

CITY OF SANGER
GANG/DRUG PREVENTION/INTERVENTION SERVICES GRANT PROGRAM

APPLICATION COVER SHEET

Date: _____

Amount of Grant Request: \$ _____

Name of Project, Program, Activity or Event: _____

Lead Organization: _____

Partnering Organizations: _____

Brief Description of Project, Program, Activity or Event (25 words or less):

CITY OF SANGER
GANG/DRUG PREVENTION/INTERVENTION SERVICES GRANT PROGRAM

The City of Sanger has established a grant program which provides funding through Measure S to address anti-gang and anti-drug strategies including prevention, intervention, and youth development. Priority will be given to programs that implement identified best practices to address youth gang violence.

PURPOSE:

Reflecting the city's efforts to make Sanger a more livable community, this program is designed to provide funding for a coordinated community response to youth gangs in the City of Sanger. The strategies to be employed include collaboration among local agencies, groups, and businesses to develop a true sense of community in reducing the anti-social behavior activities of our youth who find themselves participating or being lured into gangs and/or drugs. We believe this is accomplished through a variety of programs including education, peer mentoring, and alternative positive activities. The intent of the program is to further support community based youth-serving agencies that develop Sanger's young people, thus preventing youth gangs and fostering positive relationships with the schools, churches, local community agencies and neighborhood crime prevention efforts.

OBJECTIVES:

The key objectives of the grant program are to provide funding that will mobilize the local community to implement strategies to address gang activity and violence; provide education and build awareness regarding youth gangs; provide education and build awareness among parents and local community members regarding the impact youth gangs and drugs have on the community; create and maintain relationships with those youth most at risk of being victims or suspects of gang related violence; create and maintain effective communication with partner service providers and involved community members; and, identify at-risk youth and deter gang membership.

The priority of the program is to support strategies and programs that implement identified best practices to address youth gang violence. Best practices include prevention, intervention, and youth development. Prevention is identified as an effort that places emphasis on providing young children (ages 7-14) with knowledge and skills aimed at steering them away from a life of crime, drugs and gangs. Specific gang resistance materials include problem solving skills; clarifying values, dreams and goals; individual self-esteem building, and strength building. Lessons address gang avoidance, substance abuse, refusal and "escape" skills, aggression, anger, and violence management. Intervention programs or strategies include cognitive behavior therapy (counseling), mentoring, vocational training, tattoo removal, tutoring, life skills, socialization skills and peer mediation.

GOALS:

The goals of the program are to:

- decrease the potential for acts of gang related violence and retaliatory acts
- decrease anti-social behavior
- increase the number of service referrals offered to gang affected at-risk youth in areas of counseling, mentoring, education, employment training and job opportunities and other assistance related programming
- quantify the effectiveness and results of the program, project, activity, or event in relation to the objectives of the funding
- increase communication with and develop collaboration between law enforcement, parole, probation, and community partners for implementing intervention or prevention strategies

ELIGIBILITY:

Who Can Apply

- 1) City sponsored program and service providers.
- 2) Registered non-profit organizations and churches (note: cannot engage in ministering during the project, program, activity or event).
- 2) Organizations who serve the youth of Sanger.

Who Cannot Apply

- 1) Groups other than registered non-profit groups [e.g., for profit groups].
- 2) Individuals.
- 3) Others, as determined by the Citizen's Oversight Committee and City Council.

Key Determinants of Eligibility

To be considered eligible, all proposals must demonstrate that:

- 1) Primarily Sanger residents will be served.
- 2) An effort has been made to seek funding from sources other than the City and the applicant.
- 3) Funding and/or non-funding partnerships have been established.

Items Eligible for Funding

Items eligible for funding are those required to directly deliver the project, program, activity, or event including regular operating expenses such as staffing, supplies, and materials.

Please Note: No more than 15% of grant monies requested may be used for Administrative costs of the project, program, activity, or event.

Items Not Eligible For Funding

Grant funding may not be used for:

- 1) Debt retirement.
- 2) Land and land improvements.
- 3) Building construction and repairs.
- 4) Retroactive funding.
- 5) Operating deficits.

