

Community Challenge Grant Application 2023 Grant Cycle

Application Deadline

3:00 pm PST | November 30, 2022

Application Submission Protocols

- **Applications for the 2023 Grant Cycle must be submitted electronically.** Hard copy application documents are not required and will not be accepted. CCG staff are not available to receive or accept your application in person.
- All applications must be sent by e-mail to: ccg@sfgov.org.
- Upon receipt of your application on November 30, 2022—the submission deadline—an email confirmation will be issued.
- If you do not receive a confirmation email, but have proof of submitting an application by the deadline, please email lanita.henriquez@sfgov.org by no later than 4:30 pm for assistance. Late submissions or supplemental materials submitted separately will not be accepted.

Application Format

All application materials must be consolidated into a **single PDF document** and organized in the order of documents consistent with the checklist provided on page 2 of this application form. Please label supporting documents as needed.

Application File Size

Please be mindful that applications with many supporting documents or embedded photos may increase the size of the application package beyond allowable email limits. You may reduce the file size of your application by zipping the package, saving documents in reduced file size variants, or by using lower resolution images. If you are having difficulty submitting your application due to the size of the attachment, please email lanita.henriquez@sfgov.org for assistance. Applicants must meet the submission deadline of 3:00 pm PST. Contact Lanita Henriquez prior to the deadline if you are having submission issues.

About the Application

This application is based on the eligibility requirements, policies, and general operations of the CCG. The Application is not a summary of the CCG Guidelines. **Please read the CCG Guidelines thoroughly prior to completing the application as program criteria is subject to change.** For more information, please visit sf.gov/community-challenge-grant-program to obtain a copy of the CCG Guidelines. By submitting this application, the applicant agrees to abide by and follow all rules of the CCG program that are detailed in the CCG Guidelines.

Application Checklist

This checklist is intended to help applicants organize their applications and ensure required supplemental information is provided at the time of submission. Carefully follow the guidance on the Application Forms and throughout the application to ensure your submission meets the required criteria. Incomplete applications will not be accepted.

Section 1: Project Documents

- Form 1: Project Information Form
- Form 2: Proposal Narrative (maximum 10 pages)
- Site photos and map must be included in the Proposal Narrative or attached on separate pages
- Designs or drawings of the proposed artwork, if a public art project
- Artist(s) biographies and history of past work, if a public art project
- Form 3: Project Budget Form (plus budget narrative, as necessary). Do not include the Budget Guidelines Form, which is provided for reference purposes only.
- Form 4: Work Plan Form (1 page, plus additional sheets if necessary). Work Plan specifies permit and approval processes, and installation of interpretive signage
- Project Supplementals:
 - Capacity documentation
 - 5-year maintenance plan or 10-year maintenance plan, if a public art project
 - Letter from property owner(s) or authorizing City Department approving the project
 - Letters of Support (4 total)

Special Requirements for Projects on San Francisco Unified School District Property

- Letter of written approval from SFUSD District Architect, Simon Reyes

Section 2: Organization Documents

- Fiscal Sponsorship Agreement between the Fiscal Sponsor & Sponsored Group (if applicable)
- 501(c)3 Letter of Determination
- Organization Board of Directors Roster
- Organization current FY/CY budget
- Organization most recent statement of revenues & expenses

Form 1: Project Information Form

Contact Information

Applicant:

Contact Name:

Contact Street Address:

City/State/Zip:

Contact Phone:

Contact Email:

(If Applicable)

Fiscal Sponsor:

Fiscal Contact Name:

Fiscal Address:

City/State/Zip:

Fiscal Contact Phone:

Fiscal Contact Email:

(Applicant or Fiscal if applicable)

City Supplier Number:

Project Information

Project Neighborhood

District Supervisor

Project Name:

Project Street Address:

City/State/Zip:

Private Property Public Property

Funding Request

Minimum \$15,000 to Maximum of \$175,000

Project Type (please check all that apply)

- Greening or Urban Agriculture Shared Spaces or Parklets Public Art
 Street Maintenance Shared Spaces Activation or Stewardship Programs
 Neighborhood Amenities Other _____

Form 2: Proposal Narrative

Proposal Narrative Instructions: For each section, provide a compelling and succinct narrative, using the provided questions to focus your response. The completed narrative should not exceed twelve (12) pages. Please respond with complete sentences using as much relevant information as space allows. Attach photos, maps, designs, and/or drawings of the project. All sections are required.

**Section
Point
Values**

Summary (approx. 200 words): Provide a concise, high-level overview of the proposed project. Describe the project, its aim, the purpose or reason for the project, and the communities, groups or organizations involved. The Summary may be published to the CCG website, reports and other public documents. *Note that although no points are awarded to the Summary section it is a **required** component of your Proposal Narrative.*

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Design & Impacts (approx. 2000 words): Present a sound and feasible project design that describes the project's impact on the community.

