



## **FY2024/2025 COMMUNITY ENHANCEMENT & INVESTMENT FUND GRANT APPLICATION, PROCESS, CRITERIA AND BEST PRACTICES DOCUMENT**

You have a great opportunity to invest in Rancho Cordova and to enhance City services! The Community Enhancement & Investment Fund is funded by Measures H and R, ½ cent local sales tax measures approved by Rancho Cordova voters respectively in November 2014 and 2020. The Fiscal Year 2024/2025 grant application period is open from **February 5, 2024 through March 15, 2024 Noon (12:00 p.m.)** The City is accepting applications from individuals, organizations, businesses, and community partners who are interested in enhancing our community. **Applicants should be aware that projects or programs involving a park or school district have a deadline of March 1 at Noon (12:00 p.m.) to allow for the third-party endorsement process by the grant deadline.**

Of the estimated \$11.7 million projected in annual revenue from Measure H, the City anticipates awarding approximately 25% in community grants in Fiscal Year 2024/2025. The actual budget may vary based on final approved funding allocations. Community grant types include:

- Arts, Culture, History, Entertainment, and Sports
- Education
- Other Projects

To apply to the Community Enhancement & Investment Fund, submit an online application <https://www.cityofranhocordova.org/residents/community-enhancement-investment-fund>. If you are interested in remaining up-to-date on available grants from the City of Rancho Cordova, [click here to sign up for the Grants Interest List](#). A separate call for programming opportunities with the Rancho Cordova Youth Center is anticipated later in 2024. The list is also used to advertise separate art programs when funds are available.

Applications for Fiscal Year 2024/2025 funding **must be received** no later than **March 15, 2024, Noon (12:00 p.m.)** **Again, applicants should be aware that projects or programs involving a park or school district have a deadline of March 1 at Noon (12:00 p.m.) to allow for the third-party endorsement process by the grant deadline.**

Please contact the following staff members with questions by phone or email:

- General Inquiries: [CEIFGrants@cityofranhocordova.org](mailto:CEIFGrants@cityofranhocordova.org)
- Randi Kay Stephens: 916.851.8781 / [rstephens@cityofranhocordova.org](mailto:rstephens@cityofranhocordova.org)
- Lindsay Samples: 916.851.8904 / [lsamples@cityofranhocordova.org](mailto:lsamples@cityofranhocordova.org)

# Grant Application Questions

## 1. Project/Program Information

### **Project/Program Name**

Please assign a project name to your project/program.

### **Project/Program Synopsis**

In 50 words or less, please describe the project.

### **Project/Program Description**

Please describe in detail the project and how it benefits the community based on the city's Community Enhancement & Investment Fund guidelines and project criteria.

### **Project/Program Team**

Please list individuals or organizations responsible for the development and delivery of the project.

### **Project/Program Goals**

Please clearly state goals and outline metrics by which progress in reaching goals can be measured and the project applicant/team's efforts can be focused.

## 2. Funding & Costs

### **Funding Request**

Funds are generally not intended to be used for deferred maintenance and ongoing operational needs. The funds are intended for enhancing and investing in the community. Please identify the following:

- Total project/program cost.
- Total Community Enhancement & Investment Funds requested.
- Estimated breakdown of project/program expenditures in the following categories:
  - Construction
  - Personnel
  - Supplies
  - Transportation
  - Equipment
  - Miscellaneous
- Please prepare your budget and upload it in the application as a pdf. Demonstrate how and what the Community Enhancement & Investment Funds will be used for. You should clearly indicate any matching/in-kind or other funding as well.
- Clarify if you are seeking or have secured any other funding for your project/program.
- Clarify ongoing operations and maintenance costs beyond FY2024/2025, if applicable.
- Do you plan to ask annually for funding?
- Confirm if your application request is for a single year or for multiple years of funding. If you answered yes to multiyear, describe your sustainability plan and whether the project/program is viable as a single year request.
- How many years have you received funding for this project/program?

## 3. Project/Program Details

### Project/Program Schedule

Please identify the project timeline and anticipated start and completion date. Funding does not become available until July 1. Funding typically ends June 30 of the following year.

### Timeliness

In addition to providing the project timeline identified above, describe how you will be able to complete your project by June 30, 2024. Please note, if selected for funding, you will be required to submit narrative Outcomes Reports and financial Use of Funds Reports at least two times during the grant period.

### Adaptability

Describe how you will be able to adjust your project if California Health and/or Sacramento County Health Orders change? For example, the program could operate virtually or with other modifications made.

## 4. Project/Program Location

### Project/Program Location

Please note that projects or programs that are proposed on property owned or operated by outside agencies or a private party will require coordination with and potentially approvals from outside agencies, organizations, and/or the private party. Include whether you have received a letter of support for the project/program from the property owner. Upload any letters of support with your application. City staff will verify third-party permits have been discussed. In your planning discussions, be sure to discuss any necessary insurance or volunteer requirements that may increase budget costs.