- 6) Political activities including: promoting or serving a political party or group, lobbying of a political party, or for a political cause.
- 7) Activities that are restricted to or primarily serve the membership of the organization, unless group membership is open to the community and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
- 8) Annual fund-raising campaigns, form letters requests or telephone campaigns.
- 9) Expenses related to attendance at seminars, workshops, symposiums, or conferences.
- 10) Others, as determined by the Citizen's Oversight Committee and City Council.

APPLICATION REVIEW CONSIDERATIONS:

Benefits of Funding Proposal

The following qualitative and quantitative factors are considered to determine the benefits of funding programs, projects, activities or events.

- 1) The purpose of the proposed program (e.g., prevention and intervention programs that have inherent value)
- 2) The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals)
- 3) The number of youth served
- 4) Evaluations of the program once delivered (e.g., youth and participant letters, surveys; community acceptance; program evaluations)
- 5) Benefits to the community at large

Grant Allocation Considerations

In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to:

- 1) Demonstrated organizational efficiency, effectiveness and stability
- 2) Demonstrated capability of organization to deliver proposed service
- 3) The number of Sanger youth served
- 4) The quality of service provided
- 5) Realistic, attainable goals with sound performance measures
- 6) The financial need of the group – dependency and % of grant funding required, other funding sources, etc.
- 5) Collaborative effort (community interaction, role and number of volunteers, partnerships with other organizations/agencies)
- 6) The use of existing community services and facilities
- 7) Unique nature – not a duplication of service
- 8) Other City programs, services and financial assistance already provided

Applications which are less favored are those which:

- 1) Rely solely on Measure S funding
- 2) Are funded by a single Group and the City
- 3) Lack collaborative effort(s) in providing services
- 4) Demonstrate limited or insufficient experience in providing services
- 5) Duplicate existing services

A quality, fully completed application has a better chance of receiving funding.

GRANT CYCLE:

Applications are accepted through April 1 of each calendar year. Application review takes place April through May. Funding allocations commence July 1 with an initial payment of twenty-five percent (25%) and additional twenty-five percent (25%) payments after the first, second and third quarters.

AWARDING OF GRANTS:

Not all groups meeting the Program requirements will necessarily receive a grant.

Based on the number of applications, scope of project, program, activity, or event, and available funding, groups may not receive the full grant that they request, but may receive partial funding.

Grants are not to be regarded as an entitlement. The intent of the grant is to assist programs with support funding and are not meant to fund one hundred percent (100%) of the program costs.

Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

As the Citizen's Oversight Committee and City Council wishes to maximize benefits from the Grant Program, the assessment of City Grant applications is discretionary.

Council Decisions

City Council will make the final grant decisions, at its sole discretion, based on the recommendations of the Citizen's Oversight Committee and the applicant's adherence to the grant program's purpose, objectives and goals.

City Council may require additional information, choose to allocate funds in phases, require additional reporting conditions, or deny portions of requested funding.

There is no appeal process regarding City Council's decision. However, applicants may submit grant application(s) in the next grant cycle.

GRANT REPORTING REQUIREMENTS:

All grantees will be required to provide a comprehensive report to the CoC on a quarterly basis. The report must minimally include the following:

- Summary of the project, program, activity, or event
- Total number of participants served identified as: First Time, Repeat and Overall attendees
- Clearly stated performance measures
- Financial Report specific to the funding received

The quarterly payments will be processed after quarterly reports are made.

Upon notification of award of grant funding, grantee will receive detailed instructions on reporting requirements.

If the project, program, activity, or event is cancelled or becomes nonviable, grant funds must be automatically and immediately returned to the City of Sanger.

Should funds received not be used for the stated purpose, the applicant may be required to return all or a portion of the grant allocation to the City of Sanger.

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GRANT APPLICATION GUIDELINES

The following guidelines have been developed to assist you in preparing a comprehensive and complete grant application. Please ensure that each question/section is answered fully, you may place “N/A” if the requested information is not applicable. Failure to fully or accurately respond to all questions or comply with all submission requirements may result in the disqualification of the entire application.

APPLICATION PACKET REQUIREMENTS

A total of three (3) copies must include the following, in the order outlined below.

1. Application Cover Sheet

The lead organization is required to complete the Application Cover Sheet (please use the form provided).

2. Application Check List

Please include the Application Check List and place a checkmark next to each item included in the packet – please indicate “N/A” by any item that is deemed not applicable.

3. Contact Information

The lead organization is required to complete the Contact Information Form (please use the form provided).

