

**CITY OF CHICO
2012-13 COMMUNITY ORGANIZATION FUNDING PROCESS
APPLICATION CHECKLIST**

Important:

Submittal of an application is not a guarantee of funding. This is a competitive process, with funding subject to final approvals by the City Council as one part of its consideration of adoption of the annual budget for the City for Fiscal Year 2012-13.

GENERAL INSTRUCTIONS - ALL APPLICANTS

Please carefully read the following that reflects general information and changes in the program before completing your request.

1. APPLICANT QUALIFICATIONS:

To qualify for City of Chico Community Organization Funding, you must meet the following requirements:

- Local non-profit organization or local program with a fiscal receiver providing direct or indirect services to Chico citizens or benefits to the City of Chico itself. OR
- Local artist (mini-grants)

2. CHOICE OF APPLICATION/REQUIRED FORMS:

An applicant may submit only one funding request and supplemental from one of the following categories:

NOTE: The funding request forms have been overhauled and now include a question on fundraising activities and those questions previously contained in a separate supplemental form . Please download the new form.

- General/Community Development Block Grant Funding Request Form
This form is for non-profit organizations or programs with non-profit fiscal receivers providing social services, services to low-moderate income clients, and general community services.
- Arts Organizations Funding Request Form
This form is for non-profit organizations or programs with non-profit fiscal receivers providing arts services or programming.
- Minigrant Form
This form is for individual artists for small-scale art projects or programs.

3. FUNDING REQUEST PREPARATION:

- An effort has been made to streamline and focus the forms. Please try to provide your information in a concise form that does not significantly alter the pagination or format of the forms.
- Hand-written applications are strongly discouraged as they often are not legible or suitable for duplication. The Arts Commission has adopted guidelines that the Commission will only consider recommending funding for typed applications.
- All applicants who will use a fiscal receiver for contracting purposes must have the Funding Request Form signed by the representative of the fiscal receiver.
- Select outcomes that are measurable by statistics or percentages or other measurable data that will support the report requirements. Do not use general or vague words to describe your outcomes; this is part of the information that is used to write the contract, if funded.
- Do not attach additional material to the funding request as it will not be duplicated.

- Use the forms provided (eg, do not attach typed material to a blank funding request form).
- Please provide the required math-check adding machine tapes or spreadsheets by clipping to the back of the request form (our copier does not like staples or tape).

New Applicants (Excluding Mini-Grant Applicants):

New organization applicants are required to submit the following with the funding request forms:

- Articles of Incorporation filed with State
- Adopted By-Laws and list of Board of Directors
- Business Plan

4. KEY DATES:

Attendance is strongly recommended for all applicants for scheduled meetings; this is a competitive process and your interest is measured in part by your availability to respond to questions about your request. For arts applicants, the Arts Commission has adopted as a Commission the policy that failure to attend the Arts Commission meetings will adversely affect your request. Schedule these dates now! If these dates or times change, applicants will be advised.

February 24, 2012: **DEADLINE TO APPLY. All completed forms must be received by the Housing and Neighborhood Services Department by 5:00 p.m. on this date.** Electronic submission, applications postmarked by the deadline or late applications will not be accepted.

Mailing Address:

City of Chico
Attention: Cris Carroll
P.O. Box 3420
Chico, CA 95927

Office Location:

Housing & Neighborhood Services
Old Municipal Building – First Floor
441 Main Street
Chico, CA 95928

February 9, 2012 General information and orientation meeting (All organizations)
City Council Chamber, 421 Main Street, 10:00 a.m.

February 9, 2012 General information meeting on mini-grants (Individual artists only)
Conference Room 1, 421 Main Street, 6:30 p.m.

April 5, 2012 Finance Committee Meeting
(General/CDBG applicants)
Conference Room #1, 421 Main Street, 3:00 p.m.

April 11, 2012 Arts Commission Meeting (mini-grant applicants)
City Council Chamber, 421 Main Street, 6:30 p.m.

April 19, 2012 Finance Committee Meeting
(General/CDBG applicants)
Conference Room #1, 421 Main Street, 4:00 p.m.

April 25, 2012 Arts Commission Meeting (arts non-profit/fiscal receiver applicants)
City Council Chamber, 421 Main Street, 6:30 p.m.

June 19, 2012 City Council Meeting (All Applicants)
City Council Chamber, 421 Main Street, 2:00 p.m.

5. INSURANCE REQUIREMENTS:

If the City Council allocates funding to your organization, the organization will be required to enter into an agreement and provide the required insurance prior to receiving City funding. See the “**Insurance**

Requirements” document to review the current City requirements. New applicants particularly should review the requirements with their insurance carrier to determine cost and coverage considerations.
Note: This insurance requirement applies to organizations only; individual artists are not required to provide insurance.

6. **KEY STAFF CONTACTS:**

Application, program or policy questions

Community Development Manager Cris Carroll
879-6307 or ccarroll@ci.chico.ca.us

Arts Programs and Services

Art Projects Coordinator Mary Gardner
896-7214 or mgardner@ci.chico.ca.us

Insurance

Management Analyst Jessica Henry
879-7903 or jhenry@ci.chico.ca.us

To request forms by e-mail
if you have difficulty downloading

Administrative Assistant Renee Schreindl
879-6311 or rschrein@ci.chico.ca.us