



Living Alleys Grant Application

Important Dates for Spring 2017 Cycle

Grant Cycle Opens	Tuesday, February 7, 2017
Grant Cycle Closes	Friday, March 24, 2017
Award Announced	June 2017

Application Checklist

This checklist is intended to assist applicants in submitting a complete application. Please submit the application in the order below and refer to the Living Alleys Grant Guidelines for project eligibility and requirements. Do not include this checklist in the submission.

- Project Information Form
- Proposal Narrative (maximum 8 pages)
- Work Plan Form (1 page, plus additional sheets if necessary)
 - Includes installation of official signage describing project and acknowledging CCG, SF Planning Dept. and fiscal sponsor (if applicable)
- Project Budget Form (1 page, plus additional sheets if necessary)
- 5-year maintenance plan (with responsible party listed)
- 10-year maintenance plan for public art (with responsible party listed)
- Site diagrams, designs, or drawings (required if a public art project)
- Site photos and map
- If an art project, Artist(s) Bio and history of past work
- Capacity Documentation
- Letter from property owner(s) or authorizing City Department approving the project
- Letters of Support (4 total) on letterhead

Required Supplemental Materials

- MOU between the fiscal sponsor and sponsored group (if applicable)
- 501 (c) 3 Letter of Determination
- Organization List of Board of Directors
- Current Organizational FY/CY budget



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Most recent statement of revenues and expenses

Instructions:

Submit (2) single-sided originals and a PDF copy on a CD or USB flash drive of the completed application to:

**The City Administrator's Office
1 Carlton B. Goodlet Place, Room 362, San Francisco CA 94102
Attention: Lanita Henriquez, CCG Director**

Deadline: 5:00 pm March 24th, 2017

Late submissions or additional supplemental material will not be accepted.

Contact Information

Applicant:

Contact's Name:

Contact's Address:

City/State/Zip:

Contact's Phone #:

Contact's Email:

(If Applicable)

Fiscal Sponsor:

Fiscal Contact's Name:

Fiscal Address:

City/State/Zip:

Fiscal Contact Phone #:

Fiscal Contact Email:

Project Information

Project Location (Specific
Neighborhood & Supervisorial District):

Project Name:

Project's Address:

(must include zip code)

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Funding Level

<input checked="" type="checkbox"/> Small Scale (\$50,000 or less)	Requested Amount	\$ _____
<input type="checkbox"/> Mid-Scale (\$50,000-\$99,999)	Requested Amount	\$ _____
<input type="checkbox"/> Large Scale (\$100,000-\$200,000)	Requested Amount	\$ _____

Capacity Documentation

Provide a list of projects that have been completed by your organization or your fiscal sponsor in the last three years that demonstrate the ability to complete a large-scale physical improvement project, involving a more complex budget, timeline, and community outreach component. (Attach documentation)

Supplemental Materials Required

- 5-year maintenance plan (with responsible party listed)
- 10-year maintenance plan for public art (with responsible party listed)
- Site diagrams, designs, or drawings (required if a public art project)
- Site photos and map
- If an art project, Artist(s) Bio and history of past work
- Capacity Documentation (for mid- and large scale projects)
- Consent letters from property owners or authorizing City department
- Letters of Support (4 total)
- Memorandum of Understanding (MOU) between the fiscal sponsor and sponsored group, if this is a sponsored project.
- 501(c) 3 documentation for your organization or fiscal sponsor
- List of Board members for your organization and fiscal sponsor
- Current organizational budget for your organization and fiscal sponsor
- Current Statement of Revenues and Expenses for your organization and fiscal sponsor

Permits

List the governmental permits required for the project(s). Attach proof of project(s) approval/permission located on City-owned property from the authorizing Department.

Issuing Department	Type of Permit
_____	_____
_____	_____
_____	_____
_____	_____



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Proposal Narrative

Proposal Narrative Instructions: For each section, succinctly and completely answer each of the listed questions. The completed narrative should not exceed eight (8) pages typed in 12 point Arial or Times New Roman Font. Each page should be numbered, have 1-inch margins and include the applicant's name and the project name in the top left corner of the document's Header. Answer each question in complete sentences using as much relevant information as space allows. Attach photos, maps, diagram(s), design(s), and/or drawing(s) of the project site. [Section Point Values correspond with the evaluation scoring criteria.]

