

### About the Community Challenge Grant Program

For more than 25 years, the Community Challenge Grant Program (CCG) has provided funding to community groups, schools, and nonprofit organizations to make improvements in their neighborhoods and communities. The program is an important tool for building a stronger and more vibrant San Francisco by empowering groups to lead community improvement initiatives.

### About the Guidelines

The Guidelines presented below define the eligibility requirements, policies and general operations of the Community Challenge Grant Program. Guidelines are not an application or a summary of the application process.

### General Cycle Timeline

The CCG offers grants through one annual cycle. In the Fall, grant applications are released for the cycle. Typically, the grant cycle allows five weeks for the completion and submission of applications. Awards are announced in January of the following year. Depending on the award amount and project scope, grantees may be under contract as soon as thirty days following the pre-contracting meeting (described below).

### Eligibility

Nonprofit organizations, community groups, merchant associations, community benefit district organizations and schools are eligible to apply for funding. Organizations performing a community project in their neighborhood must be a 501(c)3 nonprofit organization, or identify a 501(c)3 to serve as their fiscal sponsor. The grant contractor must be an approved and compliant City supplier. For more information on becoming a supplier, please visit <https://sfcitypartner.sfgov.org>.

### Eligible Project Categories

Organizations are eligible to receive funding for the following types of projects:

- Green spaces: Including gardens, sidewalk gardens, median enhancements, tree planting, decorative planters/boxes, landscaping, and urban agriculture
- Gathering places: Mini-parks, parklets, plazas, dog parks, open space and trail restoration
- Public art: Sculptures, mosaics, murals, and new media
- Neighborhood amenities: Community lighting, seating/benches, bike racks, neighborhood branding, community activation initiatives

*Note: The examples provided above are generally representative of eligible project categories/examples, but not an exhaustive list.*

### Special Eligibility Requirements for Public Art Projects

At the time of submission, public art projects must include (1) sketches of the proposed design and/or a written description of the theme, (2) artist(s) identified to complete the project, including a biography and history of their past work, and (3) a project site. Public Art projects whether on public or private property

must complete the Civic Design Review Process with the SF Arts Commission (SFAC) prior to entering into a grant contract with the CCG. Projects must demonstrate approval has been granted to finalize the contract process and begin implementation of the art project. For more information regarding the Civic Design Review Process visit the SF Arts Commission website at <http://www.sfartscommission.org/pubartcollection>, or contact Jenn Doyle Crane with the Civic Art Collection & Public Art Program at (415) 252-2224.

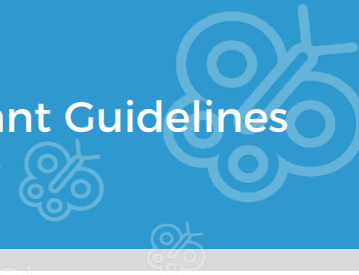
**Funding Levels**

The minimum funded grant is \$15,000. The maximum funded grant is \$175,000. Grant awardees must provide a 35% match of cash, volunteer labor (valued at \$25.00/hour), donated materials and/or supplies, or services.

Funding Level	
Budget Size	\$15,000 to \$175,000
Project Duration	12 months* <i>On a limited basis, the CCG Program Director may authorize a project duration that exceeds 12 months based on the project complexity and scope. The duration is established at the beginning of the grant contract and represents the period of time that an awardee has to complete the project.</i>
Required Match	35% for all projects

**General Requirements**

- Develop a detailed work plan in the specified format.
- Provide a detailed budget in the specified format.
- Have a 5-year maintenance plan for greening/beautification projects and a 10-year maintenance plan for public art projects detailing ongoing maintenance after project completion. Be sure to list the responsible party(ies) as well as the source of funding to support the proposed maintenance plan.
- Identify key vendors prior to the contracting process, including obtaining quotes; and provide service agreements with all vendors engaged in the project.
- Provide the insurance required to complete your project, as determined by the City’s Risk Management Division. These requirements are subject to change. If serving as a fiscal sponsor, your organization must be able to demonstrate the project is an additional insured to applicable policies, including but not limited to, general liability, automobile liability, workers’ compensation, professional liability. Organizations supervising youth or working with seniors are required to provide enhanced policies.
- Include installation of interpretive signage acknowledging CCG, including the CCG logo, explaining the function of the project to the public. Signage may include other project partners and funders, as desired. Costs associated with such signage may be included in your grant request, up to \$1,000.



Final reimbursements will not be issued until signage is approved and installed by the CCG Program Director.

- Attend a pre-contracting meeting with the CCG Program Director to review all requirements of the contracting, grant administration, reporting, reimbursement, and closeout processes.

**General Restrictions:**

- Projects cannot duplicate or replace funding for an existing private or public program
- Projects cannot duplicate existing maintenance programs
- Projects cannot conflict with existing City policies

**Application Review Process**

Applications will first be screened by CCG staff for completeness and to ensure that the proposed project meets the intended use of CCG funding. The CCG Advisory Committee (CCGAC), will review and score applications based on the stated Evaluation Criteria. The CCGAC submits funding recommendations to the City Administrator who then decides on final awards. Awarded applications may not always receive the full funding and may require revisions to their budget and work plan.

