



## City of St. Helena Nonprofit Funding Program Guidelines and Grant Application FY 2017/18

The City of St. Helena accepts applications for funding of local nonprofit agencies as a part of its annual budget process. The St. Helena City Council invites all interested nonprofit agencies to submit an application for funding. The application and evaluation process for funding is driven by the non-profit agency's mission as it corresponds to City of St. Helena's needs, priorities and strategic objectives. The Nonprofit Funding Program is designed to support the St. Helena community, improve neighborhoods or local services, and strengthen relationships among residents. All grant requests should be inclusive, accessible, and focus on broad community support.

The City Council will determine the current funding allocation during the annual budget process, which may not be determined until the end of the current fiscal year. The minimum grant request is \$1,000 and the maximum grant request is \$10,000. Applications will be reviewed by the Mayor and then presented to City Council for consideration and award.

### **Eligibility**

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Eligibility has been established by the City of St. Helena Nonprofit Funding Policy (Resolution 2015-130). All applicants must provide reasonable proof that they are a nonprofit organization.

- Only one application per agency will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Practices (GAAP) as operating costs.
- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.
- Non-Profit Organizations must be in existence for at least one year by December 31<sup>st</sup> of the year preceding the application deadline (or December 31, 2015 for this cycle).

Actual grant funding is based upon funds appropriated by the City Council in the annual budget. Previous years' allocations are not a consideration for funding. Each application is approved based on its own merits. Submission of a complete application does not guarantee funding.

### **Timeline, Submission and Grant Cycle**

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Applications will be available to the public on January 1, 2016 and must be received no later than **March 31, 2017 no later than 5:00 PM**. Applications must be received by the deadline, late applications will not be accepted. It is anticipated that City Council will make the final funding determination in June of 2017. **Applications must be submitted in hard copy on paper, with a**

single staple.

Please submit grant applications to:

**By Mail or In-person:**

Tracey Perkosky  
Attn: 2017/18 NONPROFIT GRANT PROGRAM  
1480 Main St.  
St. Helena, CA 94574

The grant period for nonprofits approved for funding for Fiscal Year 2017/18 will be from July 1, 2017 to June 30, 2018.

**Application Process**

To be considered for funding, non-profit agencies must complete and submit the City of St. Helena Nonprofit Agency Funding Grant Application (Grant Application) and the required attachments by the deadline. All applications will be screened to ensure all required information and documentation has been submitted. Incomplete applications will be ineligible for funding. Upon the City Council’s approval of the FY 2017/18 annual budget, applicants will be notified of their status.



**Matching Funds**

Matching funds are a common requirement of many grant applications and refers to funding that has been raised by the organization from a source other than the City of St. Helena. Matching funds are not required for this program however, applications demonstrating matching funds may be given preference.

**Limitation on Awards**

The granting of City Funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for any applicant to comply with any applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award is not authorization of use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include

receipts, volunteer sign-in sheets, invoices or other documents.

### **Grant Recipient Requirements**

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Organizations receiving grant funding are required to:

- Submit a revised goals and activities description if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if needed;
- Complete a final report describing program outcomes and financial statements detailing expenditures.

### **Questions?**

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All questions should be submitted via email to: Tracey Perkosky at [TPerkosky@cityofstheleena.org](mailto:TPerkosky@cityofstheleena.org)

### **Grant Application Check List**

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Letters of support **will not** be accepted as part of the application process. Applications must be typed, including page numbers and contain only the requested information using the grant application template:

- 1. Grant Application and Budget** (maximum of five pages single sided)
- 2. Proof of Nonprofit Status**
- 3. Current Year's Operating Budget & Prior Year Actuals**
- 4. Provide a list of all grant funding that your organization has received in the last 12 months, including grant amount and required match**
- 5. Partnership Letter (if applicable)**
  - If partnering with another agency, please submit documentation demonstrating the approval or endorsement for the project or program.
  - If the project is proposed on City property, please obtain a letter from the appropriate department head. This letter should include a determination of master plan or general plan consistency as appropriate, and identify additional steps or agreements necessary to comply with the City process.