- School Sites. If your project/program is intended to operate at a public K-12 school site, your application is due by March 1 at Noon. City staff will work with the school districts to confirm an endorsement for your project/program. It's the applicant's responsibility to communicate with school site and district representatives before applying so there is clarity during the endorsement process. Districts will only consider endorsement for applications submitted to the Community Enhancement & Investment Fund by the March 1st Noon deadline. Each participating school superintendent reserves the right to withhold their endorsement of a project/program.
- Parks. If your project/program is intended to operate at a park or community center site, your application is due by March 1 at Noon. City staff will work with the Cordova Recreation & Park District to confirm an endorsement for your project/program. It's the applicant's responsibility to communicate with district representatives before applying so there is clarity during the endorsement process. A special use permit application is required for any program or event planned at a CRPD facility. The special use application can be found at the CRPD website: <https://crpd.com>. CRPD will only consider endorsement for applications submitted to the Community Enhancement & Investment Fund by the March 1st Noon deadline. The Cordova Recreation & Park District reserves the right to withhold their endorsement of a project/program.

In the application, provide your project/program's primary location and any secondary locations. Be sure to upload any letters of support from property owners.

In the grant portal, applicants will be asked to clarify what school or park locations will be used and if the applicant is seeking facility use only or if you are requesting the third-party to be a partner on your project/program.

Below is the list of staff to communicate with at school and park organizations:

- Elk Grove Unified School District: [BGrewal@equsd.net](mailto:BGrewal@equsd.net)
- Folsom Cordova Unified School District: [rmandeville@fcusd.org](mailto:rmandeville@fcusd.org)
- Sacramento City Unified School District: [dianne-brown@scusd.edu](mailto:dianne-brown@scusd.edu)
- Cordova Park & Recreation District: [cmichelotti@crpd.com](mailto:cmichelotti@crpd.com)

## 5. Applicant Information

In this section of the application, the submitter will be asked to provide contract details for the applicant and any other contacts who may be involved in the contracting phase should the grant be awarded.

Applicants will be required to include the following information:

- Name
- Organization Name (if applicable)
- Title/Role (if applicable)
- Phone number
- Email address(es)

Should a grant be awarded, provide the following information about an authorized signer:

- Name
- Title
- Phone number
- Email

# Fiscal Year 2024/2025 Grant Process

## Application Checklist

- Read accompanying documents:
  - Grant Application, Process and Criteria document
  - Grant Reporting Requirements (note: if approved, it gives insight into what is required)
  - Standard Insurance Requirements
  - Information on Prevailing Wage (generally applicable for construction, alteration, or repair work projects)
  - **REMINDER: Applications involving schools or parks are due before March 1, 2024 (Noon, 12:00 p.m.).**
- Request a time to discuss your project/program if you are a first-time applicant or would like additional support by emailing [CEIFGrants@cityofranchocordova.org](mailto:CEIFGrants@cityofranchocordova.org).
- Answer every question on the application.
- Provide letters of support for a project/program happening at a site you do not own/operate Note: If the proposed location is a public K-12 school site or park, reach out to staff at the organizations early and share information about your project/program so they are aware of your application before they review and consider it for an endorsement.
- If you are proposing a construction-related project, seek estimate(s) from contractors that include prevailing wages.
- Submit park and school-site grant applications with supporting documentation before **March 1, 2024 (Noon, 12:00 p.m.).**
- The Community Enhancement & Investment Fund team will conduct the school/park endorsement process through the grant portal. Communicate clearly with any staff at those organizations about your application ahead of the deadline.
- Submit grant applications with supporting documentation before the final deadline of **March 15, 2024 (Noon, 12:00 p.m.).**
- City staff will confirm receipt of applications as they are submitted.

## Application Timeline

- **February 5 at Noon:** Grant launches.
- **March 1 at Noon:** Grant deadline for projects and programs requiring a school or park district endorsement.
- **March 15 at Noon:** Grant deadline for all projects and programs to be considered in FY2024-2025.
- **April 2024:** City Council receives all applications (April 2). City Council work session to review the CEIF FY2024-2025 grant applications.
- **June 2024:** Council adopts the FY2024-2025 resolution for CEIF. Staff notifies applicants of funding decisions made by the City Council.

# **Fiscal Year 2024/2025 Grant Funding Criteria**

The following set of criteria will guide the city's evaluation and selection of projects to receive Community Enhancement & Investment Funds:

- Arts, Culture, History, and Entertainment The city continues to seek projects that support the arts, culture, history, and entertainment as a positive outlet for self-discovery, inquiry, and enhanced recreational experience.
- Business/Economic Development The city encourages an efficient and innovative business climate that responds creatively and nimbly for current and new businesses to grow and thrive in Rancho Cordova.
- Children and Youth The city seeks projects that support the growth and development of children and youth.
- Civic Engagement Projects should promote opportunities for civic engagement because the city views stakeholder involvement as crucial to citywide success.
- Community Pride The project should encourage residents to call Rancho Cordova their home.
- Education The project should enhance the quality of educational services to Rancho Cordova students or residents.
- Public Safety Attention is given to improving public safety to promote the welfare of our community.
- Quality of Life The city encourages projects that provide a socio or economic benefit to the city by promoting community relations, residents' well-being, attracting new businesses and providing jobs in the city.
- Sports The city encourages projects that support sports as a positive outlet for building stronger community connections, promoting physical fitness, and an enhanced participation in sporting activities.

