

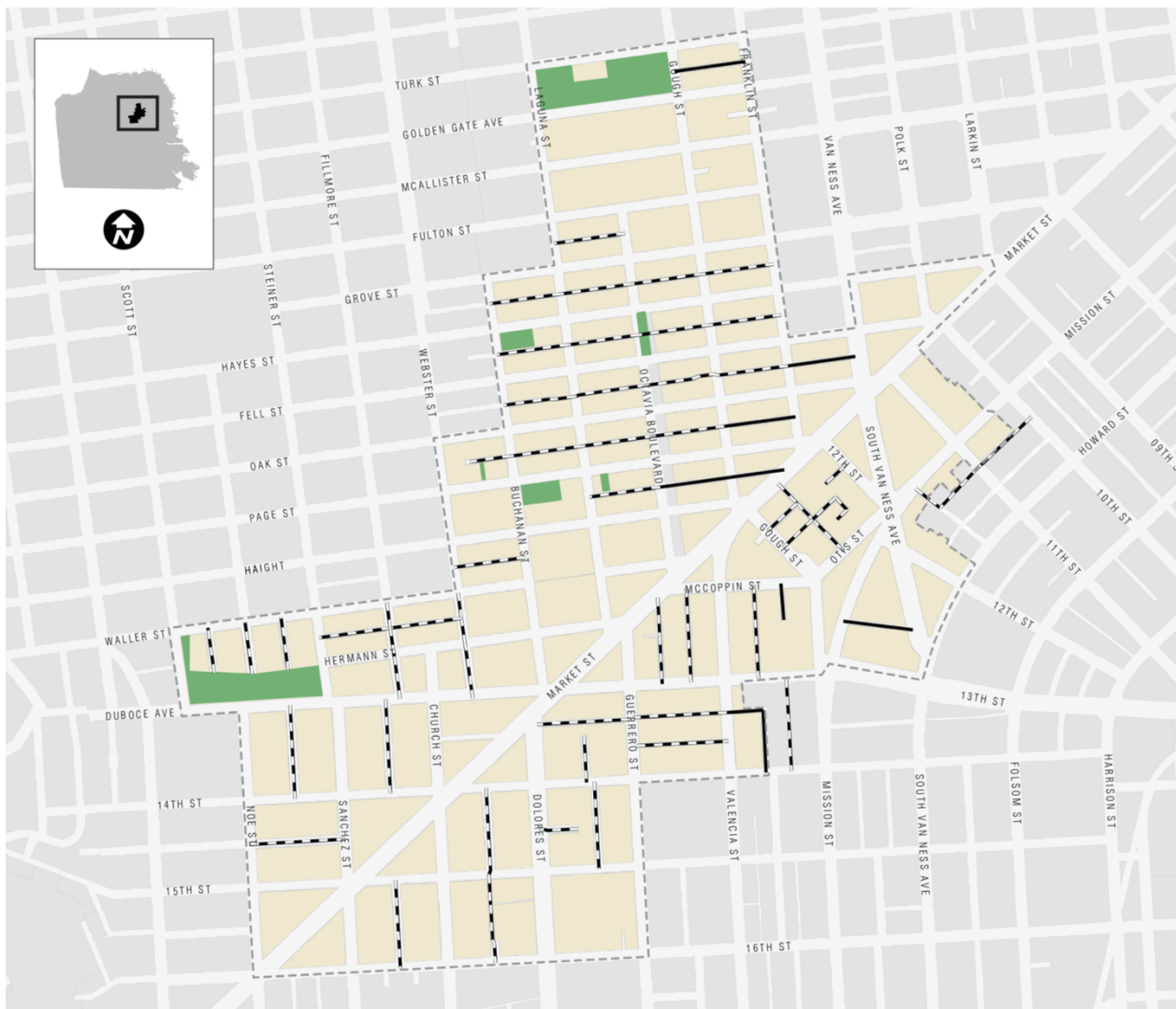


We encourage all potential applicants to utilize the toolkit as a resource and to contact Jessica Look, Urban Designer/Planner with San Francisco Planning Department for additional information at (415) 575-6812 or via email at [Jessica.Look@sfgov.org](mailto:Jessica.Look@sfgov.org).

**Eligibility**

Nonprofit organizations, community groups, merchant associations and community benefit district organizations are eligible to apply for funding. Priority is given to organizations of local origins. Furthermore, public-private partnerships are encouraged given they combine community-supported and neighborhood-led projects with private sector capacity for implementation. School or community groups formed solely for the purpose of performing a community project in their neighborhood must have a 501 (c) 3 nonprofit organization to serve as their fiscal sponsor.

