



# **Environmental Community Investment Agreement (ECIA)**

**FY 2022-2023**

**Welcome! We'll begin at soon.**

# Outline

- Introduction & Program Overview
- Guideline Review
- Application Review
- Next Steps
- Questions



# INTRODUCTION & OVERVIEW

# ECIA Background

Represents an investment of \$90 million over 10 years

- Community programs, Greenhouse Gas Reductions & Solar farm
- \$6 million - Competitive grant program

# Focus

The ECIA states that the grant program could “...**fund community programs and non-profits focused on communities, youth, and youth sports programs...**”

- Access to organizations of varying capacity and financial need
- Focus on organizations with smaller budgets
- Sustainability...organizations should **NOT** be reliant on ECIA grant funding

# Fundraising

## Individual Donors

- Acquisition campaigns: Direct mail, email campaigns, crowdfunding, social media
- Major Donors
- Planned Gifts/Bequests
- Capital Campaigns
- Special Events: Tickets, Sponsorships, Auctions, Donations

## Institutional Donors:

- Special Events: Sponsorships
- Grant applications
- In-kind support



# FY 2022-23 GUIDELINE REVIEW

Source: The Atlantic

# Eligibility Requirements (Page 4)

- Grant-funded program serves Richmond and/or North Richmond residents (80% threshold)
- Operate as not-for-profit entity with 501(c)(3) tax status
  - Current (filed) 990/990N or Audited Financials
  - Fiscal Sponsor may be used
- Did not receive an ECIA grant award of more than \$10,000 in previous grant cycle

# Grant Awards (Page 5)

- Grant Awards
  - Minimum - \$5,000
  - Maximum - \$50,000
- Grant Cycle: July 1 - June 30
  - Funds are available following execution of grant service agreements
- Organizations may submit only one (1) application per grant per cycle

# Grant Categories (Page 5)

	<u>Grant Award Options</u>	<u>Eligibility</u>	<u>Award Decision Made By</u>	<u>Award Range</u>	<u>Total Award Amount</u>
1	Competitive Grant Awards (Relevant for this Application)	Non-profit organizations reporting gross receipts of <b>less</b> than \$50,000 annually	City Council (Recommendations made by ECIA Review Panel)	\$5,000 - \$50,000	\$225,000  See Special Note Below
2	Competitive Grant Awards (Relevant for this Application)	Non-profit organizations reporting gross receipts of <b>more</b> than \$50,000 annually	City Council (Recommendations made by ECIA Review Panel)		
3	City Council Approved Awards	Organizations that applied for the ECIA Grant (categories 1 and 2) but were not recommended for funding	City Council	Amounts based on Council discretion	\$ 100,000
4	Community Services Mini-Grant Awards	Non-profit organizations with 501(c)(3) tax status with programming connected to the Community Services Department	Community Services Department	Up to \$5,000	\$ 50,000
<b>TOTAL</b>					<b>\$375,000</b>

## **Special Note (Page 5)**

- A maximum of \$100,000 in grant awards are available to organizations with annual budgets over \$750,000 (based on most recent 990s or audited financials)

# Eligible Uses (Page 6)

- Grant will fund programs/projects supporting:
  - Youth programs (through age 21)
  - Youth sports programs
  - Community-focused programs
- Examples include but are not limited to:
  - Health and Wellness
  - Students and Parents
  - Service Learning
  - Gardening and Urban Greening

# Ineligible Uses (Page 6)

- Repayment of existing debt, pre-existing tax liens, obligations, endowment
- Payment of bonuses
- Legal, loan, or bank fees
- Subsidization of existing contracts
- Advancement of certain sectarian, politically partisan, or religious projects
- Intended for commercial gain
- Occurs before or after the grant award period
- To support annual fund drives or fundraisers or other events not open to the general public
- Furniture and cell phones

# Fiscal Sponsorship (Page 7)

- Allows organization w/o 501(c)(3) tax status to apply for the ECIA grant
- Organizations are responsible for finding a fiscal sponsor
- Fiscal sponsor will serve as the applicant
  - Signed agreement between sponsoree and fiscal sponsor
  - Fiscal sponsor will enter into grant service agreement

# Collaborating Organizations (Page 7)

- Collaboration is strongly encouraged across all organizations
  - Benefits include: Information sharing, joint programming, leverage funding, efficiency, reduced redundancy, etc.
- Collaboration with governmental entities/agencies
  - Written agreement authorizing collaborative relationship
  - Name of agency, contact, description of collaboration

# Required Documents (Page 8)

- Completed application
- Budget
  - Organizational budget
  - Program budget
- Proof of 501(c)(3) status
- Financial statements (990, 990N, audited financials)
- List of Board of Directors and affiliations
- Letter authorizing collaboration (if needed)
- Signed agreement with fiscal sponsor (if needed)

# New Online Submission Details (Page 9)

## Richmond - ECIA Community Grant Program

The [Richmond-ECIA Grant Program Request for Application \(RFA\)](#) for Fiscal Year(FY) 2022-2023 is now OPEN! The deadline to submit an application and all relevant attachments was Sunday, February 13, 2022, at 11:59 p.m. In our efforts to improve efficiencies and minimize risks related to COVID-19, applications are only being accepted electronically.

