



**City of Richmond**  
**FY 2019 - FY 2020 City General Fund Request for Funding**  
**Application Guidelines**

**I. Purpose: Supporting Education; Housing, Human Services, & Health; Arts & Culture; and Intergovernmental Partnerships**

The purpose of this Request for Funding (RFF) Application is to solicit applications from eligible nonprofit organizations to address unmet, critical needs in the key priority areas of **Education; Housing, Human Services and Health; and Arts and Culture**. In addition, this application is to be used by public sector and quasi-governmental organizational partners of the City of Richmond.

Requests for funding through federal programs (Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions (ESG), and Housing Opportunities for Persons with AIDS, HOPWA) must be made using a separate application. **Organizations should not request funds for the same or similar programs through both the General Fund and the Federal Fund applications. Organizations where appropriate may seek funding for distinct programs from both the General Fund and Federal Funds.**

**Please review this RFF application carefully as there are significant changes from previous years.** Specifically, nonprofit organizations seeking funding must apply under one of three categories: Education; Housing, Human Services and Health; or Arts & Culture; and must respond to detailed program criteria that have been developed for each area. Public sector and quasi-government organizations must complete an additional section (see Attachment E for requested template). All organizations must commit to meeting specific performance targets in order to be considered for funds.

Applications are for a two-year funding cycle, for FY 2019 and FY 2020. Applicants should show how the requested funding will lead to a sustained positive impact on the community over this time period.

**Note that past receipt of support from the City of Richmond is not a guarantee of continued financial support.** Organizations seeking funding must demonstrate the ability to provide services distinct from and/or superior to those offered by agencies of the City of Richmond, in areas of strategic importance to the City.

Each organization that receives funds from the City will be required to agree, as part of its grant contract, that there will be no religious worship, instruction, or proselytizing as a direct part of the organization's provision of services under the grant contract and that no funds provided by the City will be used for such purposes.

## **II. City Strategic Priorities**

The City of Richmond has developed several key priority areas as the focus for the review, recommendation, and distribution of City General Funds. All organizations that wish to apply for City General Funds must align their core services and programs to at least one of these priority areas. A basic outline of the priority areas are provided below; nonprofit applicants must also consult the appropriate section of Attachment B for further details.

### **A. Housing, Human Services, and Health** (see Attachment B-1 for further details)

The City of Richmond relies on partnerships with nonprofit agencies to provide focused support services to specific groups requiring intensive services beyond the scope of the City's own Human Services agencies or its primary health partners (Richmond City Health District, RBHA). These include meeting the needs of the homeless and other very low-income City residents; providing target services to specific high-need populations; and supporting the needs of seniors. The City also supports initiatives focused on addressing the social determinants of health and promoting public health more broadly.

Applications for funding in FY 2019 and FY 2020 must fit into one of the following four priority areas. See Appendix B-1 for additional criteria.

- a. Homelessness prevention and services for the homeless
- b. Senior services
- c. Health services for specifically marginalized populations requiring targeted outreach or care
- d. Promotion of community health and quality-of-life, particularly through services directed towards low-income residents or neighborhoods

**Note: Organizations seeking City support for housing development should not seek support through this fund. These organizations are encouraged to apply for grants from the city's allocation of federal funds or the Affordable Housing Trust Fund. See the Economic and Community Development website for the Notice of Funding Availability for federal funds. The Notice of Funding Availability for the Affordable Housing Trust Fund will also be posted by the Department of Economic and Community Development later this fiscal year.**

### **B. Education** (See Attachment B-2 for further details)

The City of Richmond seeks to enhance the efforts and success of K-12 education in Richmond by supporting high-quality services not provided directly by Richmond Public Schools, in the following priority areas:

- a. Early Childhood Education (including Child Care)
- b. Out-of-school time activities (after school and summertime)
- c. School-based support services that address holistic needs of families and support academic goals
- d. Services that connect secondary school students to career and college pathways

See Attachment B-2 for additional details and provider expectations for each focus area.