4. List and Contact Information - Collaborative Partners

Provide a summary of any and all agencies, organizations, etc. that will partner with you in providing the project, program, activity, or event with a definition of their role in providing the service.

Each program partner will be required to complete the Partner Contact Information Form (please use the form provided).

5. Conflict of Interest

The lead organization and each partnering agency, organization, etc. is required to complete a Conflict of Interest Form (please use the form provided – you may photocopy form if additional are needed).

6. Organizational Capacity – limit to 2 pages

The lead organization shall demonstrate their capacity of providing the services proposed by providing the following background information:

1. Description/Profile of lead organization

2. Experience:

a. Number of years providing proposed or similar program services.

b. Description and details of program history.

c. Number of employees and brief description of their experience with proposed program service.

7. Program Summary – limit to 2 pages
Provide an overview of the program details including specific goals and objectives of the program services, the program time lines, who you are intending to reach, how the program addresses the grant program purpose, goals, and objectives, the benefits of the program, and how you plan to recruit participants.
8. Program Details – limit to 2 pages
Provide details on specific activities and/or curriculum that will be utilized in providing the service(s), supplies, materials and other items needed to operate the program.
9. Program Eligibility
Provide definition of who is eligible to participate in the program service and indicate any requirements or restrictions for participation.
10. Program Participation Cost
Provide detailed information on fees or cost charged to participants.
11. Performance Measures
Specify how you will evaluate the success of the program service, what tools or reporting factors will be utilized to ensure that proposed goals and objectives are met, describe methods for capturing attendance/participation statistics, and any other tracking/reporting that will be utilized.
12. Program Budget
Prepare a program budget that clearly defines the service expenditure categories to operate the program, please also designate whether the expense is designated as a direct or indirect cost.
The program budget must indicate the percentage and dollar amount of how the grant funds will be allocated (please refer to sample budget provided).
13. Optional
Letter(s) of support.

The original copy must include all the items stated above and the following items (please place the items listed below in the front of the application documents):

1. Audited copy of organization's last financial report.
2. Copy of lead organization's current annual budget.
3. Lead Organization's organizational chart.
4. Job Descriptions of positions funded through Measure S.
5. Resumes for staff funded through Measure S.
6. If program will be operated on school grounds, include a letter/statement from the School Principal or School District indicating that the use is approved (or will be approved if funded).
7. Copy of lead organization's General Liability Insurance Certificate.
8. Non-Profits must provide proof of Non-Profit Status.
9. Articles of Incorporation.
10. Organization By-laws.

APPLICATION SUBMISSION INSTRUCTIONS

Applications and all corresponding materials must be submitted in hardcopy form and mail to or dropped off to:

City of Sanger
Gang/Drug Prevention Intervention Grant Program
1700 7th Street
Sanger, CA 93657

Should you have any questions regarding the grant program, please contact the City Manager's office by calling (559) 876-6300 ext. 1500. Email inquiries only to virgiBA@ci.sanger.ca.us.

Please note: APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL

GRANT FUNDING ESTABLISHMENT-INFORMATION

Grant Funding is made available through Measure S as defined and outlined in Ordinance No. 1094 and Resolution No. 4361. You may request a copy of either document by calling the City Manager's office (559) 876-6300 ext. 1500 or City Clerk's office at (559) 876-6300 ext. 1350.

You may also visit our website: www.ci.sanger.ca.us and view Article IV of Chapter 66 – Police, Fire, Paramedic, 9-1-1 Emergency Response and Gang/Drug Prevention Special Transactions and Use Tax for Public Safety.

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Grant Review Process

Following is the process guideline for the review of grant applications requesting funding from Measure S.

An annual grant cycle has been established in which applications will be accepted through April 1st. A preliminary review by the City Manager and/or his/her designee will take place at the time of submission to ensure that the grant application is complete and that the proposal meets the general grant criteria.

An internal review committee will conduct a comprehensive review of applications to ensure that the proposal meets the criteria requirements and to determine the feasible and fiscal sustainability of the proposed program, activity, or event. The internal review committee will be comprised of the following: Up to two (2) members member of the Citizens' Oversight Committee, One (1) staff member of the Finance Department, and One (1) staff member of the Police Department. Additional city staff members may be appointed as determined by the City Manager.