The City will host two (2) virtual [ECIA Info Sessions](#) on the following dates:

- [Tuesday, January 11, 2022, from 10:00 a.m. to 11:30 a.m. \(Join here\)](#)
- [Thursday, January 20, 2022, from 6:00 p.m. to 7:30 p.m. \(Join here\)](#)

You may access previously recorded webinar and presentation slides on our [Capacity Building](#) page.

To make sure you are notified of future capacity-building training dates, and any additional updates, please subscribe to the [ECIA Competitive Grant E-News Sign-up!](#)

The Richmond – ECIA Competitive Grant Program is funded through the [Chevron Modernization Project Environmental and Community Investment Agreement \(ECIA\)](#) that was entered into between the City of Richmond and Chevron. Beginning from Fiscal Year 2016-2017, funding will be available over the next 10 years to fund programs that support community, youth and youth sports. Grants will be awarded on an annual basis and awards will range from \$5,000 to \$50,000. Non-profit organizations that provide services focused on community, youth, and youth sports services to Richmond residents are all eligible. Non-profits must have 501(c)(3) tax status or plan to use a fiscal sponsor that has 501(c)(3) tax status.

For all questions or concerns regarding the the ECIA Grant please contact [eciagrants@ci.richmond.ca.us](mailto:eciagrants@ci.richmond.ca.us)

### Grant Application and Guidelines

- [ECIA Grant Guidelines](#)
- [ECIA Grant Application](#)
- [ECIA Budget Template \(MS Word\)](#); or
- [ECIA Budget Template \(MS Excel\)](#)

**\*\*New Online Process\*\***

**Submit**

# Payment Provisions (Page 9)

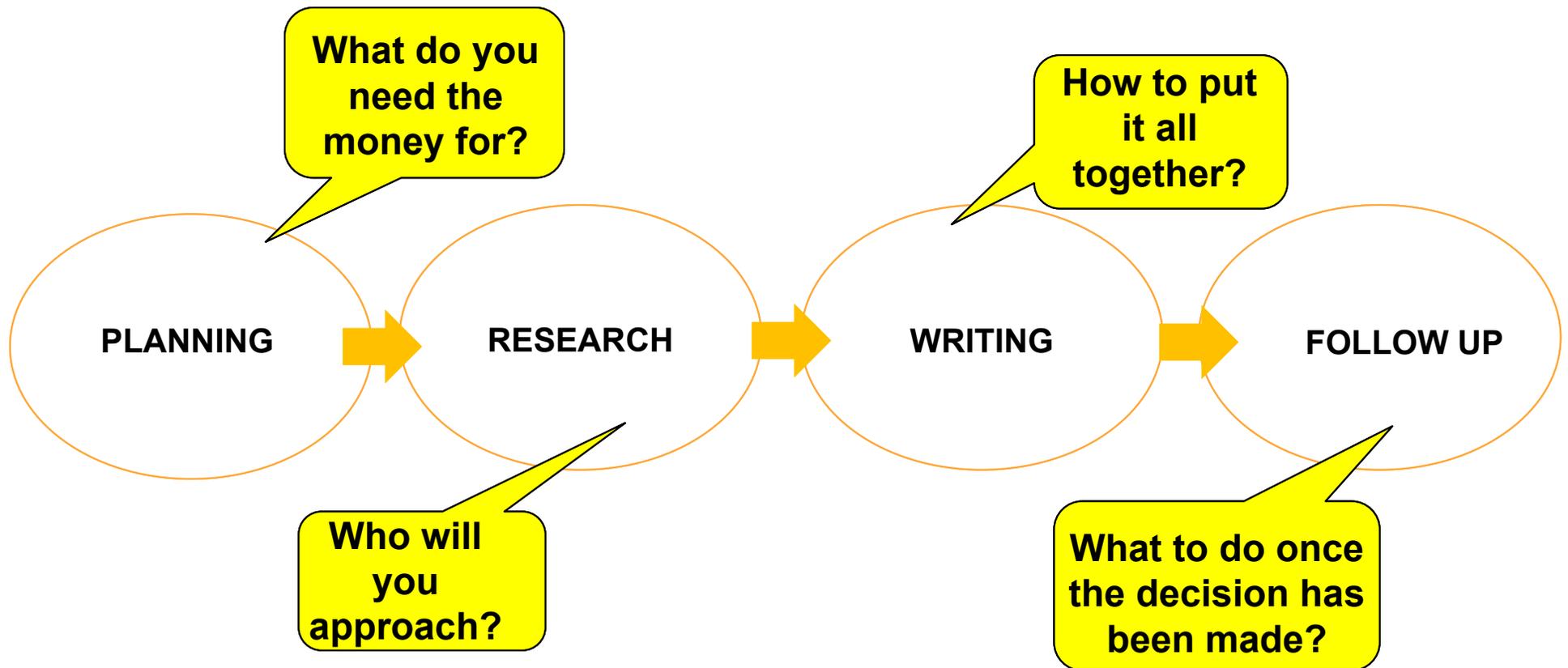
- Grant payments:
  - Awarded on reimbursement basis
  - Bi-annual basis
- Advance Payments
  - Initial advance of 50% of total award
  - Additional 35% by request
  - Remaining 15% released with final report