Evaluation Criteria	Points
<p><b>Capacity:</b> Demonstrates ability to complete and sustain the project.</p> <ul style="list-style-type: none"> <li>• What role will your organization play in the project?</li> <li>• What resources will your organization leverage to increase project success?</li> <li>• Who will lead and work on the proposed project and what are their qualifications?</li> </ul>	25
<p><b>Community Engagement:</b> Describes a compelling need for the project in the community. Demonstrates support from neighbors and other beneficiaries.</p> <ul style="list-style-type: none"> <li>• Does the project fill a recreation, streetscape, public realm or open space need in the community?</li> <li>• What specific community need(s) does the project address?</li> <li>• How will community members participate and help design the project?</li> <li>• How will your organization manage and document community participation?</li> </ul>	25
<p><b>Design &amp; Impacts:</b> Presents Sound/feasible project design &amp; describes its impact.</p>	20
<p><b>Budget:</b> Cost and match are reasonable and feasible based on project design and scale.</p>	20
<p><b>Maintenance:</b> Presents a well-defined and appropriate plan of action to preserve and maintain the project after completion.</p>	10

### Match Requirements

For every dollar requested the applicant must provide at least a 35% match for all projects. The match is based on the total project cost, and applicants must keep detailed records of all expended match.

The following are requirements for an eligible match:

- The amount and type of match must be appropriate to the needs of the project. The applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the project.
- The match must be well-documented through service contracts, invoices, receipts, signed timesheets or attendance logs.
- Volunteer labor is valued at \$25.00/hour, after a grant contract is executed. No volunteer contributions prior to the execution of the grant contract can be counted against the match requirement.
- Professional services and project management costs cannot be both a cash and in-kind match. They must either be provided fully in-kind or fully in-cash. Discounted rates do not count toward a project's match amount.
- Eligible items described in the funding and reimbursement section are eligible as a match unless otherwise stated. Ineligible budget items cannot be used as a match.

### Permits & Approvals

Projects requiring City permits must speak with the appropriate department staff to discuss the process and timeline required to obtain them. Please discuss how permitting will affect implementation of your project in the design section of the proposal narrative. *This should occur prior to submitting an application.*

Consistent with all community initiated projects implemented on publicly owned property, before a project under this program is finally approved for implementation, the applicant for the specific project must have obtained the required permits, approvals, and/or authorization from all City departments with regulatory jurisdiction over the project area and all the issues regarding City acceptance of the project (if it will become a City-owned resource), future maintenance, and liability of the project improvements must be addressed to the satisfaction of all City departments with jurisdiction over the project area.

Beginning in 2019, proposed projects on any City & County of San Francisco School District property must receive approval from the District's Green Schoolyard Manager, Tamar Barlev. Additional requirements to obtain approval from the School District may be required. Please contact [barlevt@sfnusd.edu](mailto:barlevt@sfnusd.edu) for more information.

Projects on private property must include written permission from property owner(s) of the proposed site location.

### Timeliness

All awardees must enter into a contract within three months of award notification for all projects or risk grant funds being revoked.

### Funding and Reimbursement

This is a cost reimbursement grant program and funded entities must expend dollars, document their expenditures, and submit invoices for reimbursement. Awardees CANNOT begin projects or submit invoices for expenditures made prior to entering into a grant contract with the CCG. To receive reimbursement awardees will be required to submit payment request forms with supporting documentation, including copies of receipts, invoices, cancelled checks, credit card statements, payroll journals, and timesheets. All invoices will undergo review and auditing by the CCG before disbursement of reimbursements. Reimbursements must follow a monthly or quarterly submission cycle. Grantees may not submit more than one reimbursement per month. Prior to submission for reimbursement of any compensation or fees paid to a subcontractor, the grantee must provide a service contract, and any applicable insurance, approved by the CCG Program Director. Reimbursement requests may take up to 30 days to process upon receipt.

### Budget items eligible for funding:

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

### Budget items eligible for funding with limitations:

- Design costs are NOT to exceed 20% of the total 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.
- Project Management costs are NOT to exceed 20% of the requested project budget.
- Fiscal Sponsor fee is NOT to exceed 15% of the requested project budget.
- Permanent interpretive signage costs are NOT to exceed \$1,000 of the requested project budget.

### Budget items NOT eligible for funding:

- 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.

### Fiscal Sponsorship Fee

Fiscal Sponsors may receive a fee of no more than 15% of the requested grant award. This fee must be included in the project budget.

### Project Follow-Up and Reporting Requirements

Once a project is selected to receive funding and has entered into a grant contract, the following requirements are the responsibility of the grantee:

#### Project Follow-Up:

- Submit project design drawings (if applicable) for CCG staff review.
  - The conceptual plan submitted with the application must be finalized and submitted prior to construction as documentation of the work that will be completed.
  - Public art projects, submit final drawings and copy of SF Arts Commission Civic Design Review forms to CCG once project has been calendared for the Visual Arts Review Committee.
- Notify CCG staff of key milestones in the construction of the project so grant administration staff can conduct site visits to observe and document the progress of the project.
- ALL projects must finalize their proposed draft interpretive signage and submit the final version for review, comment and approval before project completion. CCG staff must confirm installation of signage prior to grant closeout. The proposed signage must be finalized at the 9-month mark of the contract for all projects on a 12-month grant cycle.

### Quarterly Reporting Requirements

- Electronically submit detailed quarterly reports with photo record of each phase of the project.
- Develop and submit a final report after project completion with photo record of each phase of the project.

*Note: Quarterly and Final Report deadlines are based on the date the grantee enters into a grant contract and are therefore project-specific. Custom Quarterly and Final Report templates will be sent to the grantee once they have entered into contract.*