

CITY OF VISALIA

APPLICATION FOR NON-PROFIT PROGRAM FUND

Program Year 2024

**Administered by
City of Visalia Citizens Advisory Committee**

Application Due Date: Wednesday, November 15, 2023, Noon

**All applicants are encouraged to attend the voluntary
Grant Application Workshops:
Tuesday, October 10, 2023, 12:00 p.m.
Wednesday, October 11, 2023, 5:30 p.m.**

Introduction to the Non-Profit Program Fund Application

The City of Visalia recognizes both the importance of the community's young residents and the role that non-profit agencies play in the lives of children. To help support the efforts of agencies working with young people, the City has established the Non-Profit Program Fund administered by the Citizens Advisory Committee. This Fund assists non-profit and local government agencies in providing programs and services aimed at improving the quality of life of youth living in or attending school within the City of Visalia.

Eligible activities are those that provide youth of Visalia with positive alternatives to juvenile violence, crime, gang involvement, teen pregnancy, drug and alcohol abuse, or other unhealthy behaviors. Requests for seed funding to start new programs or activities are encouraged. Awarded funds must be used to directly benefit youth who live in or attend school within the City of Visalia.

Grant Application Workshop: Workshop attendance is **voluntary**. No reservations are necessary. The workshop will be held in the City Council Chambers, 707 W. Acequia Ave., in Visalia.

Timeline:

- Oct. 10 Grant application workshop 1, 12:00 p.m. at City Council Chambers.
- Oct. 11 Grant application workshop 2, 5:30 p.m. at City Council Chambers.
- Nov. 15 Deadline for receipt of applications, 12:00 p.m. at 707 W. Acequia Ave.
- Nov. 16-30 Review of applications by CAC subcommittee.
- Dec. 6 Recommendation of funding to full CAC committee.
- Dec. 18 Recommendation of funding to City Council.
- Jan. 2024 Program year begins.
- Jul. 2024 First program report emailed to grantees.
- Jan. 2025 Final program report emailed to grantees.

Funding & Grant Duration: The minimum grant amount to be awarded to an agency is \$1,000; the maximum grant amount is \$6,500. The funds must be expended during the program year of January 1, 2024 through December 31, 2024.

Only one application per agency will be considered. The requested funding must be tied to a specific program and serve specifically Visalia youth. Requests for general operating support are not eligible.

Eligible Entities: Qualified non-profit and government agencies are those with programs or services for people under the age of 18 living in the City of Visalia. The applicant agency must certify that (1) no funds received from the City of Visalia Non-Profit Program Fund will be used for any religious purpose and (2) the program supported will be available to any person regardless of religion, race, ethnicity, or sexual orientation. Local churches may apply for non-religious activities only.

Reporting: Semi-annual progress reports will be required for all awarded grantees. The reports will be sent out in July 2024 and January 2025.

Failure to submit these progress reports may jeopardize future funding requests. In addition, an agency's failure to meet the Program Outcomes from previous grant awards may affect an agency's funding requests.

Application Content & Format: The electronic application may be requested by contacting Ruth.Pena@visalia.city. Agencies are encouraged to complete the application by inserting responses into the electronic format of this application. Incomplete applications will not be accepted or reviewed. The forms and tables in the application must be completed; substitutions and references to attached materials will not be accepted, except for those documents specifically required.

Delivery: Either an electronic file or a printed package may be submitted. Agencies may submit a complete and signed application package, save in a single PDF file, via email to Ruth.Pena@visalia.city. Printed applications will be accepted at 707 W. Acequia Ave., Visalia.

Required Attachments: The following documents must be included in the application package:

- Non-profits must provide a copy of the agency's 501(c)(3) determination letter from the IRS;
- Current members of the agency's Board of Directors, including names, titles, addresses and phone numbers.
- All applicants must provide one copy of the agency's most recent year-end financial statement/audit;
- Resolution of the agency's Board of Directors authorizing this grant application. The resolution must name the board's designee authorized to sign the grant application on behalf of the agency.

Submit questions to Ruth Peña at Ruth.Pena@visalia.city by **October 25, 2023.**

Submit either an electronic file or a printed application package ***no later than November 15, 2023, Noon***
Late applications will not be reviewed.