**Market Area Plan**



**Grant Priorities**

Living Alleys Grant is focused on projects that support the core goals of Living Alleys that emerged from a series of community workshops. These core goals are:

- **Green:** Promoting green infrastructure and landscaping to soften the environment and invite social gatherings
- **Shared:** Balancing the priorities of pedestrians and bicyclists with automobiles through traffic calming measures, encouraging a mix of uses
- **Vibrant:** Activating public spaces to encourage an attractive, diverse mix of commercial and social activities for residents and businesses and allow for various forms of recreation
- **Clean and Safe:** Strategies to care and tend for an alley that prioritize public safety at all times of day, discouraging illicit activities

Priority will be given to projects that are community supported & and neighborhood-led, build a network of connected alleys, open spaces, and bike routes, and directly benefit seniors and children.

**Funding Levels**

You may apply for funding in one of three levels. Each level, the awardee must provide a match of cash, donated materials, supplies, and/or professional services.

Funding Level	Small Scale	Mid - Scale	Large Scale
<b>Budget Size</b>	\$15,000 - \$50,000	\$50,001 - \$99,000	\$90,001 - \$200,000
<b>Project Duration</b>	12 months	18 months	2 years
<b>Required Match</b>	25%	35%	50%

**Each project must:**

- 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 identify the responsible party and source of funding for proposed maintenance plan.
- Include installation of interpretive signs acknowledging CCG and SF Planning, including logos, explaining the function of the project to the public. Signs may include other project partners and funders, as desired. Costs associated with signage may be included in your grant request, up to \$1,000.

**Projects must NOT:**

- Duplicate or replace funding for an existing private or public program
- Conflict with existing City policies

**Application Review Process**

Applications will first be screened by CCG and SF Planning Department staff for completeness and to ensure they meet the intended use of impact fees (applied to community improvement projects to accommodate increased use of existing amenities by new workers and residents resulting from new development). 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 full funding and may require revisions to their budget and work plan.

<b>Evaluation Criteria</b>	<b>Points</b>
<b>Summary:</b> Provide a general overview of the proposed project	<b>5</b>
<b>Capacity:</b> Demonstrates ability to complete and sustain project	<b>15</b>
<b>Community Need:</b> Describes a compelling need for the project in the area (uses data)	<b>20</b>
<b>Community Involvement:</b> Includes substantive volunteer participation and demonstrates support from neighbors and other beneficiaries in the community	<b>20</b>
<b>Design &amp; Impacts:</b> Presents Sound/feasible project design & describes its impact	<b>15</b>
<b>Sustainability:</b> Uses sound ecological principles (e.g. native landscaping, use of reused and recycled materials etc., plans for waste removal during and after project) and presents plan for project maintenance for 5 years (10 years for art projects)	<b>10</b>
<b>Budget:</b> Cost and match are reasonable and feasible based on project design and scale	<b>15</b>

**Match Requirements**

For every dollar requested the applicant must provide at least a 25% match for Small Scale projects, 35% match for Mid-Scale projects and a 50% match for Large Scale projects. The level of match shall be considered as a proportion of the total project cost, and applicants must keep detailed records of all expended match.

The following are requirements for 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.
- 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.
- Labor for ongoing maintenance after the project is completed may not be counted toward the required match.

*Note: Ineligible budget items (page 6) cannot be used as a match.*

### **Funding and Reimbursement**

This is a cost reimbursement contract 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. All awardees must enter into a contract within three months of award notification for all projects. 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 CCG accounting staff before disbursements of reimbursements.

#### **Budget items eligible for funding:**

- Labor/Professional services costs
- Equipment, supplies and materials, as they directly relate to the proposed project.
- Community outreach materials, as they directly relate to the proposed project.
- Administrative/Overhead costs, not to exceed 10% of the total project budget.
- Project Management costs not to exceed 20% of the total project budget.
- Fiscal Sponsor fee, not to exceed 15% of the total project budget.
- Design costs not to exceed 20% of the total project budget.
- Construction costs not to exceed 40% of the total 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.

### **Fiscal Sponsorship Fee**

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

### **Administrative Costs**

Administrative costs cannot exceed more than 10% of the project budget. These costs must be included in the project budget. Applicants should be prepared to justify that the administrative costs are necessary and directly related to the proposed project.

### **Project Follow-Up and Reporting Requirements**

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

#### **Project Follow-Up:**

- Submit project design drawings (if applicable) for CCG and SF Planning staff review.
  - For Large-scale projects, professionally developed construction documents (CDs) must be submitted at 30%, 60%, and 90% completion for review, comment and approval prior to construction.
  - For mid-scale projects, 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 and SF Planning 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.

#### **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 contract and are therefore project-specific. Custom Quarterly and Final Report templates will be sent to the grantee once they have entered into contract. Additional reporting requirements may be established by the Director.*

### **Public Art Projects**

Public art project submissions must include sketches of the proposed design as well as a written description of the theme, and bio of the artist(s) that includes a history of their past work. 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.

### **Permits & Approval**

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. For your reference, below are common permits and permitting City departments for most Living Alleys Grant projects.

<b>Contact Information</b>
<b>Urban Designer/Planner Jessica Look</b>
<b>Email Jessica.Look@sfgov.org</b>
<b>Phone 415-575-6812</b>