All providers seeking education funding must commit to connecting parents and families with other family-strengthening resources provided by the City of Richmond, Richmond Public Schools and partner agencies (i.e. workforce development, continuing education). Partners must also commit to sharing data with RPS and the City of Richmond, as requested, to develop a shared capacity to track participation of all children and families and assess family progress towards the goals of educational achievement and economic self-sufficiency.

**C. Arts and Culture** (see Attachment B-3 for further details)

Supporting a vibrant, diverse, and inclusive arts community that uses art, music, dance, theater and culture to help build One Richmond.

The City of Richmond has an interest in supporting the continued flourishing of the arts and a diversity of cultural organizations, supporting access to the arts for all residents regardless of income level, and using the arts to support neighborhood vitality. See Attachment B-3 for further details.

**D. Public Sector and Quasi-Governmental Organizations**

The City of Richmond regularly makes financial contributions to partner governmental organizations and to regional entities providing public goods. Beginning this year, these organizations will use a distinct template to submit funding requests (see Attachment E). The intent is to assure that these agencies and organizations provide information and stipulate justifications for funding requests at the same level of detail as City agencies. This process will help the City Administration better identify the needs and goals of its partner agencies.

Examples of such organizations include: Richmond Behavioral Health Authority, Richmond Regional Planning District Commission, Greater Richmond Convention Center Authority, Greater Richmond Partnership, Capital Region Airport Commission, Greater Richmond Transit Company, Richmond Ambulance Authority, Capital Region Workforce Partnership, etc.

***Organizations unsure whether they should apply under this category should contact the Office of Budget and Strategic Planning in advance of the application deadline.***

**E. Organizational Threshold Criteria** (see Attachment C)

The Organizational Threshold Criteria are the minimum standards an applicant must meet.

**III. Planning and Submission**

**A. Distribution** – Application documents can be downloaded from the City’s website at <http://www.richmond.gov.com/EconomicCommunityDevelopment/index.aspx> or <http://www.richmondgov.com/Budget/index.aspx> beginning Wednesday, November 08, 2017. If you have problems accessing the application, please contact Kiara Jordan at [Kiara.jordan@richmondgov.com](mailto:Kiara.jordan@richmondgov.com) or call 646-3057. Paper copies of the application

documents can be obtained by calling 646-5633, visiting 1500 E. Main Street, Suite 400, or the Richmond City Main Library located at 101 E. Franklin Street.

- B. Staff Consultation** - Staff members are available to discuss applications, the application process, and other issues over the phone or in person. Projects must be linked to comparable services throughout the City and related services in the same service area. Listed below are staff members and their areas of expertise:

City General Fund (CGF) Application	Le'Charn Benton – 646-3096
CGF Arts & Culture	Le'Charn Benton – 646-3096
CGF Housing, Human Services, Health	Le'Charn Benton - -646-3096
CGF Education	Le'Charn Benton – 646-3096
Quasi-Governmental	Kiara Jordan – 646-3057
Language Assistance Information	Office of Multicultural Affairs – 646-0145

- C. Deadline for Submission** – Request for Funding Applications for **City General Funds** must be submitted **no later than 4:00 p.m. on Friday, December 15, 2017**. Applications for City General Funds should be submitted to the Department of Budget and Strategic Planning, City Hall, 900 E. Broad Street, Room 1100, Richmond, VA.

Applicants must submit three (3) copies of the Request for Funding application forms punched with three holes and 2 USB Flash Drives of the Request for Funding application and all attachments and supporting documentation. **RFF's received after the deadline will not be considered.**

- D. Informational workshops** – An informational workshop for Federal Funds (CDBG, HOME, ESG, HOPWA) and City General Funds (CGF) will be held on November 13<sup>th</sup>, 2017 at 5:30pm. The goal of the workshops is to discuss the City's priorities for these federal and general funds in relation to the application process. This meeting will take place in the Auditorium of the Franklin Street Library, 101 E. Franklin Street. The information in this meeting will be made accessible to Limited English Population (LEP) with prior request of an interpreter as advertised on the notice of the event.