**Section
Point
Values**

- | | |
|---|------------------|
| <p>Summary (approx. 250 words): Provides a general overview of the proposed project</p> <ul style="list-style-type: none">• Briefly describe the project.• How will the community benefit?• How does the project meet and supports the core goals and priorities of the Living Alleys program? | <p>5</p> |
| <p>Capacity (approx. 300 words): Demonstrates your ability to complete and sustain the project</p> <ul style="list-style-type: none">• What role will your organization play in the project?• What resources will your organization leverage to ensure success?• Who will lead and work on the proposed project and what are their qualifications? | <p>15</p> |
| <p>Community Need (approx. 150 words): Describes a compelling need for the project in the community</p> <ul style="list-style-type: none">• What specific community need(s) does the project address?• Use census data or other demographic data if applicable | <p>20</p> |



Community Involvement (approx. 300 words): Articulates how volunteers will play a meaningful role in the project, how are they recruited and managed, and how neighbors and other beneficiaries will participate in the design of the project **20**

- How will community preference be incorporated into the design of the project? If this is an art project, will local artists be used?
- How will community members participate in the execution of the project?
- How will your organization manage and document community participation?

Proposal Narrative (continued)

Design & Impacts (approx. 1500 words): Presents a sound and feasible project design that describes the project's impact on the community. This section tells reviewers what the project is, describes core goals, gives information on site/location of project, and provides a sense of how the project will change or impact the community. **20**

- If the project requires permits or Commission approval, is this factored into the project schedule/implementation plan?
- What are the major milestones in completing the project?
- How will the project impact the community during and after its completion?

Partnerships (approx. 300 words): Shows substantive involvement by local businesses and other partners to leverage grant funds **5**

- Who are the partners?
- What are their roles?

Sustainability (approx. 300 words): Uses sound ecological principles (e.g. native landscaping, use of re-used and recycled materials etc., plans for waste removal during and after project) and present plan for project maintenance for up to 5 years **5**

- What ecological practices will the project use in its implementation?
- How will it use native plants or other resources that contribute to environmental and ecological sustainability?
- What is the plan to maintain the project in the next five years?
(please identify the source of funds to support the proposed maintenance plan)

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Budget: Budget is reasonable and feasible for proposed project scope and meets match requirements.

10



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Work Plan Form

Follow directions at top of each column. Complete a row for each milestone (i.e. hiring staff, purchasing equipment, holding events), listing them **in chronological order**. Add additional rows/sheets as necessary. All activities listed must correlate to the project budget.

List ALL activities necessary to complete the project	In chronological order, list the start date for each activity	In chronological order, list the end date for each activity	List the position that will lead the activity and their role in that process	List the cost of each activity. This should correlate to items in the Budget Form
Activity	Start date	End date	Lead position	Cost



Budget Guidelines

Budget Instructions (do not include this page when submitting an application)

Complete the budget form on the next page for the proposed project.

Match Requirements

For every dollar requested the applicant must provide at least a 10% match. The level of match shall be considered as a proportion of total project cost and applicants must keep detailed records of all expended match dollars.

The following are requirements for eligible match.

- The amount and type of match must be appropriate to the needs of the proposed project.
- The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the project.
- All volunteer labor is valued at \$15.00/hr. Time spent on fundraising, designing or organizing can be counted after an award is granted.

Budget items eligible for funding:

- Staff costs are ONLY for those working directly on the project.
- Equipment, supplies and materials are ONLY for items required to execute the project.
- Community outreach materials (posters, flyers, etc.) as they relate to the proposed project.
- Administrative costs are NOT to exceed 10% of the requested project budget.
- Fiscal Sponsor fee is NOT to exceed 15% of the requested project budget.
- Design costs are NOT to exceed 20% of the requested project budget.
- Permanent interpretive signage is NOT to exceed \$1,000 of the requested project budget.

Budget items NOT eligible for funding:

- Food and beverages.
- Travel expenses.
- Expenses incurred prior to the signing of the grant contract.
- Previous financial commitments made as part of an organization's regular operation or as part of another program.
- Awardees CANNOT use grant funding to support ongoing or existing programs, unless there is a clear, documented expansion of services.

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