

## PARKS AND RECREATION COMMISSION

### Non-Profit Social Services Grant Program

- [Mission Statement](#)
- [Grant History](#)
- [2015 Awardees](#)
- [Grant Categories](#)
- [Funding Strategy](#)
- [Eligibility and Exclusions](#)
- [Grant Life Cycle](#)
- [Application Process](#)-Application Information
- [Review](#)
- [Grant Administration](#)
  - Notice of Award
  - Contract
  - Grant Reporting
    - Mid-Year
    - Final Report
- [Grant Application Assistance and Contact Information](#)
- List of Definitions

---

**MISSION STATEMENT:**

Mission Statement --The City of Torrance Parks and Recreation Commission Non-Profit Social Services Grant Program identifies, supports, promotes, and evaluates services which are provided by, locally-based non-profit organizations.

**Program Details**

As representatives of the Torrance City Council, the Parks and Recreation Commissioners are the stewards of the Parks and Recreation Commission Non-Profit Social Services Grant Program. Each year the Commission recommends the award of grant funds to worthy local non-profit organizations that serve the residents of Torrance in a variety of social service, education, and community programs.

For the 2017 grant cycle, \$20,000 will be awarded through 6 grants that best meet the needs of the community and respond to the stated program goals listed below.

Concerns central to the Commission's recommendation of proposed projects include:

- The strength of local impact for the project.
- The strength of the applicant organization.
- Whether the project addresses a significant community need.

---

## GRANT HISTORY TO DATE

Since 1974, the City of Torrance has been granting funds to non-profit agencies serving the residents of Torrance. From 1974 to 1979, the City was a participant in the Block Grant Program which made a limited number of grants to private non-profit agencies. Some programs, such as the Senior Worker and Home Repair Programs were developed with Block Grant funds and were considered of such value that they have been continued with general fund financing.

- There were a number of clearly identified community needs which the City was not currently addressing such as: child abuse, domestic violence, child care, special senior and disabled services and health services.
- At the time, the Block Grant Program had no rational system for evaluating or weighing the proposals against the needs of other private non-profit agencies.
- Over 30 years ago, \$15,000 annually was made available as grants to private non-profit agencies serving Torrance residents.

Various City Commissions have had oversight of the grants program:

Year	Commission	Funding
1984	Human Resources Commission	\$15,000
1996	Community Services Commission	\$40,000
2010 to present	Parks and Recreation Commission	\$20,000

---

## 2016 AWARDEES

The 2016 Community Services Grant awardees provide services to a variety of clients in a wide range of programs.

### **Health Services**

\$5,000	Cancer Support Community – Redondo Beach	Redondo Beach
\$2,500	South Bay Children’s Health Center Assoc., Inc.	Redondo Beach

### **Human Services**

\$5,000	Healthcare & Elder Law Program Corp. (H.E.L.P.)	Torrance
\$2,500	South Bay Literacy Council, Inc.	Torrance
\$2,500	Switzer Learning Center	Torrance
\$2,500	Torrance-Lomita Meals on Wheels, Inc.	Torrance

---

## GRANT CATEGORIES

The City of Torrance Parks and Recreation Commission Non-Profit Social Services Grants are awarded only to projects or programs that make an impact in transforming lives – 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.

---

## FUNDING STRATEGY

The City of Torrance Parks and Recreation Grants Committee recommends funding as many programs as possible given the resources available. For the 2016 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:

### Number of Available Grants

- 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.
- 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.
- Administrative salaries, stipends, tips and rewards.

- 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.

---

## 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**

---

## APPLICATION PROCESS

### Notice of Available Funding (NOFA)

The City of Torrance will formally announce the funding opportunity, advertising it to applicant communities and inviting proposals tailored to address the program mission. The City will publish details of the funding opportunity through email, direct mail, the City Clerk's office, on the City's website and in local media outlets; information will include a synopsis, basic eligibility information, and how to obtain the grant application package.

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.

Applications 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](mailto:grants@torranceca.gov)

Please make sure:

- all appropriate forms are signed
- all responses and attachments are in 12 pt. font on standard white business paper
- all attachments have 1 inch margins
- all attachments clearly state which section is being addressed

Do not provide brochures, promotional material, business cards, or web site printouts.

Do not submit your proposals in hard copy format or in any presentation type folder such as: 3-ring binders, spiral bindings, brads, acetate folders or file folders.

### Elements of the Application Packet

#### 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.

## Application and Documentation

### 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.

### Project Description

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

### 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.

### 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.

### Evaluation Strategy

The evaluation component is two-fold:

(1) The evaluation of results that can be attributed to the program as well as the extent to which the project has satisfied its desired objectives; and

(2) The process evaluation as to how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities within the plan.

### Program Budget

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

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 correct number of copies, original signatures, 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.

### 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.

Selected Agencies will be recommended to the Parks and Recreation Commission for review and approval.

The Torrance City Council will determine grant awards after receiving the recommendations from the Torrance Parks and Recreation Commission and the Torrance Community Services Department.

### Section Points Value

Statement of Need	10
Project Description	30
Grant Program Goals	15
Project Outcomes	20
Evaluation Strategy	15
Program Budget	10
Total	100 points

---

## GRANT ADMINISTRATION--NOTICE OF AWARD

When the review process has been completed, the City of Torrance will notify the applicants 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 are disbursed.

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

Grant Contract—The City of Torrance Standard Grant Contract is available for review during the application process. It is recommended that all applicants review this agreement prior to submitting an application.

### 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

List of contact names and information.

Jason Minter

Sr. Business Manager

City of Torrance

Community Services Department

3031 Torrance Blvd.

Torrance, CA 90503

310-781-7559

[jminter@torranceca.gov](mailto: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](mailto:aorpe@torranceca.gov)

Cynthia Rosell

Sr. Administrative Assistant

City of Torrance

Community Services Department

3031 Torrance Blvd.

Torrance, CA 90503

310-618-2974

[crosell@torranceca.gov](mailto:crosell@torranceca.gov)

---

LIST OF DEFINITIONS