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 **OMI Community Action Grant 2015**

**APPLICATIONS DUE:**

**August 31, 2015 5:00pm**

**OVERVIEW**

This grant program creates opportunities for individuals living, working and participating in the everyday life of the Ocean View, Merced Heights and Ingleside (OMI) neighborhoods in San Francisco to join with neighbors and community organizations in the common goal of enriching the physical, social and cultural landscape of their community.

The OMI Community Action Grant is the result of a collaboration between The Mayor’s Office of Housing and Community Development, The Office of Supervisor John Avalos, San Francisco Parks Alliance, and the OMI Community Collaborative (OMICC).

**PROGRAM GOALS AND DESCRIPTION**

OMI Community Action Grants will provide up to $5,000 in funds to community based organizations and community members to identify a common vision around issues they feel greatly impact their community and families, then plan and take collective action to carry out this vision.

The OMI Community Action Grants are intended to support new efforts, or increase the capacity of existing efforts taking place in the OMI.

Types of Action Grants

**1. Community Member-Led Action Grants:** Community groups like CBO, faith-based organizations and others partner with OMI residents and community members to collaborate in the design and implementation of projects (projects should engage youth, parents/guardians, seniors, families and other people living and working in the OMI).

**2. Organization-Led Action Grants:** Community groups partner with each other to design projects that benefit the broader OMI community. Funds are used to host community events, or for projects focused on improving community spaces like parks, commercial corridors and other historical/cultural landmarks. These projects are organization led, but require active community engagement and foster cross-cultural, intergenerational and interdisciplinary exchange.

All projects should result in:

* Community building opportunities (multi-lingual and intergenerational community gatherings that create opportunities for exchange at the neighborhood level, including, but not limited to fairs, planning meetings, neighborhood movie nights, etc.)
* Opportunities for collaboration and exchange between people living and working in the OMI and community-based groups such as neighborhood associations, merchant groups, faith-based groups, schools, libraries and/or organizations providing direct services to OMI residents
* Increased leadership among people living and working in the OMI
* Strengthening of the social, physical and cultural landscape of the OMI
* Increased community advocacy and civic engagement
* Increased collaboration and partnerships with neighborhood residents

**FUNDING AND TIMELINE**

Selected projects will receive up to $5,000 to cover project related expenses including supplies, translation, hiring of artists, contractors, and other professionals that can assist in the implementation of a project. All projects must be completed by June 30, 2016. Funding for projects will be made available based on each projects timeline and needs. Projects may only be funded for a maximum of three (3) years.

Each project may use up to three months for project planning to solidify their vision and action plan around the issue they identified. Each project may have different needs in terms of planning and/or implementation. All groups will receive technical assistance from San Francisco Parks Alliance.

There will be one mandatory technical assistance workshop to assist groups with project planning (budgeting, timeline, communication, record keeping and reporting on projects) and information about resources and local businesses where discounts will be available for project supplies. This workshop will be scheduled individually for each project with San Francisco Parks Alliance.

**WHO CAN APPLY?**

* Community based groups working with OMI residents
* Community based groups working with other community based groups to carry out projects that will benefit the entire OMI community (festivals, gardens, etc…)

**GRANT GUIDELINES**

* All community based groups (faith-based, neighborhood based, etc…) can submit up to two project ideas
* Funds should be directed toward projects that take place in and benefit District 11
* When submitting proposals, if resident and/or CBO is not active member of OMICC, then they must connect with an existing active OMICC member.
* All community based groups can collaborate on more than two project, but cannot submit more than two projects for consideration
* Project members should know each other and feel comfortable working together
* Each project should have a core group of project leaders (a minimum of four) and participating members (anywhere from five and more)
* Community based groups’ representatives may help finalize the project ideas, but these must come from community members, except for projects that are the result of collaboration between organizations
* This grant is not intended to support agency activities that are not proposed, developed, and implemented by community members
* Members of the project **should commit to staying with the group during the project implementation. Some turnover is expected, but the group should stay relatively consistent for time that it takes to do the project.**
* Each project will send at least 2 members to participate in the mandatory project planning workshop

Grants can pay for:

1. Stipends for youth (up to age 24) to seniors (55+) participating in the project (application form should outline clear goals and how these will be established and measured)
2. Consultants to assist in planning and implementation (landscape professionals, muralist, local artists, designers, etc.)
3. Project supplies
4. Outreach materials
5. Food for meetings and community gatherings (festivals, community meetings, etc.)
6. Raffle prizes (only for the larger community events/meetings that are open to the entire OMI community)

Grants cannot pay for:

1. Stipends for adults (25 to 54 years old)
2. Stipends for agency staff time
3. Rental of office space
4. Equipment (Fax machine, copy machine, adult bicycles, furniture, computers, etc.)
5. Professional development for agency staff
6. Expenses without verifiable receipts and/or invoice statements without supporting documents
7. Funds used to subsidize existing agency activities

**TECHNICAL ASSISTANCE**

San Francisco Parks Alliance will provide technical assistance to projects during planning phase to help solidify the vision as well as provide feedback around the activity and budget details. Additional assistance will be provided on an as needed basis.