# Review Criteria (Page 10)

Total Points: 110

- Program Description and Concept – 40 points
  - Section 2
- Impact and Goals – 40 points
  - Section 3
- Financial Viability – 20 points
  - Section 4
- Richmond-based Organizations – 10 points

# Proposal Writing Process



# What we want to know is...

- What specific need are you addressing?
  - Make sure it fits the size and scale of your solution
- What is your specific plan of action?
- What are you trying to achieve?
  - Outcomes must be measurable
- How will you know if you're successful?
- How will the project sustain in the long run?

**FY 2022 - 23  
APPLICATION**



# Grant Application - Section 1



## **SECTION I – ORGANIZATION INFORMATION**

### **Community-Based Organization Information (Applicant Information):**

Name of Organization: Click here to enter text.	Executive Director Name: Click here to enter text.
Organization Address Click here to enter text.	Project Manager Name (primary contact for the grant): Click here to enter text.
	Project Manager Title: Click here to enter text.
Email Address: Click here to enter text.	Phone Number: Click here to enter text.

# Grant Application - Section 1

## Fiscal Sponsor (Organization with 501(c)(3) tax status:

Name of Organization: <a href="#">Click here to enter text.</a>	Executive Director Name: <a href="#">Click here to enter text.</a>
Organization Address: <a href="#">Click here to enter text.</a>	Project Manager Name (primary contact for the grant): <a href="#">Click here to enter text.</a>
	Project Manager Title: <a href="#">Click here to enter text.</a>
Phone Number: <a href="#">Click here to enter text.</a>	Email Address: <a href="#">Click here to enter text.</a>

## Program/Project Budget:

Program/Project Budget: \$ <a href="#">Click here to enter text.</a>	Amount of Grant Funds requested: \$ <a href="#">Click here to enter text.</a>
Organizational Budget: \$ <a href="#">Click here to enter text.</a>	Fiscal-Sponsor Budget (If applicable): \$ <a href="#">Click here to enter text.</a>

# Grant Application - Section 1



## Program/Project:

Program/Project Title: [Click here to enter text.](#)

Program Project Summary (50-word limit): [Click here to enter text.](#)

% of Richmond Residents Served by Your Organization: [Click here to enter text.](#)

Will Your Program or Project Serve Youth (through age 21)?: [Click here to select "Yes" or "No"](#)

Please select one (1) category that BEST describes the type of project or program that your organization plans to provide with the requested grant funds from the drop-down list:

[CLICK HERE](#) and Select the program category from the drop-down.

# Grant Application - Section 2

## SECTION 2 – PROGRAM/PROJECT DESCRIPTION

- a. Provide information about your organization (e.g. number of years in operation, description of services provided and the population served).

[Click here to enter text.](#)

- b. Describe in detail the program or project your organization is proposing to implement with the grant funds. Clearly list the major components or aspects of your program or project.

[Click here to enter text.](#)

- c. Provide a timeline for project implementation using the template below. Include specific tasks/activities that will be accomplished within each quarter.

<u>Task/Activities</u>	<u>Month</u>
<b>1<sup>st</sup> Term (July 1, 2020 – December 31, 2020)</b>	
<a href="#">Click here to list, bullet, or number entries.</a>	<a href="#">Click here to list corresponding dates.</a>
<b>2<sup>nd</sup> Term (January 1, 2021 – June 30, 2021)</b>	
<a href="#">Click here to list, bullet, or number entries.</a>	<a href="#">Click here to list corresponding dates.</a>

# Grant Application - Section 2

- d. List the staff members responsible for the implementation of the program or project. Briefly describe the staff's experience working on the proposed program/project and/or similar projects. Include résumés or provide descriptions of work experience with each copy of the application.

[Click here to enter text.](#)

- e. If you plan to collaborate with other entities (i.e. non-profits, governmental entities, private entities) to implement your program or project, please complete the table below.

