# INFORMATION SESSION
# Environmental Community Investment Agreement (ECIA) FY 2025-2026

CITY OF RICHMOND

Welcome! We will start in 5 minutes. Please drop your name and organization in the chat.

# Outline



Introduction & Program Overview

Guideline Review

Application Review

Next Steps

Questions

INTRODUCTION & OVERVIEW

# Environmental a[nd] Community Investment Agreement 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

FY 2025-26
GUIDELINE REVIEW

# Eligibility Requirements

**1** — Grant funded program serves Richmond and/or North Richmond residents (80% threshold)

**2** — Operate as not-for-profit entity with 501(c)(3) tax status
- Current (filed) 990/990N or Audited Financials
- Fiscal Sponsor may be used

**3** — Did not receive an ECIA grant award of more than $10,000 in previous grant cycle

# Grant Awards

| | |
|---|---|
| **Grant Awards** | • Minimum - **$10,000** ($5,000 for Category 4)<br>• 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** | • Can apply for ECIA (Category 1+2) and CSD Mini Grant (Category 4) |

| | Grant Award Options | Eligibility | Financials | Award Decision Made By | Award Range | Total Award Amount |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | Competitive Grant Awards **(Relevant for this Application)** | Non-profit organizations reporting gross receipts of <u>less</u> than $50,000 annually | 990N Form | City Council (Recommendations made by ECIA Review Panel) | $10,000 - $50,000 | $500,000 See Special Note Below |
| 2 | Competitive Grant Awards **(Relevant for this Application)** | Non-profit organizations reporting gross receipts of <u>more</u> than $50,000 annually | 990 Form | 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 | Either | City Council | $10,000 | $ 50,000 |
| 4 | Community Services Mini-Grant Awards | Non-profit organizations with 501(c)(3) tax status with programming connected to the Community Services Department | Either | Community Services Department | $5,000\|$10,000 | $ 100,000 |
| | TOTAL | | | | | **$650,000** |

# Grant Categories

**SPECIAL NOTE:** A maximum of $100,000 in grant awards is available to organizations with annual budgets over $750,000 (per last completed 990s or audited financials).

# Eligible Uses

| **Grant will fund programs/projects supporting:** | **Examples include but are not limited to:** |
|---|---|
| • Youth programs (up to 21yrs)<br>• Youth sports programs<br>• Community-focused programs | • Health and Wellness<br>• Students and Parents<br>• Service Learning<br>• Gardening and Urban Greening |

# Ineligible Uses

| | | | |
|---|---|---|---|
| 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

**Allows organization w/o 501(c)(3) tax status to apply for the ECIA grant**
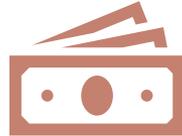
**Organizations are responsible for finding a fiscal sponsor**

**Fiscal sponsor will serve as the applicant**

Signed agreement between sponsored org and fiscal sponsor

Fiscal sponsor will enter into grant service agreement

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# Collaborating Organizations

**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 with government entity only
- Name of agency, contact, description of collaboration

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# Required Documents

- ✓ 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

- Submit completed grant application (include budgets and résumés and/or descriptions of work experience with the application) and a set of all additional required documents

- The responses to the application questions shall be limited to eight (8) pages.

- This page limit is not inclusive of budgets, résumés, descriptions of work experience, or documents requested as part of the application

# Online Submission Details

## Richmond - ECIA Community Grant Program

The Richmond-ECIA Grant Program Request for Application (RFA) for Fiscal Year (FY) 2025-2026 is open! The deadline to submit an application and all relevant attachments is **Sunday, February 9, 2025, at 11:59 p.m.**  In our efforts to improve efficiencies, applications are only being accepted electronically.

The City will host two (2) virtual ECIA Info Sessions (this will go over information on both the general ECIA grant program and the CSD mini-grant program) on the following dates:

- Tuesday, January 14, 2025, from 10:00 a.m. to 11:30 a.m. (LINK)
- Wednesday, January 15, 2025, from 5:15 p.m. to 6:45 p.m. (LINK)

Additionally, You may access previously recorded webinars 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 ECIA Grant, please contact eciagrants@ci.richmond.ca.us.