If you need assistance as you complete your application, please contact Marissa Alexander of SF Parks Alliance at (415) 801-4149 or email actiongrants@sfparksalliance.org.

**REPORTING REQUIREMENTS**

* Original copies of receipts for all expenses
* Copies of participant sign-in sheets
* Pictures of final project and of project implementation
* Copies of fliers and other outreach materials
* End of the project final report with photos to reflect on the impact of this effort once the project is finished

**PROJECT SELECTION**

* The OMI Community Collaborative members will review and rank projects according to how well they meet the stated goals
* If there are proposals with equal scores, priority will be given to groups that participate regularly in the OMICC monthly meetings and community activities
* In order to vote on the project selection, groups must demonstrate regular participation in the monthly OMICC meetings (must have participated in at least 4 meetings in the past 6 months)
* Groups that do not meet this criteria will still be able to vote, but these groups votes will be pooled and collectively will count as one vote that will be added to pool of votes by groups with regular participation
* Proposed projects will be grouped into two categories: 1. Community Member-led action grants, and 2. Organization-led action grants, these will be ranked in order of preference by each community based group and/or affinity group participating in the OMICC
* Each OMICC participating group, regardless of number of representatives present will have one vote. All group members present can inform that vote, but only one vote will be allowed per group

**OMI COMMUNITY ACTION GRANT TIMELINE**

**APPLICATION RELEASED TO THE PUBLIC August 3, 2015**

**COMMUNITY INFORMATION SESSIONS TBD**

**PROJECT APPLICATION DUE DATE August 31, 2015**

**PROJECT PROPOSAL VOTING September 18, 2015**

**SELECTION ANNOUNCEMENT September 19, 2015**

**OMI ACTION GRANTS ORIENTATION TBD**

**PLANNING & IMPLEMENTATION October 1, 2015 – June 30, 2016**

**INSTRUCTIONS FOR APPLICATIONS**

1. Complete the following OMI Community Action Grant Application Form typed or clearly hand written
2. Make sure to include contact person and group members information
3. Provide short and clear descriptions of project idea and how your group thinks it will benefit the OMI
4. If possible, please include pictures or drawings of the place in your community that you want to improve or other images you think can show the problem
5. Please provide a drawing on butcher paper of how you think it will look once it is improved
6. Please label drawing with project name and include with application form
7. Deliver, or certify mail complete packet to San Francisco Parks Alliance

For more information or for assistance in completing this application, you are invited to attend an **information session**:

**August 26, 2015 at 5pm**

**Location TBD**

**OMI Community Action Grant**

**2015 Application Form**

 **PROJECT NAME:**

**DATE:**

**PROJECT LEAD & CONTACT INFORMATION**

1. **Lead Agency:**

Contact Person Name:

E-mail:

Tel #:

Address:

1. **Partner Agencies** (list each agency collaborating on this project):

Contact Person Name:

E-mail:

Tel #:

Address:

1. **Community Members** (must list a minimum of five OMI community residents):

E-mail:

Tel #:

Address:

**PROJECT INFORMATION**

1. Name and type of project (mural, community garden, outreach campaign, festival, etc…).
2. Location of Project (please provide physical address and name of site, if applicable).
3. Project goal, please provide a short description of how this project will improve the social, physical and cultural landscape of the OMI Community.
4. Project cost, how much do you think it will cost to implement this project. If you have other funds to match the Community Action Grant, please specify the source and amount.
5. How is this a new project, or how does it increase the capacity of an existing effort in the OMI?
6. If this project includes stipends for youth, please describe expected outcomes, how youth participation will be documented, and information about the person who will provide guidance during the planning and implementation of the project.

**III. Project Budget**

Please use the table below to summarize your project’s expenses. The total budget outlined below must equal the total dollar amount requested in this application. A maximum of $5,000 may be requested.

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Description/Purpose** | **Amount** |
| *Example: Supplies* | *Gardening and landscaping materials to create mini-park at senior center* | *$400* |
| Supplies |  |  |
| Facilities/Space |  |  |
| Transportation |  |  |
| Contracted labor/honorarium |  |  |
| Food  |  |  |
| Other |  |  |
|  | **TOTAL EXPENSES:** |  |

*All receipts associated with the project budget must be submitted for reimbursement.*

**DUE: August 31 by 5:00 PM (late applications will not be accepted)**

**Applications may be submitted by:**

Email as a single PDF file to: actiongrants@sfparksalliance.org

Mailed or hand delivered to: Attn: Marissa Alexander, San Francisco Parks Alliance,

1663 Mission St. Suite 320, San Francisco, CA 94103