- E. Request for Funding Application Instructions** –One complete RFF package must be submitted for each project for which an applicant proposes to receive funding. A separate application must be submitted for each funding source. Please read the following section before submitting a request for funding packet.

- a. **Checklist** - The Request for Funding Application Checklist should be used to ensure that a completed application has been submitted.
- b. **Budget Summary** - Budget Summary sheets must be prepared for all RFFs. The first sheet requires that the project budget be provided for two years and be organized by activity categories (consult Staff to ensure proper classification). See Attachment D for overall budget definitions.

- c. **Attachments** – A list of all attachments must be provided and the attachments should be kept to a minimum. All necessary information should be placed on the RFF forms. Other documents cannot replace the RFF. All attachments should be provided on 2 USB flash drives labeled with the organization’s name.

#### **F. Evaluation and Criteria**

RFF proposals for **City General Funds** for Housing, Human Services, and Health, Arts and Culture, and Education projects will be evaluated using Attachments A-1, A-2 and A-3.

*City Strategic Priorities* - In addition, each proposal for funds will be evaluated by City staff in terms of its compatibility with the aforementioned key, priority areas (see Attachment B). Each Housing, Human Services, and Health proposal will be evaluated by City staff in terms of its compatibility with the Housing, Human Services, and Health priorities (see Attachment B-1), each Arts and Culture proposal will be evaluated by City staff in terms of its compatibility with Arts and Culture priorities (see Attachment B-3), and each Education proposal will be evaluated by City and Richmond Public Schools staff in terms of its compatibility with Educational priorities (see Attachment B-2). Applications by Quasi-Governmental organizations will be evaluated by City Budget staff.

*Organizational Threshold Criteria* - The Organizational Threshold Criteria are the minimum standards that an applicant must meet to be considered for any non-departmental funding. The criteria are listed in Attachment C.

#### **IV. Post Approval Workshops**

**Workshop for City General Funds** – In June 2018, Human Services and/or Community Wealth Building staff will conduct workshops for all approved recipients of CGFs to review reporting and memoranda of understanding requirements regarding the receipt of CGFs. All approved recipients will be notified of the meeting and accommodations for language accessibility will be made upon request.

**Attachment A-1**  
**CGF Housing, Human Services and Health Application Evaluation Form**

Name of Proposal: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Contact Name / Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Housing, Human Services and Health Priority Area:-  
\_\_\_\_\_

NOTE: A possible 100 points are available. A minimum of 75 points are necessary to be considered for funding.

**I. ORGANIZATIONAL THRESHOLD CRITERIA (Yes/No)**

All proposals must meet each of the following criteria to be considered.

- Nonprofit agency with the appropriate nonprofit certification already approved by the Federal Government.
- Applicant is in compliance with all federal, state and local regulations, and has no outstanding violations, taxes, or penalties.
- Nonprofit organizations must have a currently active board
- Applicant must commit to coordination of project implementation with City departments as appropriate
- Applicant must disclose all current or pending lawsuits to which the organization is a party or has been a party within the previous three years prior to the application submission date.

**II. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):**

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency. 10 points \_\_\_\_\_
- b. Stated program goals are aligned with Citywide strategic goal of reducing poverty 40% by 2030. 10 points \_\_\_\_\_
- c. Program design addresses specific need articulated and identified by the City with a high prospect for success. Committee will assess prospect for success by drawing on specific criteria articulated in the RFF (Section B-1) for each issue area. 25 points \_\_\_\_\_
- d. Metrics for success are clearly defined. 5 points \_\_\_\_\_

SECTION TOTAL: \_\_\_\_\_

**III. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 50 points)**

- a. Through past performance in partnership with the City of Richmond or in other settings, the applicant has demonstrated the capacity to complete the proposed project.