Submit completed applications and required attachments to:
Ruth.Pena@visalia.city

Deadline – Noon on November 15, 2023

Visalia Non-Profit Program Fund Application

Agency name: _____

Specific Program or Service for which funding is requested: _____

Agency mailing address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Contact name & title: _____

Certification: I am authorized to sign this grant application on behalf of _____ (Grantee agency), as specified in the attached Board Resolution. _____ (Grantee agency) acknowledges that among the conditions placed on the grant by the City of Visalia are the following: (1) no funds received from the City of Visalia Non-Profit Program Fund will be used for any religious purpose, and (2) the program supported will be available to any person regardless of religion, race, ethnicity, or sexual orientation, and _____ (Grantee agency) agrees to comply with such conditions.

Name: _____ Title: _____

Signature: _____ Date: _____

1. Amount requested in this application: \$ _____

2. The funding requested is for (select one):

a new program or activity to be started during program year 2024

an ongoing program or activity

scholarships

3. In 2-3 sentences, briefly describe the specific intended use of the Visalia Non-Profit Program Fund grant requested by the agency. *Include age and number of Visalia youth to be served.*

4. Provide at least one (1) planned **outcome**, the associated planned **activities**, and how you will **measure** success. *If requesting funds for scholarships, provide the number and dollar amount/range of each scholarship.* Outcomes must be specific to **this application**. Please note that these outcomes as well as the number of Visalia youth served through this grant must be tracked and reported semi-annually.

Program Outcome:	
Activities	How will activities be measured?

Complete additional tables if you have more than one planned outcome specific to this grant.

Program Outcome:	
Activities	How will activities be measured?

- Please complete the following table to show previous and planned funding and number of youth served specific to the City of Visalia's Non-Profit Program grant.

	Past performance PY 2023*	Proposed PY 2024**
Non-Profit Program Funding	\$	\$
Number of Visalia Youth Served		

**Enter "N/A" if your agency did not have a Non-Profit Program grant from the City of Visalia in PY 2023.
**Proposed column must be completed by all applicants.*

- Provide your agency's mission or purpose statement. Include how your proposed program relates to your agency's mission or purpose.
- Briefly describe your agency's previous experience and success in providing youth services specifically for Visalia youth.
- If your proposed program is designed to serve a specific population, please describe the population and how the proposed program addresses their unique needs (e.g., those involved in the juvenile justice system, gang involvement, teen pregnancy, individuals with disabilities, homeless youth, substance/alcohol abuse, or other population).
- If requesting seed funding to start a new program or activity, please describe the need or gap you propose to address and how the proposed program will meet this need/gap.
- Describe any agency financial or budgetary problems or debt within the last 5 years (including annual budget deficits).

Program Budget

PROGRAM INCOME/REVENUE SOURCE	Projected Program Funding for 2024	Status of program funds committed S = Secured P = Pending
Visalia Non-Profit Program Funds		
Donations		
Fundraising Events		
County Funding (include grant names)		
State Funding (include grant names)		
Private Foundations (include Foundation names)		
Program Fees		
Other:		
Total Program Revenue:		

PROGRAM EXPENSES	Amount to be charged to this grant	Amount to be charged to other sources
Salaries		
Employee Benefits		
Payroll Taxes		
Mileage		
Supplies		
Printing and Copying		
Office Expenses/Rent		
Utilities		
All Other Expenses related to the proposed program (list by category)		
Total Program Expenses:		

Board of Directors' Authorization to Request Funds:

A resolution of the agency's board of directors must be included on agency letterhead with the funding request. **The resolution must be signed by an executive member of the governing body** and include the following statements:

- The Board of Directors approves the request for funding from the City of Visalia's Non-Profit Program Fund in the amount of \$_____.
- _____ (Name & Title) is authorized to sign the grant application on behalf of _____ (Grantee agency).
- _____ (Grantee agency) acknowledges that funds received from the City of Visalia Non-Profit Program Fund will be used to directly benefit youth who live in or attend school within the City of Visalia.
- _____ (Grantee agency) acknowledges that among the conditions placed on the grant by the City of Visalia are the following: (1) no funds received from the City of Visalia Non-Profit Program Fund will be used for any religious purpose, and (2) the program supported will be available to any person regardless of religion, race, ethnicity, or sexual orientation, and _____ (Grantee agency) agrees to comply with such conditions.

<i>Name & title of executive member of the governing body:</i>	
<i>Signature of executive member of the governing body:</i>	