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- Where will the project be located?
- How did your organization develop the project design?
- How was the community involved in the design process?
- What are two core project goals?
- What is the timeline for completion?
- What are the major milestones in completing the project?
- How will the project impact the community during and after its completion?

Community Engagement (approx. 500 words): Describe how the project can benefit the immediate community and the neighborhood at large.

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- What specific community need(s) does the project address?
- How was the need identified?
- What existing plans or other data document the identified need?
- How will community members participate/volunteer during the project and after its completion?
- How will the participation be managed and documented?
- How is the project organized around a participation plan involving neighbors, local businesses, and/or local organizations?

Racial Equity: Present a clear approach to increase engagement and participation of communities of color. **15**

- How does your organization demonstrate a commitment to racial equity, diversity and inclusion?
- What diverse and/or under-served communities will benefit from the project?
- How will your organization's community outreach and engagement initiatives reach communities of color?
- How will your project maximize inclusion and participation by communities of color?
- How will your project equitably distribute sourcing opportunities to local businesses owned by people of color?
- What other creative methods or strategies that address racial equity will be activated through your project?

Capacity (approx. 500 words): Demonstrate the ability to plan, implement, complete, and maintain the finished project. **20**

- 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? Identify roles and responsibilities of all organizations and/or individuals involved in the project.
- What prior projects of similar size and scope has your organization and/or team completed?
- What makes your organization ideally suited to complete this project?

Budget: (Form 3) Submit a budget that is realistic, well-researched and feasible for the proposed project scope, and that demonstrates a clear plan to satisfy match requirements. **15**

Maintenance: (Project Supplemental) Submit a well-defined and appropriate plan of action to preserve and maintain the project after completion. **10**

Form 3: Budget Guidelines

Proposal Budget Instructions ([do not include this page when submitting an application](#))

Match Requirements

For every dollar requested the applicant must provide at least a 35% match. The required match is based on the grant request. Applicants must keep detailed records of all expended match dollars. If awarded, all project matches must be committed at the time of contracting.

Eligible Expenses:

- General Labor/Professional services. Please note that certain types of professional services are eligible on a limited basis as described in the limitations section below.
- Equipment, supplies and other materials, as they directly relate to the proposed project.
- Community outreach and engagement, as they directly relate to the proposed project.
- Permit fees, as they directly relate to the proposed project.

Eligible Expenses with Limitations:

- Design costs are NOT to exceed 20% of the requested project budget.
- Construction costs are NOT to exceed 50% of the requested project budget.
- Outreach & Engagement are NOT to exceed 20% of the requested project budget.
- Project Management costs are NOT to exceed 15% of the requested project budget.
- Administrative or Indirect Costs are NOT to exceed 10% of the requested project budget. Any organization submitting for reimbursement of administrative or indirect costs must be prepared to document and justify the services provided to the CCG Program Director. If a grantee is fiscally sponsored, the grantee may not claim an indirect fee. Instead, expenses that would typically fall under the indirect fee category should be specified in the grant program budget for consideration. Excessive administrative costs are discouraged and may not receive funding.
- Fiscal Sponsorship fee is NOT to exceed 15% of the requested project budget.
- Permanent interpretive signage costs are NOT to exceed \$2,000 of the requested project budget.

Ineligible Expenses:

- Food and beverages
- Travel expenses
- Celebrations
- Expenses incurred prior to the execution of the grant contract.
- Previous financial commitments made as part of an organization's regular operation or as part of another program. Grant awards may not be used to fund ongoing or existing programs, unless there is a clear, documented expansion of services.
- This is not an exhaustive list of ineligible expenses and final determination of eligibility rests with the CCG Program Director.
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Form 4: Workplan 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.

| Activity | Start date | End date | Lead position | Cost |
|--|---|---|---|--|
| <i>List ALL activities necessary to complete the project</i> | <i>Chronological order, list the start date for each activity</i> | <i>Chronological order, list the end date for each activity</i> | <i>List the person's name and position that will lead the activity and their role in that process</i> | <i>List the cost of each activity. This should correlate to items in the Budget Form</i> |
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Project Supplementals

Required supplemental materials must be provided as part of your grant submission PDF document.

- 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 complex budget, timeline, and community outreach component.
- 5-year maintenance plan or 10-year maintenance plan, if a public art project (with responsible party listed and source of funding for proposed maintenance plan)
- Letter from property owner(s) or authorizing City Department approving the project
- Letters of support (4 total)

Special Requirements for projects on SFUSD Property

- Letter of written approval from Green Schoolyard Manager

Section 2: Organization Documents

- Fiscal Sponsorship Agreement between the fiscal sponsor and sponsored group (if applicable)
- 501(c) 3 Letter of Determination
- Organization Board of Directors Roster
- Organization current FY/CY budget
- Organization most recent statement of revenues and expenses

Permits

List the governmental permits required for the project(s).

Issuing Department

Type of Permit