10 points \_\_\_\_\_

- b. The proposal has realistic objectives and timelines. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.

10 points \_\_\_\_\_

- c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher.

10 points \_\_\_\_\_

- d. The proposal reflects strong collaborative partnerships and commitment to work closely with the City of Richmond and where appropriate other public agencies and nonprofit organizations. (Documentation of linkage/collaboration must be provided.) The organization affirms commitment to participate in partnership meetings convened by the City of Richmond (the DCAO for Human Services and/or the Office of Community Wealth Building) and to share program data as requested (subject to legal limits).

10 points \_\_\_\_\_

- e. The proposal demonstrates a commitment to inclusivity, including commitment that at least 30% of the persons employed by this project will represent the cultural makeup of the community served; to include but not limited to those with limited English proficiency.

10 points \_\_\_\_\_

SECTION TOTAL: \_\_\_\_\_

Written Evaluation: Overall committee assessment of the proposal providing explanation of assigned scores and assessment of the proposal's potential to provide services advancing the City of Richmond's strategic goals.

OVERALL TOTAL POINTS: \_\_\_\_\_

**Attachment A-2**  
**CGF Education Application Evaluation Form**

Name of Proposal: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Contact Name / Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Education Priority Area: \_\_\_\_\_

**I. ORGANIZATIONAL THRESHOLD CRITERIA (Yes/No)**

All proposals must meet the following criteria to be considered.

- Nonprofit agency with the appropriate non-profit certification already approved by the Federal Government.
- Applicant is in compliance with all federal, state and local regulations, and has no outstanding violations, taxes, or penalties.
- Nonprofit organizations must have a currently active board
- Applicant must commit to coordination of project implementation with City departments as appropriate
- Applicant must disclose all current or pending lawsuits to which the organization is a party or has been a party within the previous three years prior to the application submission date.

**II. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):**

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency. 10 points \_\_\_\_\_
- b. Stated program goals are aligned with Citywide strategic goal of reducing poverty 40% by 2030. 10 points \_\_\_\_\_
- c. Program design addresses specific need articulated identified by the City with high prospect for success. Committee will assess drawing on specific criteria articulated in the RFF (Section B-2) for each issue area. 25 points \_\_\_\_\_
- d. Metrics for success are clearly defined. 5 points \_\_\_\_\_

SECTION TOTAL: \_\_\_\_\_

**III. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 50 points)**

- a. Through past performance in partnership with the City of Richmond or in other settings, the applicant has demonstrated the capacity to complete the proposed project.

10 points \_\_\_\_\_

- b. The proposal has realistic objectives and timelines. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.

10 points \_\_\_\_\_

- c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher

10 points \_\_\_\_\_

- d. The proposal reflects strong collaborative partnerships and commitment to work closely with the City of Richmond and where appropriate other public agencies and nonprofit organizations. (Documentation of linkage/collaboration must be provided.) The organization affirms commitment to participate in partnership meetings convened by the City of Richmond (the DCAO for Human Services and/or the Office of Community Wealth Building) and to share program data as requested (subject to legal limits).

10 points \_\_\_\_\_

- e. The proposal demonstrates a commitment to inclusivity, including commitment that at least 30% of the persons employed by this project will represent the cultural makeup of the community served; to include but not limited to those with limited English proficiency.

10 points \_\_\_\_\_

SECTION TOTAL: \_\_\_\_\_

Written Evaluation: Overall committee assessment of the proposal providing explanation of assigned scores and assessment of the proposal's potential to provide services advancing the City of Richmond's strategic goals.

OVERALL TOTAL POINTS: \_\_\_\_\_

**Attachment A-3**  
**CGF Arts and Culture Application Evaluation Form**

Name of Proposal: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Contact Name / Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Arts and Culture Priority Focus: -  
\_\_\_\_\_

NOTE: A possible 100 points are available. A minimum of 75 points are necessary to be considered for funding.

