



City of Whittier

Community Services Department
13230 Penn Street, Whittier, California 90602
(562) 464-3360

2009-10 Funding Information

DATE: October 2008
TO: Social Services Agencies of the Whittier Community
FROM: City of Whittier Social Services Commission
RE: **Social Services Funding Programs 2009-10**

The City of Whittier Social Services Commission is now inviting citizen participation and applications for funding from local organizations that provide needed social services for City of Whittier residents. Applicants should take special care to study the attached descriptions of the funding programs as well as the instructions for completing the attached multi-program application. The Social Services Commission encourages innovative programming that could include agencies submitting joint applications for projects to better the quality of life in Whittier.

All applications must be submitted by December 19, 2008 for consideration for possible funding in the 2009-10 fiscal year.

IMPORTANT! Please use the attached application form when completing your request. Requests submitted using old forms may be denied. Submission of incomplete applications may result in denial.

2009-10 Funding Program Guidelines

Please refer to the following guidelines when completing your application.

Section A – Agency Information

- Numbers 1-5: Please list the information for your agency.
- Number 6: Please list the area, city or region that your agency serves. For example, you might list “East Whittier,” “Whittier and Santa Fe Springs,” or “southeast Los Angeles county.”
- Number 7: Please attach proof of your agency’s non-profit status. **All groups applying for funding must supply proof of non-profit status with the funding application.** The following documents are required as proof of non-profit status and must be included with your application:
 - a. A Certificate of Filing, Certificate of Status or Certificate or Articles of Incorporation or Exemption Determination Letter of the California Secretary of State (Revenue and Taxation code Section 26451.3 provides that the Exemption Application FTB3500, together with any supporting documents shall be open to public inspection if granted).

- b. A Determination Letter of Internal Revenue Service (IRS) recognition of their section of 501 c (3) exempt status. (An organization that subjects an application to the IRS and has it approved, must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)
- Number 8: Please attach a list of your agency's current board members and directors.
- Number 9: Please list the year and respective amount of any funding your agency has received from the Social Services Commission in the past.
- Number 10: Please list any other kind of support services your agency may have received from the City including rent subsidy, grants from different City departments, or transportation. Please list the type of support service, the year and the amount received.
- Number 11: Please list the amount of your annual operating budget. In addition, a copy of your annual operating budget is required.
- Number 12: Please list your agency's current funding sources and fundraising efforts. Be sure to list donation sources.

Section B – Main Contact Person for Application and Program

- Numbers 1-8: Please complete this section with information for the person to be contacted regarding this application and program.
- Number 9: Please check the boxes indicating that your application includes all required supplemental materials. Failure to include these materials may result in denial of this application.
- This application must be signed by an authorized member of your agency. If your application is submitted via email, **you must also submit one hard copy with an original signature.**

Section C – Information about the Program for Which You Are Requesting Funds

- Number 1: Please list the amount of your request. You must also indicate what type of funding you are seeking. There are two categories for funding available. **Please read** the following brief descriptions of the funding programs available carefully and select one:

Small Grant Program

The Small Grant Program is designed to address critically important identified social services needs within the Whittier community. The Social Services Commission will carefully review applications to determine which agencies have the most critical short-term needs and which proposed programs address the most critical social services problems. In addition, this program will be funded through the Community Development Block Grant (CDBG) Program. Funding guidelines related to CDBG programs must be utilized. CDBG funds may be used for a variety of public service programs including, but not limited to, those concerned with employment, crime prevention, childcare, health, drug abuse, and recreational needs. In general, the activities must meet CDBG's national objective of benefiting low or moderate-income persons. In order to fulfill this objective the activity must meet one of the following requirements:

- a. Benefit a clientele who are generally presumed to be principally low and moderate-income persons. The following groups are presumed by HUD to meet this

criterion: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers; or

- b. Require information on family size and income so it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or
- c. Have income eligibility requirements which limit the activity exclusively to low and moderate income; or
- d. Be of such a nature and be in such a location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

It is extremely important to note that the Small Grant category is limited both in amount and requirements. Therefore, the Commission feels that all agencies should seriously consider participation in the other funding programs where possible.

Matching Fund Program

This program is designed to match agency resources on a dollar for dollar basis to meet specified social needs through innovative programming. New fund raising, volunteer staff resources, and other non-budgeted items will be considered as agency matching funds. The Commission strongly urges agency participation in this program where appropriate.

- Numbers 2-3: Please list a title for your program with no more than 10 words and a brief description of the program with no more than 100 words.
- Number 4: Briefly describe the goals and objectives of the program.
- Number 5: Attach a copy of the **budget for this program**. This will outline how you intend to use the funds your agency is requesting. Please note that this is different from your agency's annual operating budget. Please also indicate how the program would be conducted if not fully funded.
- Number 6: Check the box next to populations that will be directly served by this program. Check as many as apply. **In addition**, if your agency is applying for funds through the Small Grants category, compliance with CDBG guidelines must be demonstrated. Indicate the percentage of your total clients served for each group. Percentages do not need to add up to 100%.
- Number 7: List **the number** of Whittier residents that will benefit from this program **and the percentage** of the total participants for the program that are Whittier residents.
- Number 8: Describe the ways in which you plan to measure the success of this program or continue to monitor the success of this program.
- Number 9: Describe how your agency identified a need for this program. Please note any research done and statistical information.
- Number 10-11: Describe plans your agency may have for joint programming with other agencies for this program. List any agency in Whittier that you are aware offers similar programs.

Application Review

Upon receipt of application the Social Services Commission will review all applications to determine eligibility. The Commission's recommendations regarding funding will be forwarded to the City Council for final approval.

Any program that is approved for funding will be required to complete a formal program contract. The contract will specifically detail program components for which the funds are requested.

The failure to submit reports, such as Periodic Performance Reports, requested by the Commission shall be taken into consideration when reviewing requests.

Programs that are awarded funding may be required to participate in Commission meetings by making presentations.

It should be noted that programs approved for funding have no expressed or implied guarantee of future funding. New programs implemented on the basis of receiving new monies through this City funding process should be able to continue the following year on a self-sufficient basis.

Submission Directions

Applications are available online at www.cityofwhittier.org for download, or you can request one via email to stillman@cityofwhittier.org. Hard copies of the application are also available upon request, but **must** be submitted either typed or computer generated.

When completing the form in the Microsoft Word version on the computer, please use the tab key to move from section to section when entering data. Once completed, the application may be emailed to the Community Services Department at stillman@cityofwhittier.org with "SSC Funding Application" in the subject line.

If turning in hard copies, please prepare **nine (9) copies paper clipped together. Copies may be on both sides. The application should be either computer generated or type written.**

Please note, an original signature is required on the application. If you submit your application via email, you must also provide one hard copy with an original signature. All other materials may be submitted via email.

Applications must be submitted by **December 19, 2008** by email to the above listed email address, or mailed or hand delivered to:

Fran Shields
Community Services Department
13230 Penn Street
Whittier, CA 90602
Attn: Social Services Funding Application

For additional information regarding this social services funding application process, please contact the Community Services Department in Whittier City Hall at (562) 464-3360.