## **Fiscal Year 2024/2025 Grant Restrictions**

The following are not eligible for Community Enhancement & Investment Fund grants:

- Applicants who discriminate on the basis of race, religion, sex, national origin, sexual orientation, age or disability.
- Applications requesting excessive honoraria or salaries for the project team.
- Activities that do not serve a public purpose.
- Activities that directly fund any private, sectarian school or any school not under the exclusive control of officers of the public schools.
- Activities that advocate or promote a specific religion.
- Activities that aid or promote political candidates, parties, ideologies or campaigns.
- Activities that aim to raise funds for a specific cause or organization other than grant recipient per Agreement terms.
- Activities that are prohibited by law, or in the determination of the city, would be deemed illegal by a court of competent jurisdiction.
- Applicants who are unable to acquire necessary insurance documents.

### **Fiscal Year 2024/2025 Prioritization Method**

Projects will be reviewed and prioritized for funding from the Fiscal Year 2024/2025 Community Enhancement & Investment Fund based on the following elements:

- Leverage. Consideration is given to projects that make use of existing funding, resources, and partnerships to further embolden delivery of these services to enhance scope and outcomes.
- Return on Investment. Consideration is also given to projects that provide greater community benefits and economic value compared with their associated costs. This includes creating new jobs, business growth, increased revenue, benefit to the community, etc.
- Capacity. Projects will be deemed impractical without a project team. Either an individual or organization must be able to demonstrate capacity to carry out the project.
- Project Goals and Metrics. The project applicant/team must clearly define and state their goals and outline the metrics by which progress in reaching goals can be assessed.
- Timeline. The project applicant/team must also develop a timeline for meeting the project goals to ensure the project can be accomplished within a finite period (July 1, 2024 – June 30, 2025).
- Adaptability. The project/program is designed in a way that it can operate during the fiscal year under ongoing uncertainty caused by the COVID-19 pandemic. For example, the program could operate virtually or with other modifications made aligning with the California Public Health and/or Sacramento County Health Orders.

# **Best Practices**

Below are some best practices to use before, during, and after the application submittal process.

- Do you intend to propose a project at a public school? If you do not already have an established partnership with them, reach out early so they have time to ask questions, seek clarity, and learn more about your program before responding to the endorsement form you will submit to them. Ask about any required insurance or items that may add expenses to your budget. Reach out to the school principal or district staff early.
- Do you intend to propose a project at a park or park facility? If you do not already have an established partnership with the Cordova Recreation & Park District, reach out early so they have time to ask questions, seek clarity, and learn more about your program before applying. Ask about any park district forms that may be required such as a permit or facility use form. Ask about any required insurance or items that may add expenses to your budget. Reach out to the park district staff early.
- Applications must be submitted online. Prepare your answers before completing the application. Some internet browsers can “time out” if they think you are inactive on a page. All the application questions are listed here in this document.
- Before pressing the submit button at the end of the online application, review your application. You can also add a collaborator to view/edit your application. If you need assistance with this please contact staff at [CEIFGrants@cityofranhocordova.org](mailto:CEIFGrants@cityofranhocordova.org).
- Does your project involve construction, alteration, repair work, pre-construction design, land surveying, or post-construction cleanup work? If yes, your project may require the payment of prevailing wages. Read the Information on Prevailing Wages for grant applicants and go to <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html> to learn more.
- The grant portal accepts file attachments. If you are concerned about sending any attachments, please contact staff at [CEIFGrants@cityofranhocordova.org](mailto:CEIFGrants@cityofranhocordova.org).
- A member of the Community Enhancement & Investment Fund team will acknowledge that your application has been received. If you do not hear from a staff person directly within 24 hours (excluding weekends), please contact them to verify at [CEIFGrants@cityofranhocordova.org](mailto:CEIFGrants@cityofranhocordova.org).
- Do you want to determine when a particular topic like the Community Enhancement & Investment Fund grants will be discussed at City Council meetings? Sign up to receive notifications when council meeting agendas are posted. You can do that by registering your email at this link:  
<https://public.govdelivery.com/accounts/CARANHOCORDOVA/subscriber/new>
- . After email registration, select city council meetings and other items you may want specific updates on.
  - Sign up for general E-News from the City of Rancho Cordova at this link:  
<https://www.cityofranhocordova.org/residents/what-s-happening/sign-up-for-e-news>