**I. ORGANIZATIONAL THRESHOLD CRITERIA (Yes/no)**

All proposals must meet the following criteria to be considered.

- Nonprofit agency with the appropriate nonprofit certification already approved by the Federal Government.
- Applicant is in compliance with all federal, state and local regulations, and has no outstanding violations, taxes, or penalties.
- Nonprofit organizations must have a currently active board
- Applicant must commit to coordination of project implementation with City departments as appropriate
- Applicant must disclose all current or pending lawsuits to which the organization is a party or has been a party within the previous three years prior to the application submission date.

**III. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):**

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency.  

10 points \_\_\_\_\_
- b. Stated program goals are aligned with City-wide strategic goal of reducing poverty 40% by 2030.  

10 points \_\_\_\_\_
- c. Program design addresses specific need articulated identified by the City with high prospect for success. Committee will assess drawing on specific criteria articulated in the RFF (Section B-3) for each issue area.  

25 points \_\_\_\_\_

- d. Metrics for success are clearly defined. 5 points\_\_\_\_\_

SECTION TOTAL: \_\_\_\_\_

**III. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 50 points)**

- a. Through past performance in partnership with the City of Richmond or in other settings, the applicant has demonstrated the capacity to complete the proposed project.

10 points\_\_\_\_\_

- b. The proposal has realistic objectives and timelines. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.

10 points\_\_\_\_\_

- c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher.

10 points\_\_\_\_\_

- d. The proposal reflects strong collaborative partnerships and commitment to work closely with the City of Richmond and where appropriate other public agencies and nonprofit organizations. (Documentation of linkage/collaboration must be provided.) The organization affirms commitment to participate in partnership meetings convened by the City of Richmond (the DCAO for Human Services and/or the Office of Community Wealth Building) and to share program data as requested (subject to legal limits).

10 points\_\_\_\_\_

- e. The proposal demonstrates a commitment to inclusivity, including commitment that at least 30% of the persons employed by this project will represent the cultural makeup of the community served; to include but not limited to those with limited English proficiency.

10 points\_\_\_\_\_

SECTION TOTAL:\_\_\_\_\_

Written Evaluation: Overall committee assessment of the proposal providing explanation of assigned scores and assessment of the proposal's potential to provide services advancing the City of Richmond's strategic goals.

SECTION TOTAL:\_\_\_\_\_

OVERALL TOTAL POINTS:\_\_\_\_\_

# Attachment B-1

## Housing, Human Services and Health Priorities

**Housing, Health and Human Services** priorities for FY 2019 & 2020 are provided below:

The City of Richmond has set a policy target of working to reduce overall poverty in the City 40% by 2030. This means establishing an integrated network of services to help residents move from economic crisis to thriving by addressing multiple needs and barriers simultaneously. This network must have the capacity to help households move from economic crisis to holistic thriving across multiple domains, as depicted in the Self-Sufficiency Matrix below:

	In Crisis	At Risk	Safe	Stable	Thriving
<b>Employment</b>	No Income or assets	Seeking job or temp/ seasonal job or other legal income	Employed in semi-stable job	Permanent & stable job paying living wage	Permanent, stable employment sufficient to build assets
<b>Education</b>	No skills or credentials	Seeking GED or vocational training	Has high school diploma, GED, or vocational training	Career & educational plan in place; active & on-going learning	Implementing education and career plan
<b>Housing</b>	Homeless or unstable housing	Temporary or transitional housing	Housing is stable and is affordable (maybe with subsidy)	Housing is stable & and is affordable without subsidy	Housing is permanent & affordable without subsidy
<b>Transportation/ Child Care</b>	No or unreliable transportation or child care	Transportation and child care available, but not affordable or reliable	Transportation and child care are generally reliable and affordable	Transportation and child care are reliable and affordable	Transportation and child care are reliable and affordable

Housing, health, and mental health are foundational needs. Through the non-departmental process, the City seeks to support meeting the needs of the homeless and other very low-income City residents; to provide targeted services to specific marginalized populations requiring targeted outreach or services; and to continue the development of a seamless network of services connecting nonprofit providers and City agencies to meet the holistic needs of residents.

