

REQUEST FOR APPLICATIONS

2024 TOT Grants Program
(FY 2024-25)



Submission Deadline

TOT Grant
Applications are due:

**Wednesday, March 6,
2024 @ 5:00pm**

www.cityofepa.org

1. Introduction

The purpose of the City of East Palo Alto Small Grants Program-Transient Occupancy Tax Fund (TOT) is to provide grants to support non-profit organizations that provide enrichment programs and services to Children, Youth and Families, including Seniors.

About TOT

At the general municipal election held on November 5, 2002, voters in East Palo Alto modified the Transient Occupancy Tax (TOT) ordinance to provide a dedicated revenue stream for Children, Youth and Family services, including Senior citizens (CYFS). The TOT revenue is collected through a hotel tax which is submitted to the City on a monthly basis. Of the total monthly amount collected, 10% is set aside for CYFS.

For 2024-25, the City Council has increased the grant amount for programming not-to-exceed \$40,000, to be used by Community Based and Non-Profit Organizations.

“Children are one third of our population and all of our future.” ~Select Panel for the Promotion of Child Health, 1981

Historically TOT funds have been directed into summer programs for youth. As the program has evolved and the TOT grant fund has remained steady, Council has desired to expand the TOT Grants Program beyond the original scope of summer-based programming. Qualified applicants are welcome to apply utilizing a variety of activities that ultimately benefit the City of East Palo Alto residents!

2. Timeline and Important Elements

Estimated Funding Timeline	
Notice of Funding Availability (NOFA) Released	February 5, 2024
Mandatory Pre-Submission Applicant Orientation	February 12, 2024
Question Submission Ends	February 20, 2024
Applications Due (Late Applications will not be accepted.)	March 6, 2024 @ 5:00pm
Applicant Review Process	March 10-11, 2024 (Dates subject to change).
Award Announcement	Early to late April 2024 (Dates subject to change).



Mandatory Pre-Submission Information Session

Interested applicants **MUST** have attend ONE of TWO Informational Sessions. Each session will be held remotely via Zoom on **Monday, February 12, 2023 at 12:00pm and 6:00 pm.**

The purpose of the Pre-Submission Applicant Orientation:

- Describe the Transient Occupancy Tax (TOT) Grants Program and program requirements
- Respond to questions from potential applicants
- Review the application process

Questions and Inquiries

To ensure all applicants have access to the same information, grant staff will only answer application questions submitted via email by **Tuesday, February 20, 2024.** All questions will be responded to in writing and shared with session attendees by **Monday, February 27, 2023.** Submit questions to Maurice Baker at: mbaker@cityofepa.org.

3. Grant Details

Funding Available: The City Council has authorized up \$40,000 per grantee for fiscal year 2024-25 which normally represents approximately ten percent (10%) of the annual fund and is contingent on the quality and number of proposals received and funding available. Funding priority may be given to grantees or partners which exhibit matching funds or in-kind donations.

The City is specifically interested in programs that specifically serve the following demographics:

- **Children/Youth**
- **Family Services**
- **Seniors**

Eligible Applicants: **Must be registered and up to date** Non-profit 501 (c)(3) organizations from East Palo Alto or serving a majority of it's residents.

Applicants are required to submit proof of non-profit status. Current or past grant recipients may apply for grant funding.

TOT grants are competitive and must demonstrate an increase in both quality and access to programs for East Palo Alto children, youth and families, including seniors, and have to be publicly funded/supported programs that **promote measurable improvement** that promote a supportive community environment for families and/or seniors.



4. Contractual Requirements and Reporting:

Applicants are strongly encouraged to review these documents before applying for grant funding. All grantees will be required to list:

- Service category area;
- Track the number of clients served (Example: Sign-in/Out sheets or digital versions);
- Demographics (Example: race, age, language);
- Total hours provided;
- Program impacts; and
- All grantees, regardless of the type of grant, will be required to conduct a client satisfaction survey during the grant term and submit that feedback with the Closeout paperwork.
- Closeout reports are due 30 days after the close of your grant. Any funds not expended by the end of your grant are required to be returned to the City of East Palo Alto along with your Closeout Report.

In addition, recommended applicants must provide the following as a condition of grant award:

- **Memorandum of Understanding (If you are partnering with another organization – not required for Small Grants):** Partnering organizations are required to define their partnership by written agreement in the form of a Memorandum of Understanding (MOU). In addition to expressing a convergence of will between the parties, indicating an intended common line of action, roles and responsibilities; the MOU must identify a lead organization to represent the collaborative and receive payments on its behalf. The Lead Organization **may** be required to provide all requested legal documents including insurance to cover the work of the group. **Lead organizations are required to submit proof of current non-profit status.**
- **Provide Proof of Insurance:** Organizations seeking to submit an application with the City will be required, at time of application, to provide evidence of insurance and maintain coverage throughout the life of the grant. **Costs for required insurance may be included in the proposed program budget. Should a grant be awarded, grantees will be required to provide a Certificate of Insurance, which includes CURRENT: Workers Compensation, General Liability, Sexual Misconduct, and Automobile, in statutory amounts not less than one million dollars (\$1,000,000.00). On a SEPARATE Endorsement Page, the City of East Palo Alto and its officers, agents, council members, and employees must be named as additionally insured.**



5. Review, Evaluation, Selection Process, and Ranking:

Eligibility Review: City staff will review applications to ensure they meet minimum eligibility requirements and submittal standards. Only applications that are complete, meet eligibility requirements, and submittal standards will be forwarded for further considerations. Applicants not meeting these standards will be notified.

After a preliminary review by City staff, eligible proposals are presented to a Community Grants Review Panel (CGRP) for further review and ranking. The CGRP will present their rankings and recommendations for funding to the City Council. The City Council, which has final approval authority, then selects the slate of projects to be funded and informs the staff of its decision. The Community Services Manager is responsible for administering the grants for the approved projects.