The internal review committee will submit their findings to the Finance Director along with the recommendation of either funding or denying the application. The Finance Director will utilize these findings to prepare a formal staff report with funding recommendations to present to the Citizens' Oversight Committee at their April meeting.

Applicants who receive favorable recommendation will be required to attend the May COC meeting to provide a brief overview of their proposal to the Citizens Oversight Committee. After the oral presentations by the applicant(s), the Finance Director will present the staff report outlining formal recommendation(s) for funding consideration. (Staff will provide copies of applications to the Citizens Oversight Committee as reference).

The COC will take action to forward final recommendations to the City Council for approval. The Finance Director will prepare a staff report for presentation at the first City Council Meeting in June.

The City Council will review recommendations and take formal action to approve funding allocation(s). Upon approval and by direction, the Finance Director will establish the appropriate budget allocation into the next Fiscal Year. Funding will be made available to successful applicants no sooner than July 1st.

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SAMPLE BUDGET FORMAT

Following is a sample of the format to use in presenting the Program Budget. Item descriptions, dollar amounts and percentages are for demonstrative purposes only.

Revenue:

Revenue Source	Amount	Percent of Program Budget
Organization	\$10,450	50%
Partner Organization	2,800	13%
Measure S Grant	6,750	32%
Participant Fees	1,000	5%
Total Revenue	\$21,000	

Expense:

Expense Description	Budget	Organization	Partner	Measure S Funds	Percent of Grant
Operating Expense					
Item A	\$6,000	\$ 2,200	\$ 800	\$3,000	50%
Item B	3,750	3,000	-0-	750	20%
Item C	2,250	1,250	1,000	-0-	0%
Sub Total Operating Expense	\$12,000	\$6,450	\$1,800	\$3,750	31%
Staffing Expense					
Item A	\$6,500	\$ 4,000	\$ -0-	\$2,500	38%
Item B	2,500	1,000	1,000	500	20%
Sub Total Staffing Expense	\$9,000	\$ 5,000	\$1,000	\$3,000	33%
Total Expense	\$21,000	\$11,450	\$2,800	\$6,750	32%

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CONTACT INFORMATION

Lead Applicant/Organization: _____

Address: _____

City: _____, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Website Address: _____

Federal Tax ID #: _____

Tax-Exempt Designation: _____

Primary Contact Person: _____

Title: _____

Phone Number: _____ Other: _____

Email Address: _____

Other Contact: _____

Title: _____

Phone Number: _____ Other: _____

Email Address: _____

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CONFLICT OF INTEREST

Name of Project, Program, Activity or Event: _____

Lead or Partnering Applicant Organization: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the City of Sanger, Sanger City Council, or Citizens Oversight Committee and your personal interests, financial or otherwise that may exist with the/your request for grant funding.

_____ I (we) have no conflict of interest to report

_____ I (we) have the following conflict of interest to report

1. _____
2. _____
3. _____

Date: _____

Signed: _____

Printed Name: _____

Please note that listing conflict of interest or potential conflict of interest does not necessarily preclude you or the organization from applying for or receiving grant funding.

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PARTNER CONTACT INFORMATION

Name of Project, Program, Activity or Event: _____

Partnering Applicant/Organization: _____

Address: _____

City: _____, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Website Address: _____

Primary Contact Person: _____

Phone Number: _____ Other: _____

Email Address: _____

Federal Tax ID #: _____

Tax-Exempt Designation: _____

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APPLICATION CHECK LIST

Review the following list of the items required in your grant application packet. Place a checkmark next to each item that is included and indicate "N/A" if the item is not applicable.

Tab A

- Application Cover Sheet
- Application Check List
- Contact Information
- Partner Contact Information
- Conflict of Interest
- Organizational Capacity

Tab B

- Program Summary
- Program Details
- Program Eligibility
- Program Participation Cost/Fees
- Performance Measures

Tab C

- Program Budget

Tab D

- Letter(s) of Support – Optional

Tab E – For Original Copy Only

- Audited Copy of Lead Organization's Financial Report
- Lead Organization's Annual Budget
- Job Descriptions (for positions funded through Measure S only)
- Staff Resumes (for positions funded through Measure S only)
- Approval of Facility Use (if applicable)
- General Liability Insurance Certificate
- Non-Profit Status Documentation
- Articles of Incorporation
- Organization By-laws