-type: none"> <li>○ Funding, Services, In-kind resources</li> </ul> </li> <li>• Thoroughness of proposal</li> <li>• Clarity of proposal</li> <li>• Amount of requested grant</li> <li>• Benefits of any previous City grant</li> </ul>
Phase 3	City Staff	Review applications Make recommendations	Follow program requirements: Applications will be reviewed by a minimum of a five (5) member Grant Review Panel consisting of a minimum of two (2) City Council members and three (3) staff appointed by the City Supervisor. The Grant Review Panel will review all Community Grant Program applications and provide recommendations to the City Council. The City Council ultimately determines funding of the Community Grant Program.
Phase 4	City Council	<ul style="list-style-type: none"> <li>• Reviews applications</li> <li>• Reviews staff recommendations</li> <li>• Awards Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Program principles</li> <li>• Program policies</li> </ul>
Phase 5	City Staff	Issue letters: <ul style="list-style-type: none"> <li>• Awarded grants</li> <li>• Explaining denied grants</li> </ul>	Follow program requirements
Phase 6	Applicant	Delivers funded service/program	Follow program requirements
Phase 7	Applicant	Monitors funded service/program	Follow program requirements
Phase 8	Applicant	Reports results to City: <ul style="list-style-type: none"> <li>• Mid year, or</li> <li>• At end of service/program, or</li> <li>• By _____</li> </ul>	Follow program requirements
Phase 9	City Staff	Periodically: <ul style="list-style-type: none"> <li>• Evaluates grant benefits</li> <li>• Evaluates grant program</li> <li>• Proposes program improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Address City Council instructions</li> <li>• Analysis</li> <li>• Options</li> <li>• Make recommendations</li> </ul>
Phase 10	City Council	<ul style="list-style-type: none"> <li>• Reviews recommendations</li> <li>• Approves changes</li> </ul>	Makes decisions
Phase 11	City staff	Implement program changes	Follow program requirements

### B. Application Deadline

The deadline for submitting City grant applications will be determined annually.

**C. Late Applications**

Applications that miss the application deadline will not be accepted, processed or funded from the Community Grant Program for that application year nor will be included in the next year’s grant cycle unless resubmitted.

**D. Timing of Grant Decisions**

Generally, City Council will decide on the applications in the first fiscal quarter of the year (October through December); however, no specific date is set to allow for processing, budget, and timing.

**E. Donor Credit**

Grantees are required to include the following donor credit on all program materials and in publicity:

*“This project is partially funded by the City of Moscow Community Grant Program”*

The donor credit must be prominently displayed on related program materials. A City logo can also be provided for program materials. Individuals and organizations that fail to credit the City of Moscow may be declared ineligible for future funding.

**F. No Interim Funding**

There is to be no interim funding of an organization or its application while it waits to hear if its application is approved, as such would delay application review times and final decisions.

**G. Reporting of Grant Benefits**

Those who receive a grant are required to demonstrate the benefits of their program by submitting timely progress and a final close out report, which will be provided with the Community Grant Program award contract.

**5. AWARDING OF GRANTS**

**A. Council Decision**

- 1) Council will make the final grant decisions, at its sole discretion, based on the Program Goals, Principles, Multiple Criteria, Policies and Requirements, and the Grant Review Panel recommendations.
- 2) Council may approve a funding application:
  - a) In total or in part, with or without conditions (e.g., subject to a mid-year review) or issue funding in phases with conditions.
  - b) Ask for additional documentation or information.
- 3) If an application is not funded by Council, it is deemed to be denied.

**B. Recuperation of Grant**

Should the funds not be used for the stated purpose, the applicant is to automatically return them to the City.

**C. No Appeal**

There is no appeal to Council's decision, due to the high number of applications for limited Community Grant Program funding.

**6. PROGRAM SUPPORT DOCUMENTS**

To facilitate the Community Grant Program administration, a variety of documents may be used and modified from time to time by staff.