

**PACIFIC COAST FARMERS' MARKET ASSOCIATION
COMMUNITY MINI-GRANT PROGRAM FOR THE CITY OF PINOLE**

OVERVIEW

The Pacific Coast Farmers' Market Association (PCFMA) has partnered with the City of Pinole to offer a Community Grant Program for eligible local youth community service and non-profit organizations for 2016-2017. PCFMA is the nonprofit organization that has operated the Pinole Farmers' Market in partnership with the City of Pinole since 1999.

The City Council has allocated \$2,000 from PCFMA donations to fund community service organizations. One-time grant funding awards will be provided to eligible non-profit 501c3 youth community service organizations to fund activities or special events that serve Pinole residents. These activities or special events must focus on program activities that enhance or promote civic unity or community services within the Pinole community.

Only one (1) grant application may be submitted per eligible non-profit, 501c3 youth community service organization and a maximum award of \$1,000 may be requested per applicant. The final grant award may be allocated as determined by the Pinole City Council which may be based on the total number of grant requests received by the City of Pinole. Any decisions made by Pinole City Council are final.

GRANT APPLICATION & DOCUMENTS REQUIRED

All applicants must complete the attached application form and provide the following documents:

- Proof of current non-profit 501c3 certification
- Copy of organization's budget summary (Profit and Loss Statement)
- Copy of proposed program budget
- List of current organization's board of directors
- Short bios of staff in charge of grant assisted program
- Summary of organization's grant award need
- Proposed program budget for grant expense
- Financial reporting and disclosure
 - IRS tax forms for the current or preceding tax year
 - Annual profit and loss statements
 - Annual revenue and expense reports

ELIGIBLE NONPROFIT ORGANIZATIONS ONLY

Applications are limited to non-governmental, non-profit organizations serving the Pinole community. Excluded entities include the following: Contra Costa County offices, Municipal Organizations, Special or Water Districts, school districts, and private individuals.

APPLICATION SUBMITTAL

Application Deadline is 6:00 P.M., March 11, 2016

- Any application received that are emailed or postmarked after the deadline date will be immediately disqualified from funding consideration. No exceptions.
- E-mailed applications are not accepted

Applications must be hand delivered or mailed to:

Pinole Community Grant Program
Pacific Coast Farmers' Market Association
5060 Commercial Circle Ste. A,
Concord, CA 94520

GRANT FUNDING CRITERIA

Applications will be judged and selected for funding consideration by the Pinole City Council on the following criteria:

1. Pinole community-based organization must demonstrate that a majority of the grant award expenditures will be used to serve **Pinole residents**.
2. Fair and justifiable program costs (program/event budget required)
3. Leverage of matching funds/resources
4. Completion of special event/program activity between: **July 1, 2016 to June 30, 2017**.

GRANT AWARD EXPENDITURES

Grants will be funded upon approval of the City Council and announcement of recipients. Expenses must be directly related to services or materials of proposed special event/program activity during the grant award period (July 1, 2016 through June 30, 2017). Grantees will be required to maintain financial records to support claimed expenditures and project accomplishments. Funds for the proposed special event or program activity must not be used to fund normal operational daily costs or normally scheduled program activity, nor be used by the applicant to fund/supplement its own monetary giving.

PRIOR FINANCIAL ASSISTANCE

Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Council.

REVIEW OF APPLICATION BY CITY MANAGER

After receipt of applications by the established deadline, the City Manager will ensure that all completed Request for Financial Assistance initially meet all conditions within established program guidelines for full consideration for review by the Pinole City Council. The City Manager will review each qualified application to establish a final recommendation for program funding to the City Council for final award consideration.

REVIEW AND AWARD BY CITY COUNCIL

After receipt of application the City Council shall award qualified recipients of the program period by majority vote.

FINAL REPORT AND RECEIPTS

All grant award recipients are required to provide a written report and receipts for all expenses associated with the grant award. Written reports and receipts must be submitted to the City Manager by the required deadline prior to June 30th of the program period. All grant recipients' final reports will be submitted before the City Council for approval of expenditures by majority vote. If determination is made that funds were expended inappropriately, the City Council shall direct Grant recipients to reimburse the City of Pinole the designated amount. Failure to complete all program requirements will affect eligibility for future grant program consideration by the City Council.

GRANT AWARD MAXIMUM AWARD AMOUNT

- Grant Awards will be \$500 - \$1,000 per applicant
- The City Council, at its discretion, may modify the grant award to qualified recipients based on qualifying criteria, number of qualified applicants received, and purpose of request to best meet preferred funding status criteria to benefit the Pinole community. The grant award may not exceed the maximum amount of available financial resources for the Grant Program.

QUESTIONS REGARDING THE GRANT APPLICATION

For more information: Call PCFMA's Contra Costa Regional Manager at 925-825-9090



APPLICATION FOR GRANT FUNDING

All Applications Must be Received by 6:00 p.m. March 11, 2016. Please Print Clearly or Type

GENERAL APPLICANT INFORMATION:

1. Name of Organization: _____
2. Mailing Address, Street: _____
City, State, Zip: _____
3. Contact Person: _____
Title/Position: _____
4. Phone: _____
5. Email: _____
6. Website: _____
7. Has your organization received financial assistance from the City of Pinole or before?
_____ Yes _____ No
8. If yes, for what activities and in which fiscal year? _____

9. Title of Proposed Special Event/Program/Service:

10. Program Dates/Location: _____
11. How many persons will this program benefit? _____

12. How many of the persons who will benefit will be Pinole residents? _____

13. Please describe the special event program/service, how it will benefit Pinole residents and how it meets the grant goals to enhance or promote civic unity or community services within the Pinole community: _____

Note: Attach extra sheet, if necessary.

14. Proposed Total Program Costs, including any matching funds: \$ _____

15. Amount requested for FY 2016-17 from this grant program: \$ _____

Note: Requests must be no less than \$500 and no more than \$1,000.

16. How will grant funds be used? _____

Note: Grant funds must be used for services or materials directly associated to proposed activity.

17. Anticipated Program Outcome or Accomplishments: _____

18. How will the organization acknowledge the City's financial contribution to the community/ beneficiaries of the proposed special event activity? _____

Acknowledgment of Responsibility:

The person signing below certified that they are authorized to sign this application on behalf of the applying organization and certifies that the applicant assumes responsibility for developing and implementing proposed activities or events as detailed in this application, including public acknowledgment of the City's financial contribution. The applicant agrees to comply with all accounting and budget procedures outlined by the City. Applicant will hold harmless the City of Pinole and PCFMA from all losses, claims, accidents and problems associated, directly or indirectly with the development and implementation of proposed activities or events.

Authorized Signature: _____

Date Signed: _____

Name of Person Authorized to Sign for Applicant: _____

Title of Authorized Person: _____

Remember to Attach to Grant Application:

- Proof of current non-profit 501c3 certification
- Copy of organization's budget summary (Profit and Loss Statement)
- Copy of proposed program budget
- List of current organization's board of directors
- Short bios of staff in charge of grant assisted program
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