The City of Richmond relies on partnerships with nonprofit agencies to help address homelessness and to provide focused support services to specific groups requiring intensive services beyond the scope of the City's own Human Services agencies or its primary health partners (Richmond City Health District, RBHA). The City also supports initiatives focused on addressing the social determinants of health. Nonprofits seeking funding in FY2019 and FY2020 should address one or more of the priority areas:

- a. Homeless prevention and services for the homeless
- b. Senior and disability services
- c. Health services for specifically marginalized populations requiring targeted outreach or care
- d. Promotion of community health and quality-of-life, particularly through services directed towards low-income residents or neighborhoods

***Note: Organizations seeking funds to support the development of new housing units should not apply through this funding stream. Such organizations are encouraged to apply for Affordable Housing Trust Fund funding or support through the federal grants program.***

All applications, regardless of priority area, must provide the following information:

- Stated goal of program. What specific, documented need does the program address?
- Program design, including evidence of effectiveness based on past performance in Richmond, success of similar programs in other communities, and/or clear statement of theory of change (i.e. logic model). In short, the application must persuasively demonstrate why the proposed program will successfully meet its stated goals.
- Metrics for success, including but not limited to number of persons served, and specific sub-population served. How will the program measure success, and how will the requested City funding specifically contribute to that success?
- Geographic location of services to be provided.
- List and credentials of key staff members responsible for execution and oversight of the program.

All providers are also expected to:

- Collaborate as appropriate with City of Richmond agencies (especially Social Services, Justice Services and the Office of Community Wealth Building), partner agencies such as Richmond City Health District and Richmond Behavioral Health Authority, and other nonprofit partners working in similar or related spaces. Specifically, program providers must commit to providing information about available resources through these agencies to program participants, and must commit to sharing data with the City of Richmond on persons served by the program (subject to legal limitations).
- Take proactive steps to assure inclusivity and fair access to services offered regardless of socioeconomic status, race or ethnicity, primary language, disability status.
- Participate in quarterly meetings convened by the Deputy Chief Administrative Officer for Human Services and the Director of the Office of Community Wealth Building for all program providers, for the purpose of promoting alignment of all City partners with the City's poverty reduction goals.

## **Attachment B-2**

### **Education Priorities**

**Education** priorities for FY 2019 & 2020 are provided below:

The City of Richmond, in partnership with Richmond Public Schools, seeks to enhance the efforts and success of K-12 education in Richmond by supporting high-quality services not provided directly by RPS, in the priority areas stipulated below.

All applications, regardless of priority area, must provide the following information:

- Stated goal of program. What specific need does the program address?
- Program design, including evidence of effectiveness based on past performance in Richmond, success of similar programs in other communities, and/or clear statement of theory of change (i.e. logic model). In short, the application must persuasively demonstrate why the proposed program will successfully meet its stated goals.
- Metrics for success, including but not limited to number of children served, specific sub-group of children to be served (where relevant). How will the program measure success, and how will the requested City funding specifically contribute to that success?
- Geographic location of services to be provided.
- Description of steps program will take to be inclusive of all children and families regardless of socio-economic status, race or ethnicity, geographic location, or primary language.
- List and credentials of key staff members responsible for execution and oversight of the program.

**a. Early Childhood Education (including Child Care)**

The City of Richmond, in partnership with Richmond Public Schools, seeks to promote Kindergarten readiness and access to quality child care for working Richmond families. The City welcomes proposals for programming in support of:

- Parenting education
- Early literacy activities for children under age 5
- Health and developmental support for children under age 5
- Supporting increased access to quality child care services for low-income families in the City of Richmond

Specific expectations for all providers:

1. Providers seeking funding in this area must commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, Richmond Public Schools and partner agencies (i.e. workforce development, continuing education). Partners must also commit to sharing data with RPS and the City of Richmond to

develop a shared capacity to track participation of all children/families and assess family progress.

