



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 check list is intended to assist applicant submit a complete application. Please submit the application in this order and refer to the MOEN Area Plans 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 and the 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)

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
- Most recent statement of revenues and expenses



MOEN Area Plans Grant **Application**

Instructions:

Submit (2) single-sided originals and a PDF copy on a 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 24, 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)



MOEN Area Plans Grant Application

Funding Level

Small Scale (\$15,000 or less) Requested Amount \$ _____

Mid-Scale (\$15,001-\$40,000) Requested Amount \$ _____

Large Scale (\$40,001-\$100,000) Requested Amount \$ _____

Project Type (please check all that apply)

Urban Forestry Public Art Urban Agriculture Community Garden

Gathering Place Neighborhood Amenities Other _____

Mid- and Large Scale Project – 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 (if applicable)
- List of Board members for your organization and fiscal sponsor (if applicable)
- Current organizational budget for your organization and fiscal sponsor (if applicable)
- Current Statement of Revenues and Expenses for your organization and fiscal sponsor (if applicable)

Permits

List the governmental permits required for the project(s)

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



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

Summary (approx. 250 words): Provide a general overview of the proposed project. **5**

- What type of project is it?
- Expected community benefits?

Capacity (approx. 300 words): Demonstrate the ability to complete and sustain the project. **15**

- What role will your organization play in the project?
- What resources will your organization leverage to increase project success?
- Who will lead and work on the proposed project and what are their qualifications?

Community Need (approx. 300 words): Describe a compelling need for the project in the community and use data to support this. Cite statistical data (e.g. census data or other demographic data) in this section. **20**

- Does the project fill a recreation, streetscape, public realm or open space need in the community?
- What specific community need(s) does the project address?
- Provide data that documents and supports the identified need.

Community Involvement (approx. 300 words): Articulate 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 members participate and help design the project?
- How will your organization manage and document community participation?



Proposal Narrative (continued)

Design & Impacts (approx. 1500 words): Present 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, give info on site/location of project, and give a sense of how the project will change or impact the community. **15**

- What is the project? Where will it be located? Describe it.
- What is the timeline for completion?
- 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?

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. **10**

- 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)

Budget: Budget is reasonable and feasible for proposed project scope and meets match requirements. **15**



MOEN Area Plans Grant **Application**

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 25% match for small scale projects, a 35% match for mid-scale projects, and a 35% match for large scale projects. 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 directly working on the project.
- Equipment, supplies and materials are ONLY for items required to execute the project.
- Community outreach materials (posters, flyers, etc.) as they directly 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.



Project Budget Form

Applicant Name: _____

Funding Category: (Check One)

<input type="checkbox"/>	Small Scale
<input type="checkbox"/>	Mid Scale
<input type="checkbox"/>	Large Scale

Total Project Cost: _____

Total MOEN Request: _____

Total Amount of Match: _____

Match = _____ **%** total MOEN Request

<i>Project Expenses</i>	Total Project Cost	MOEN Request	What is The Match Amount?	Is Match In-kind or Cash?	Is Match Committed or Pending?
Total Expenses	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Note: If project match is pending, explain on separate sheet of paper.