Application Format and Submission: Applications must be no longer than ten (10) pages plus attachments. **Applications will not be available online.** All submissions are due by **5:00 pm. on Wednesday, March 6, 2024.**

Electronic submissions are required. Allow plenty of time for the system to upload documents. Submit applications:

- Via email to commservices@cityofepa.org

Attachments should be in PDF format. All documents should be titled with the attachment designation followed by the applicant name. For example: Attachment A: ABC Organization: Application. Attachment B: ABC Organization: Narrative. **If the file size is too large, break up the documents and send them in smaller groupings.**

The award of a contract, and any allowed renewal or extension thereof, is subject to allotments made by the East Palo Alto City Council and subject to the availability of Transient Occupancy Tax (TOT) Funds. PLEASE NOTE THAT THE EAST PALO ALTO CITY COUNCIL MAY PARTIALLY FUND ANY CONTRACT RESULTING FROM THIS SOLICITATION. ANY FUNDS NOT EXPENDED BY THE END OF YOUR GRANT IS REQUIRED TO BE RETURNED TO THE CITY OF EAST PALO ALTO ALONG WITH YOUR CLOSEOUT REPORT.

Instructions: Submissions should be presented in the following order: **KEEP THIS FORM.**



CHECK LIST

<p>I. Application (pp. 7-8)</p> <ul style="list-style-type: none"> • <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> • Describe your organization briefly. • Work Plan: For this project. • <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> • Budget • Logic Model 	<input type="checkbox"/>
<ul style="list-style-type: none"> • TOT Compliance Policies <ol style="list-style-type: none"> a. <u>Conflict of Interest (COI) Certification</u> b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> • Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • IRS documents <ol style="list-style-type: none"> a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter b. <u>Form 990 or 990 Exemption:</u> Last 2 years 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Financials <ul style="list-style-type: none"> • <u>Annual Budget:</u> 2 years • <u>Financial Statements:</u> <ul style="list-style-type: none"> • Current YTD • Previous Year • <u>Matching Funds:</u> Commitment letter if applicable 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Other <ul style="list-style-type: none"> • <u>Organizational Chart:</u> <ul style="list-style-type: none"> • The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners. • <u>Board Members List:</u> Including titles and addresses. • <u>Executive Director Name:</u> Or equivalent employee. 	<input type="checkbox"/>



**CITY OF EAST PALO ALTO –TOT
GRANT APPLICATION
COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

Organizational Information

Legal Name Organization:	
Address of Organization:	
Website:	

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator			
Email			
Phone		Fax	

Grant Request

Amount Requested: (Not to exceed \$40,000)	\$ _____
Total Project Budget: (For this project)	\$ _____
Matching funds/in-kind donations? (Yes/No) Circle one. If yes, amount?	\$ _____
What is your organization's total annual operating budget?	\$ _____
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes No Year(s)? _____

Is that grant still active? Yes No

If not, have you submitted your Closeout forms? Yes No

Please indicate your service category: Summer Camp Leadership Development

Career/Employment/Entrepreneurship Crisis Intervention

Sports/Recreation Re-Entry/Diversion Other



Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (categories):

Children | Youth | Families | Seniors

Check Age Group(s):

under 5, 5-10, 10-15, 15-18, 18 – 24, 25 – 64, 65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: _____

List the **total** number of Clients you intend to serve during this program: _____

Summer Program Timeline

What are your dates of service for this program? START: _____ END: _____

What days/nights will you run your program? (Ex: M-F) _____ Hours? _____

Acknowledgement

I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

Signature of Authorized Representative

Date Signed

Printed Name

Title



NARRATIVE: Not to exceed 2 pages (**Please use 12 PT Font with 1 inch margins on 8/12 x 11 inch paper**). Please describe:

- Your project service category;
- Goals and objectives – work plan;
- How many clients you intend to serve;
- Project partners (if any);
- Project timeline;
- How this project helps your organization fulfill its broader organizational mission; (Please include your organization’s mission statement);
- How proposed program activities will increase a young person’s academic achievement or help positively develop their social skills. Evidence based strategies will be viewed favorably;
- Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto;
- Your organizational history and qualifications providing direct services to the target population;
- Lead staff, their qualifications; and
- The project’s proposed budget and how it supports the overall objectives and activities. Include planned efforts to leverage funds and list potential funders. Budget should be reasonable, realistic, and consistent with your work plan. **Projects that utilize matching funds will be given priority.**

LOGIC MODEL: Not to exceed 3 pages (highlighting one (1) objective per sheet of legal size paper).

Using the Logic Model template, discuss up to three (3) measurable indicators/objectives focused on direct service programming and impact. The limited number makes the process simpler; more importantly, it makes everyone think hard about priorities.

The logic model draws a picture of your program or intervention; provides a graphic representation of the “theory of action” highlighting what is invested, what is done, and results. It will serve as the core of planning, evaluation, and setting mutual expectations for the grant.

In your responses, keep the following concepts in mind:

- **Outputs:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a work plan or timeline. Outputs include things like number of workshops held, number of youth tutored, health management plan completed, etc.
- **Outcomes:** Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short and long-term. Outcomes include things like the numbers of youth served that are now in college, or the measure by which their grade point average has improved.

BUDGET: In an Excel spreadsheet, develop a project budget that outlines the funding request. Detail: TOT funds requested; note any matching funds; and list the organization’s annual budget allocation to that activity. Examples of budget items include, but are not limited to, personnel, personnel benefits, sub-contractors/collaborative partners, supp/plies and materials, and equipment. Staff and personnel costs may not exceed fifteen (15%) of the total budget.

