**Richmond Mayor’s Community Fund Request for Proposals**

The **Richmond Mayor’s Community Fund is a component fund of the Richmond Community Foundation.** It has beenestablished to support community needs not otherwise met by the City or other funders. A steering committee of community representatives has decided to continue the focus of supporting **Richmond's Youth Athletic Teams and Leagues** for 2018.

The Richmond Mayor’s Community Fund is currently accepting grant applications for 2018. These grants will be given solely to youth sports teams and leagues in Richmond, California. These teams include traditional team sports such as football, baseball/softball, basketball, soccer and swimming, as well as martial arts and dance. The grants can be used for general operating support as well as capacity-building programs, such as purchasing team uniforms, training for coaches, travel for team members, etc.

Applicant must be a non-profit 501(c)3, or partner with a 501(c)3 organization that serves as its fiscal sponsor, must be able to provide copy of Fiscal Partnership Agreement. Programs must be compliant with RCF contracts, policies, procedures and insurance requirements. Applicants receiving grant funding must submit a final report which details how the grant was used and how funds were expended.

**Grant criteria**

Organizations submitting requests for grants must meet the following criteria:

* The sports program or organization is Richmond-based and a majority of participants are Richmond residents.
* Programs and projects cannot be school- or school district-based sports programs.
* Program or organization is a youth sports team or league as described above.

**How Much is Available?**

Grants will be awarded in the range of $500 to $3,000. A committee led by the Richmond Community Foundation and comprised of representatives from the Richmond Mayor’s Office and the Richmond community will review the grant applications. Please note that the committee will seek to award the optimal amount of funding to grant recipients so the average amount will likely be less than $3,000. An organization may receive only one grant within a twelve month period.

**How to Apply**

Please complete the attached application and return it to: Richmond Mayor’s Office, Attn: Alex Knox, Chief of Staff, 450 Civic Center Plaza, Suite 300, Richmond, CA 94804, **by**

**5:00 pm on April 3, 2018 (postmarks will not be accepted).**

For additional information, please contact Monica Lazo at the Richmond Community Foundation at (510) 234-1200, or by email at mlazo@richmondcf.org.

**Richmond Mayor’s Community Fund Grant Application**

Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of organization contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When was your organization founded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of annual budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your organization have 501(c)(3) tax status?  Yes  No

If yes, **include a copy of your tax determination letter**. Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, **include a copy of your fiscal sponsor’s tax determination letter and a copy of your fiscal sponsorship agreement**.

Name of Fiscal Sponsor Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Sponsor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fiscal Sponsor’s Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your mission?
2. In one page or less, describe your organization or program.
3. What project or activity will the Richmond Mayor’s Community Fund grant support?
4. Approximately how many youth does your program/project serve? How do you plan to recruit participants?
5. What percentage (%) of youth served will be Richmond Residents? How will you collect demographic information for your participants?
6. If awarded a grant, how will you publicly acknowledge the grant? For example, will you list our organization name and logo on your website? In a newsletter? In your annual report?

7) List any organizations or individuals you will be collaborating with for this grant.

8) Complete the budget form for your request below. Break out the total per budget item (e.g., salary, program fees for 5 youths, supplies, etc.), if needed, add extra rows and provide as much detail as possible. **Please note: maximum grant amount is $3000 and budget should match the grant amount requested.**

|  |  |
| --- | --- |
| Budget Item and Description | Amount Requested  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| **TOTAL AMOUNT REQUESTED**  | **$** |

9) What other income do you anticipate for this project? Describe additional funding or grants, fees, in-kind support, etc.

10) **Include a copy of your most recent 990, audit (if applicable) and the organizational budget for your current fiscal year.**

11) **Include at least one but no more than eight high-resolution photos.** For each image, you must maintain in your possession a photo release granting permission for its use for marketing purposes.

**Thank you for your submission!**