

## Frequently Asked Questions

**1. How much money will the Richmond Community Fund Advisory Committee (RCFAC) distribute during the 2009 calendar year?**

\$1 million.

**2. Are there limits to the size of grants the RCFAC will consider distributing?**

No – the RCFAC will judge each project on its own merits, and while cost will be one criteria for selection, the RCFAC has not set a cap on how much money an organization can receive.

**3. Will the RCFAC fund a grant at a level less than the requested amount?**

It could, once the committee and the grantee are clear about how the scope of the project would change with the decreased funding.

**4. Will the RCFAC fund multi-year grants?**

No. Grants will only be given on a year-to-year basis.

**5. Will the RCFAC fund more than one application from an organization in a calendar year?**

Yes, if the applications are for different projects.

**6. What are the deadlines for applications?**

There are three application deadlines in 2009: June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>. Grant recipients will be informed within 31 days later, with the exception December – grantees will be informed by the 15<sup>th</sup> of January.

**7. If an application is denied in one quarter, will it automatically be considered in the next?**

No, only new or revised applications will be considered in each quarter.

**8. If an organization receives funding, can it submit another application in the same calendar year?**

If an organization received money from the RCFAC, new applications must be submitted along with a Project Report Form for your previous grant.

**9. What is a Project Report Form?**

Grantees must fill out a Project Report Form, which is due by February 28<sup>th</sup> of the calendar year after they are granted funds. If grantees want to apply for additional funding, then they must submit a Project Report Form prior to or along with an additional application. The Project Report Form, submitted with another application, must indicate the status of the currently funded project. If the grant money for the currently funded project has not been spent, then the Project Report Form will be considered interim and a final Project Report Form is still required prior to the applicable February 28 deadline.

**10. Where do you get a Project Report form?**

They will be available on the city's and Chevron's website and wherever applications are available.

**11. What areas are the RCFAC specifically looking to fund?**

The RCFAC is not setting any priority funding areas at this point. Instead, the RCFAC will consider funding programs and projects that improve the quality of life for Richmond residents and assist community members to achieve a safe and healthy place to raise families.

**12. How will the RCFAC determine which organizations will receive funds?**

The RCFAC will judge each application on its own merits, based on the selection criteria outlined in the Charter document and application guidelines, which are available on the city's website.

**13. Who can apply for funds?**

Registered 501(c) (3) non-profits with projects that will serve Richmond residents.

**14. What are not eligible for funding?**

Applications that benefit individuals, political, military or religious organizations, and sponsorships of sports teams will not be eligible for funding.

**15. Where do I get an application?**

Applications are available on-line on the City of Richmond's website. Hard copies are also available from the city receptionist, 450 Civic Center Plaza, between 8:30 a.m. and 12:00 p.m. and 1:00 p.m. and 5:00 p.m. Monday through Friday and in the Richmond public libraries.

**16. How will the RCFAC keep the public informed and involved in this process?**

The RCFAC strives to be as transparent in this process as possible. The RCFAC Charter Document, which outlines how the Committee will operate and make decisions and the criteria it will use to base its decisions is posted on the city's and Chevron's websites.

In addition, the RCFAC will publically announce the grant recipients after each quarterly round of applications and will publish an annual report detailing the outcomes and impact of the programs it funds.

**17. What are the roles of Chevron and the City in the committee?**

The RCFAC is composed of 7 members. Two members represent Chevron, 3 members represent the city, and 2 represent the community.

**18. Is it possible that the \$1,000,000 will be committed before the end of the calendar year?**

Yes. It's possible that the funding will be committed earlier in the calendar year.