## Grant Application and Guidelines          **Online Process**

- ECIA Grant Guidelines
- ECIA Grant Application
- ECIA Budget Template (MS Word); or
- ECIA Budget Template (MS Excel)

Submit

# Payment Provisions

**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

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# Review Criteria

| Total Points | 110 points | |
|---|---|---|
| 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 | Pg. 9 of Guidelines |

# Proposal Writing Process
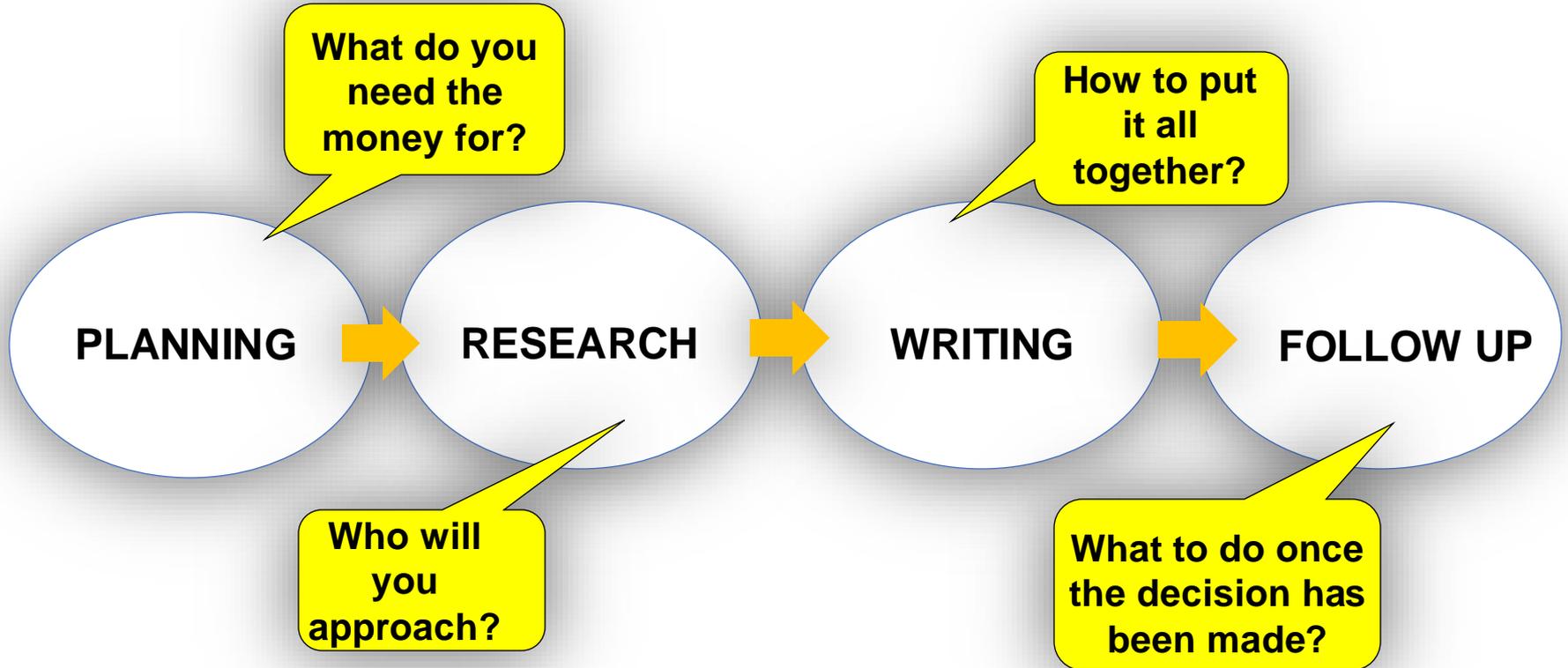
# What we want to know is…

- 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 <u>must be measurable</u>
- How will you know if you're successful?
- How will the project sustain in the long run?

# CSD Mini-Grants (Category 4)

| | Grant Award Options | Eligibility | Financials | Award Decision Made By | Award Range | Total Award Amount |
|---|---|---|---|---|---|---|
| | | | | | | |
| 1 | Competitive Grant Awards **(Relevant for this Application)** | Non-profit organizations reporting gross receipts of <u>less</u> than $50,000 annually | 990N Form | City Council (Recommendations made by ECIA Review Panel) | $10,000 - $50,000 | $500,000 |
| 2 | Competitive Grant Awards **(Relevant for this Application)** | Non-profit organizations reporting gross receipts of <u>more</u> than $50,000 annually | 990 Form | City Council (Recommendations made by ECIA Review Panel) | | See Special Note Below |
| 3 | City Council Approved Awards | Organizations that applied for the ECIA Grant (categories 1 and 2) but were not recommended for funding | Either | City Council | $10,000 | $ 50,000 |
| 4 | **Community Services Mini-Grant Awards** | **Non-profit organizations with 501(c)(3) tax status with programming connected to the Community Services Department** | **Either** | **Community Services Department** | **Up to $10,000** | **$ 100,000** |
| | TOTAL | | | | | **$650,000** |

**SPECIAL NOTE:** A maximum of $100,000 in grant awards is available to organizations with annual budgets over $750,000 (per last completed 990s or audited financials).