***Note: A letter of collaboration must be included as a part of your application ONLY IF your organization plans to partner with a government entity(ies) (e.g. city, state, county, school district, etc.).***

<b><u>Partner</u></b>	<b><u>Specific Role:</u></b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

# Grant Application - Section 3

## **SECTION 3 – PROJECT IMPACT AND GOALS**

- a. Describe the target population and geographic area that your organization plans to serve with the grant funds and what impact the proposed program or project will have on the target population.

[Click here to enter text.](#)

- b. List the number of individuals that will be served as a result of your program or project.

<u><b>Total Number of Individuals Served by Proposed ECIA Funded Program or Project</b></u>	<u><b>Total Number of Richmond Residents Served by Proposed ECIA Funded Program or Project</b></u>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

# Grant Application - Section 3

- c. List the major program or project goal(s) and how your organization will measure if you reach your desired goal. The goal should be measurable and data driven. There should be at least one (1) expected outcome per major program or project component.

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<b><u>Major Program Component(s)</u></b>	<b><u>Major Program Outcome(s)</u></b>	<b><u>Indicator/ Measurement</u></b>	<b><u>Goal</u></b>	<b><u>Evaluation Method</u></b>
<i>Example: School Preparedness</i>	<i>Provide backpacks filled with school supplies to 100 3rd grade students</i>	<i># of backpacks provided</i>	<i>100</i>	<i>Perform a simple tabulation of backpacks distributed against those remaining or survey 3rd class</i>
Click here to list, bullet or number entries.	Click here to list, bullet or number entries.	Click here to list, bullet or number.	Click here to bullet or number entries	Click here to list, bullet or number entries.

# Grant Application - Section 4



## Program Budget Table

<b>REVENUE</b>			
<u>Category</u> <i>(List Funding Sources)</i>	<u>ECIA</u> <u>Request</u>	<u>Project Budget</u>	<u>Revenue Status</u> <i>(Approved/Pending)</i>
<i>ABC Foundation</i>		\$20,000	<i>Approved</i>
<i>Community Bank</i>		\$5,000	<i>Approved</i>
<i>Donations</i>		\$10,000	<i>Processed</i>
<i>In-Kind Donations</i>		\$3,000	<i>Processed</i>
<i>ECIA Grant</i>	\$7,000	\$7,000	<i>Pending</i>
<b>Revenue Total</b>	<b>\$7,000</b>	<b>\$45,000</b>	
<b>EXPENDITURES</b>			
<u>Category</u>	<u>ECIA</u> <u>Request</u>	<u>Project Budget</u>	<u>Budget Narrative</u> <i>(if applicable)</i>
<i>Executive Director</i>		\$10,000	<i>1 Executive Director position</i>
<i>Personnel/Staff</i>		\$18,000	<i>2 Program Managers (Part-Time)</i>
<i>Food</i>	\$2,500	\$7,000	<i>Average cost of food is \$600 per six-week workshops</i>
<i>Supplies</i>	\$2,500	\$5,000	<i>Printed cost of workshops supplies, handouts, etc.</i>
<i>Overhead</i>	\$2,000	\$5,000	<i>Rent, insurance, etc.</i>
<b>Expenditure Total</b>	<b>\$7,000</b>	<b>\$45,000</b>	

# Review Process (Page 11)

- Applications are received by 11:59 p.m. on Sunday, February 13, 2022 (no exceptions)
- City staff review for responsiveness
- All complete and eligible applications are forwarded to the review panel for scoring
- Review Panel's recommendations are forwarded to City Council for final approval
- Awardees will enter into contracts with the City

# Timeline (Page 12)

<b>TASK</b>	<b>DATE</b>
Application Release Date	December 27, 2021
Information Session	January 2022
Applications Due (No exceptions)	February 13, 2022
Application Review and Scoring	February 2022 – March 2022
Capacity Building Workshops	TBD 2022
City Council Review and Approval	April 2022 – May 2022
Grant Award Notification	April 2022 – May 2022
Grant Award Period (start date is dependent upon execution date of grant services agreement)	July 1, 2022 – June 30, 2023

# **Grantee Requirements (Page 13)**

- Enter into a City contract (grant agreement)
- W-9 and Supplemental Vendor Application
- Obtain a City of Richmond Business License
- Meet City's insurance requirements
- Participate in program check-ins/on-site visits
- Reference City as a grantor on applicable material
- Submit bi-annual report/invoices

# **FOR MORE INFORMATION CONTACT**

- Email: [eciagrants@ci.richmond.ca.us](mailto:eciagrants@ci.richmond.ca.us)
- Web: <http://www.ci.richmond.ca.us/eciagrants>
  - Email Alerts (COR E-News):  
<http://www.ci.richmond.ca.us/list.aspx>



**QUESTIONS?**