

# Rockridge Community Planning Council

Community Grants Program

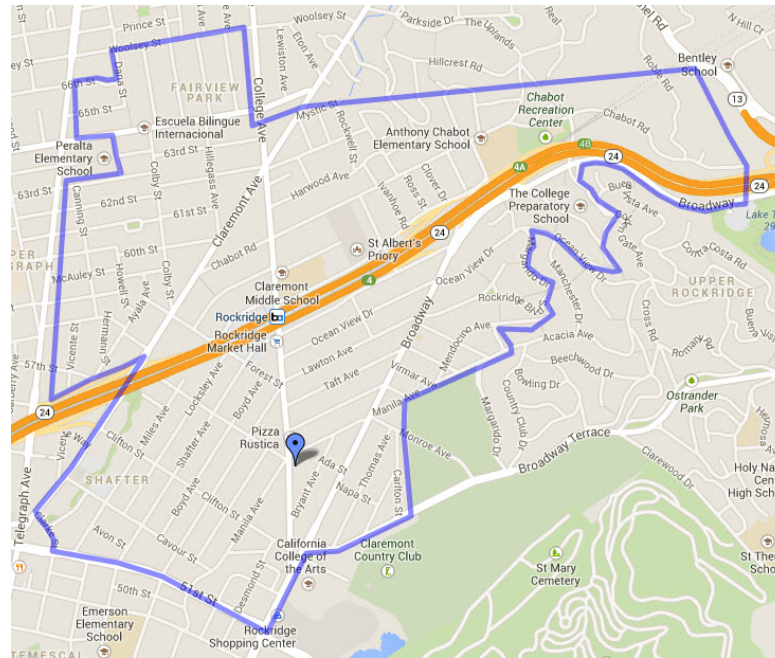
# Community Grants

After the very successful 2015 Rockridge Kitchen Tour, the RCPC Board voted to set aside \$5,000 for a Community Grants program.

- Encouraging and supporting new ideas from Rockridge residents for improving the neighborhood
- \$2500 total allocated each year in 2016 and 2017
- Up to \$750 per grant for a period of one year

# Who may apply

Projects must be proposed by a resident or residents of Rockridge (living within the blue line on the map).



# The application

- describes the project and how it will enhance the neighborhood,
- demonstrates neighborhood support,
- presents a budget describing how funds will be used, and includes a 20% match,
- describes the source of that match,
- shows any necessary permission from public agencies.

# What does a “20% match” mean?

- “Match” means that the grantees contribute 20% of the costs of the project, over and above the amount of the grant. For example:
  - project **total cost** of **\$500**
  - the required match is  $\$500 \times 20\% =$  **\$100**
  - $\$500 - \$100 =$  **\$400** may be requested from RCPC

# How to make up the match

- There are a couple of ways to match the grant funds.
  - Cash, \$\$\$
  - In kind. Examples are:
    - material: plants, building materials, signage, art supplies
    - services: Web, construction, design, photography

# Permission

- The project must obtain permission from the responsible agency if the project is on public property.
  - For example, a project on property that is part of the freeway should have permission from Caltrans.
  - If the applicant doesn't know who to contact for permission, RCPC will be able to help.

# Neighbors

- Applicant(s) must demonstrate neighborhood support. Include probable volunteers.
- If the project might impact the immediate neighbors, even temporarily, those neighbors should be informed. (They may have good ideas and want to join in!)



# How to apply

- Send a one- to two-page application to [info@rockridge.org](mailto:info@rockridge.org).
- Include:
  - the name(s) and address(es) of applicant(s),
  - a description of the project,
  - a simple budget, including match.
- Along with the application, send:
  - letters/emails of support from community members,
  - any required agency permission.

# Timelines and evaluation

- Applications for 2016 must be received by 1 April 2016.
  - If not all funds are allocated from this round of submissions, the RCPC Board will establish the date of a second round.
- Applications circulate to RCPC Board members for review.
- The RCPC Board votes on the submitted applications at its next meeting.

# Once a project is funded

- Each project will be assigned to an RCPC Board member, to provide assistance with any questions or issues that may arise.
- One-half of the project funds will be disbursed at the beginning of the grant period; one-fourth midway through the project, and the remaining one-fourth at the end of the grant.

# Reporting on the project

- Halfway through the grant period grantee must send a very brief progress report to the Board.
- One- to two-page final reports are required from all projects, describing results and accounting for funds spent.
  - Grantee should save all receipts and turn in to the RCPC Treasurer.
- Grantees may be eligible for one extension, at the discretion of the RCPC Board.

# Congratulations!

- After the projects are completed, grantees will present them and be recognized at a Town Hall.
- Projects will also each be featured in an article in the Rockridge News.
- So take lots of photographs!