# Grant Categories

# Eligible Uses

## Grant will fund programs/projects supporting:

- CSD Facility Fees
- Youth programs (up to 21yrs)
- 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

# Community Services Department (CSD) Mini Grants – Things to Note

- In 2024, aligned more closely with overall ECIA format

- Eligibility, application, timeline, documents, and other requirements and policies required all similar

- Difference vs. Category 1 and 2:
  - Requires use of CSD facilities (e.g. Rec Complex, Auditorium, community centers, pools, PARKS, etc.)

- Grant amount increased to $10,000

# Review Criteria

| Total Points | 110 points | |
|---|---|---|
| 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 | |

FY 2025 - 26
APPLICATION

# Grant Application - Section 1

## 2025-2026 ECIA COMMUNITY GRANT PROGRAM APPLICATION

**APPLICATION DEADLINE: Sunday, February 9, 2025, NO LATER THAN 11:59 p.m.**

### SECTION I – ORGANIZATION INFORMATION

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

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

# Grant Application - Section 1

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

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

**Program/Project Budget:**

| | |
|---|---|
| Program/Project Budget:<br>$ Click here to enter text. | Amount of Grant Funds requested:<br>$ Click here to enter text. |
| Organizational Budget:<br>$ Click here to enter text. | Fiscal-Sponsor Budget (If applicable):<br>$ Click here to enter text. |

# 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 <u>BEST</u> describes the type of project or program that your organization plans to provide with the requested grant funds from the drop-down list: <br><br> *CLICK HERE and Select the program category from the drop-down.* |

## 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.

| Task/Activities | Month |
|---|---|
| | |
| 1st Term (July 1– December 31) | |
| Click here to list, bullet, or number entries. | Click here to list corresponding dates. |
| 2nd Term (January 1– June 30) | |
| Click here to list, bullet, or number entries. | Click here to list corresponding dates. |

# 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.).*

| Partner | Specific Role: |
|---|---|
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

## 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.

| Total Number of Individuals Served by Proposed ECIA Funded Program or Project | Total Number of Richmond Residents Served by Proposed ECIA Funded Program or Project |
|---|---|
| Click here to enter text. | Click here to enter text. |

# 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 measureable and data driven. There should be at least one (1) expected outcome per major program or project component.

