

CITY OF TORRANCE

Parks and Recreation Commission
Notice of Funding Availability for 2017
Non-Profit Social Services Grant Program

Grant Categories

The City of Torrance Parks and Recreation Commission Non-Profit Social Services Grants are awarded to projects or programs that make an impact in transforming lives the of Torrance residents– with obvious, significant results during the granting period.

Grants are awarded to organizations in the following two categories:

- **Health Services**—Programs or projects such as but not limited to: chemical dependency, mental health counseling, or general Health Services.
- **Human Services**—Program or projects such as but not limited to: serving single parents, runaways, individuals with disabilities, victims of domestic violence, parenting, youth services, or senior citizen services.

Available Funding

For the 2017 funding cycle, \$20,000 has been made available by the Torrance City Council to be issued as social service grants.

In order to maximize the impact of the funding, the following grant giving strategy will be used:

Total available funding--\$20,000.

Funding Amounts

Health Services

- 1 grant of \$5,000
- 2 grants of \$2,500

Human Services

- 1 grant of \$5,000
- 2 grants of \$2,500

Eligibility

- The Grantee must be Torrance-based or must provide proof of service to Torrance residents.
- Grant awards are not a City commitment for continuing financial support.
- A grant should be for a particular program or project of the Grantee, rather than for the general support of a multi-purpose agency.
- To ensure greatest impact, funds should be directed toward the provision of direct client services.
- To be considered, a grant applicant must provide with its application proof of non-profit status under Section 501(C) 3 of the Internal Revenue Code or Section 23701(c) or (d) of the California Revenue and Taxation Code.”
- The Grantee’s program shall begin within 90 days of the grant award.
- All facilities and services provided under the grant must be accessible to individuals with disabilities.
- Youth programs must serve Torrance youth enrolled within the boundaries of the Torrance Unified School district.

Funding Exclusions

- Administrative costs.
- Administrative salaries, stipends, tips and rewards.
- Organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, age national origin, ancestry, citizenship, veteran, or disability status.
- Advertising, film or video project.
- Athletic sponsorships for individuals and teams.
- Capital campaigns and endowments (defined as any plans to raise funds for a significant purchase or expense, such as new construction, major renovations or to help fund normal budgetary items).
- Contests or pageants.
- Fundraising events (walks, races, tournaments, dinners etc.)
- In-kind donation requests.
- Donations to Nationally-sponsored organizations: American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way.
- Professional memberships, including association/chamber memberships.
- Organizations or programs that do not benefit the citizens of Torrance.
- Organizations whose programming or policies may position the City of Torrance in a negative light.
- Organizations whose services do not benefit the City of Torrance or the community at large.
- Political causes, candidates, organizations or campaigns.
- Projects that send products or people to foreign countries or on domestic travel.
- Registration fees.

- Requests made on behalf of another organization or by an unauthorized representative of the recipient organization.
- Requests made solely to benefit one person or family.
- Research.
- Scholarships (tuition, room, board, other expenses for college/university/vocational school attendance).
- Third-party giving, including funds that are re-allocated to fiscally sponsored organizations.
- Tickets for contests, raffles or any other activity with prizes.

Application Process

The City accepts no responsibility for notification to agencies of the availability of funding of grants, nor for the mailing out of grant applications. Responsibility of obtaining and submitting information belongs to the agency. Additional information regarding the grant program, the application and forms, and contact information is available on the Community Services Department website at www.torranceca.gov

Application period begins on August 21, 2016 and applications are **due**:

Sunday, September 18, 2016 by 5:00pm.

All applications are to be submitted as a scanned PDF document and emailed to:

grants@torranceca.gov

Please make sure:

- All attachments clearly state which section is being addressed
- Do not provide promotional literature such as brochures, scanned business cards, resumes, or web site material.

Elements of the Application Packet

The agency proposal consists of three elements:

- 1) Statement of Intent on Agency Letterhead
- 2) Application
- 3) Proof of 501(c)(3) Non-Profit Status

1) Statement of Intent on Agency Letterhead

The Agency Statement of Intent briefly outlines your program/project in a clear unambiguous, and concise way. The following (on agency letterhead) would be included in your one page letter of intent:

- A description of the applicant organization.
- Category of Application.
- A brief statement of the need.
- How the need will be met.
- Number of Torrance residents served under the proposed project.
- The total cost of the project.
- The grant amount requested of the City.
- The duration of the program/project.
- Signed by a representative of your agency.

2) Application

A. Statement of Need

The statement of need is a key element of the proposal that makes a clear, concise, and well supported statement of the problem to be addressed.

B. Project Description

The project description refers to how the project is expected to work and solve the stated problem.

C. Grant Program Goals

Program outcomes refer to specific activities in the proposal. It is necessary to identify all objectives related to the goals to be reached, and the methods to be employed to achieve the stated objectives. The figures used must be verifiable. The stated objectives will be used to evaluate program progress, so be realistic.

D. Project Outcomes

This section provides specific details on the grant service population, demographics if applicable, and a target of how many Torrance residents will be served under the grant.