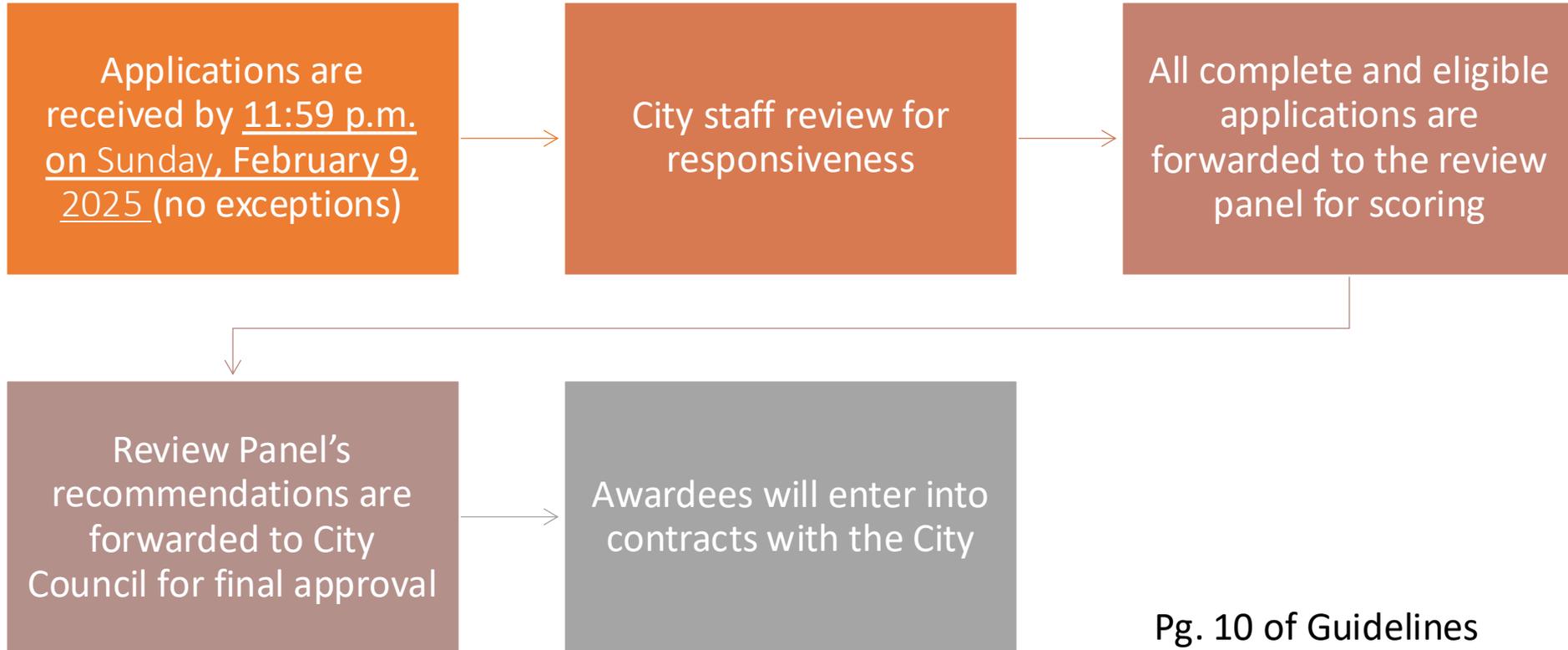| Major Program Component(s) | Major Program Outcome(s) | Indicator/ Measurement | Goal | Evaluation Method |
|---|---|---|---|---|
| *Example: School Preparedness* | *Provide backpacks filled with school supplies to 100 3rd grade students* | *# of backpacks provided* | *100* | *Perform a simple tabulation of backpacks distributed against those remaining or survey 3rd class* |
| 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 (20 Points)

## Program Budget Table

| REVENUE | | | |
|---|---|---|---|
| **Category (List Funding Sources)** | **ECIA Request** | **Project Budget** | **Revenue Status (Approved/Pending)** |
| ABC Foundation | | $20,000 | Approved |
| Community Bank | | $5,000 | Approved |
| Donations | | $10,000 | Processed |
| In-Kind Donations | | $3,000 | Processed |
| ECIA Grant | $7,000 | $7,000 | Pending |
| **Revenue Total** | **$7,000** | **$45,000** | |

| EXPENDITURES | | | |
|---|---|---|---|
| **Category** | **ECIA Request** | **Project Budget** | **Budget Narrative (if applicable)** |
| Executive Director | | $10,000 | 1 Executive Director position |
| Personnel/Staff | | $18,000 | 2 Program Managers (Part-Time) |
| Food | $2,500 | $7,000 | Average cost of food is $600 per six-week workshops |
| Supplies | $2,500 | $5,000 | Printed cost of workshops supplies, handouts, etc. |
| Overhead | $2,000 | $5,000 | Rent, insurance, etc. |
| **Expenditure Total** | **$7,000** | **$45,000** | |

# Review Process

Applications are received by 11:59 p.m. on Sunday, February 9, 2025 (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

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# Timeline

| TASK | DATE |
|------|------|
| Application Release Date | **January 2, 2025** |
| FY 2025-26 ECIA Information Session | **January 14 & 15, 2025** |
| Applications Due (No Exceptions) | **February 9, 2025, by 11:59 p.m.** |
| Application Review and Scoring | **March - April 2025** |
| City Council Review and Approval | **April 2025** |
| Grant Award Notification | **May 2025** |
| Grant Award Period | **July 1, 2025 - June 30, 2026** |

# Grantee Requirements

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

Host City staff and/or members of the Review Panel for one or more program evaluations

Reference City as a grantor on applicable material

Submit bi-annual report/invoices

# For More Information, Contact Us

Email: [eciagrants@ci.richmond.ca.us](mailto:eciagrants@ci.richmond.ca.us)

Web: [http://www.ci.richmond.ca.us/eciagrants](http://www.ci.richmond.ca.us/eciagrants)

Email Alerts (COR E-News): [http://www.ci.richmond.ca.us/list.aspx](http://www.ci.richmond.ca.us/list.aspx)

[Grant Writing Workshop](#)

QUESTIONS?

Peres Elementary School