E. Age group(s) you expect this Program/Project to service during the year

Indicate which populations your program will serve (i.e. youth, adult, senior, special populations) and how many Torrance residents will receive service under your program. Also, describe your outreach efforts to these populations.

F. Evaluation Strategy

Please describe how you evaluate the success of your program showing the evaluation of results that can be attributed to the program as well as the extent to which the project has satisfied its stated objectives.

Program Budget

To ensure greatest impact, funds should be directed toward the provision of direct client services.

3) Agency Information/Proof of Eligibility of 501(c) 3 status

Grantees seeking funding must provide with the application proof of non-profit status under Section 501(C) 3 of the Internal Revenue Code or Section 23701(c) or (d) of the California Revenue and Taxation Code. Once the application packet has been submitted, the City will attempt to verify the applicant's good standing in terms of IRS/State of California non-profit status.

Review Process

The Parks and Recreation Commission has nominated three City of Torrance Commissioners as a Committee to oversee the Non-Profit Social Services Grant Program for 2017. Once the grants have been submitted, the Grants Committee members will rate the proposals and make a recommendation for funding to the Parks and Recreation Commission. In turn, the Commission will forward the recommendation to the Torrance City Council for final funding approval.

Proposals will be reviewed for baseline criteria of signatures, application forms, and 501 (C) 3 or 23701 (c) or (d) status. Any proposal that does not contain the information listed on the Application Packet Checklist will be rejected before the rating process. Notification of rejected proposals will be sent out before the rating process.

Scoring

Each section of the application is rated on a 1-10 scale.

Points per section are totaled for an overall application score.

The proposal scores are averaged (using total score/number of raters) to determine the overall score.

Average scores are ranked per grant and funding category to determine a prioritized list of qualified proposals.

Section Points Value

Statement of Need	10
Project Description	30
Grant Program Goals	15
Project Outcomes	10
Age Groups/Torrance Residents	10
Evaluation Strategy	15
Program Budget	10
Total	100 points

Notice of Award

When the review process has been completed, the City of Torrance Community Services Department will notify the applicants as to whether or not they have been awarded a grant. The City will also begin work with the award recipient to finalize the legal framework for the funding agreement using a City Contract. Following the execution of the agreement, the funds will be disbursed.

Grant awardees will begin their projects after receiving a Notice of Award, an executed agreement, and the funds have been disbursed. The award recipient is responsible for meeting the administrative, financial and programmatic reporting requirements of the award.

Grantee Reporting

Award recipients submit two primary types of reports to City of Torrance:

Mid-Year Progress Report—Due in July, the progress performance report shows the overall financial status and program performance of the grant project to date.

Grant Close Out Report--All grant recipients are required to submit an impact report detailing how the grant was used and what outcomes were achieved. The impact report template will be sent via e-mail to the organization contact after the Mid-Year Progress Report has been received and approved.

Grant Assistance

For questions regarding eligibility, approved costs, and programmatic questions, please contact:

Jason Minter

Sr. Business Manager
City of Torrance
Community Services Department
3031 Torrance Blvd.
Torrance, CA 90503
310-781-7559
jminter@torranceca.gov

Andrew Orpe

Sr. Administrative Analyst Manager
City of Torrance
Community Services Department
3031 Torrance Blvd.
Torrance, CA 90503
310-781-7519
aorpe@torranceca.gov

For administrative help, please contact:

Cynthia Rosell

Sr. Administrative Assistant
City of Torrance
Community Services Department
3031 Torrance Blvd.
Torrance, CA 90503
310-618-2974
crostell@torranceca.gov

Parks and Recreation Commission Grant Program—Life Cycle

The Parks and Recreation Commission Non-profit Social Services Grant Life Cycle consists of a step-by-step process that both the City of Torrance and the grantees can use for each phase of the program.

Pre-Award steps include Generating Your Idea, Determining Eligibility, Developing Your Proposal, Submitting Your Proposal and the Proposal Rating Process.

Post-Award steps include Award Notification, Disbursing the Award, Program Set Up, Managing Your Award, Progress Reporting and Closeout.

2017 Life Cycle**

August 21, 2016	Grant Notice of Funding Availability (NOFA) announced.
August 21, 2016	Grant Application Period Opens.
September 18, 2016	Grant Applications Due.
October 12, 2016	Proposal Review Period. (Includes Non-profit Status Verification)
November 9, 2016	Proposal Recommendation by Grants Commission.
December 14, 2016	Review and Recommendation by Parks and Recreation Commission.
January 10, 2017	**Review and Approval of Torrance City Council.
January 13, 2017	**Notice to Award and Grant Agreements sent to Grantees.
February 1, 2017	Grant Agreements Executed and Funds Released.
July 31, 2017	Mid-Year progress report due.
December 31, 2017	End of Grant Program
January 31, 2018	Grant Close out Reports Due.
February 14, 2018	2017 Grant Close-Out Reports submitted to Grants Committee.
March 14, 2018	2017 Close out Reports submitted to Parks and Recreation Commission for review and recommendation to send to City Council.
April 10, 2018	2017 Close out Reports submitted to Torrance City Council for accepting and approval.

****Dates Subject to Change**