**b. Out-of-school time activities (after school and summertime)**

The City of Richmond, in partnership with Richmond Public Schools, seeks proposals for school-based after-school programs at the elementary and middle school levels that reinforce and enrich the RPS curriculum. The shared goal is to impact school-wide cultures of learning. Proposals should set a minimum target of 20% student participation per school site in the first year of funding and 30% in the second year of funding. In addition, the City will consider proposals for non-school based programs (located at a non-school site) and for summertime programs at both school and non-school sites.

Specific expectations for all providers:

1. All providers (public or private) will participate in the Youth Program Quality Intervention (YPQI). Where needed, participation in this program may be a line item in the proposed budget.
2. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, RPS and partner agencies (i.e. workforce development, continuing education)
3. Providers will offer wrap-around support services to assure children with the most challenges/stresses can participate successfully. These services may include case management, daily check-ins, or other 1:1 interactions with children.
4. Providers will utilize research-informed innovative learning strategies.
5. Providers will demonstrate cultural competency in working with youth.
6. Providers will adopt a trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
7. Programs will be appropriately aligned with the curriencocular goals of Richmond Public Schools.
8. Partners will commit to sharing data with RPS and the City of Richmond to develop a shared capacity to track participation of all children/families and assess family progress.

**c. School-based support services that address holistic needs of families and support academic goals**

The City of Richmond in partnership with RPS seeks to provide school-based wrap-around support services aimed at helping students in need of additional support succeed in school.

Specific expectations for all providers:

1. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, RPS and partner agencies (i.e. workforce development, continuing education).
2. Providers will demonstrate cultural competency in working with youth.

3. Providers will adopt trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
4. Programs will be appropriately aligned with the curricular goals of Richmond Public Schools.
5. Partners will commit to sharing data with RPS and the City of Richmond to develop a shared capacity to track participation of all children/families and assess family progress.

**d. Services that connect secondary school students to career and college pathways**

The City of Richmond in partnership with RPS seeks to support programs aimed at enhancing post-secondary opportunities for high school students. The focus of such programs may be encouraging and supporting entrance into the workforce or vocational training, matriculation in a post-secondary educational institution (two or four-year college), or both.

Specific expectations for all providers:

1. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, RPS and partners agencies (i.e. workforce development, continuing education)
2. Providers will demonstrate cultural competency in working with youth.
3. Providers will adopt trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
4. Programs will be appropriately aligned with the curricular goals of Richmond Public Schools.
5. Partners will commit to sharing data with RPS and the City of Richmond to develop a shared capacity to track participation of all children/families and assess family progress.

## **Attachment B-3**

### **Arts and Culture Priorities**

**Arts and Culture** priorities for FY 2019 & 2020 are provided below:

**Access to Culture**- The City of Richmond seeks to expand access to arts and cultural events, cultural experiences and programming to allow all Richmond residents to experience arts and cultural institutions and events in their neighborhoods and throughout the city. By removing specific financial barriers to arts and cultural programming, the City seeks to build access to creative opportunities for everyone.

**Culture Equity**- The City of Richmond seeks to support traditionally underserved communities in providing arts and cultural amenities and supporting organizations that reflect the diversity of Richmond. Support for a variety of organizations ensures the sustainability of Richmond arts organizations that are deeply rooted in historically marginalized communities. Artistic and cultural entities advance social justice and equity, empowering artists to be leaders for social change.

**Arts for Neighborhood Vitality**- Art furthers neighborhood vitality. The City seeks to make arts and culture programming and amenities available to residents of every neighborhood. The City supports place-making and public realm improving opportunities that create a legacy of advancement, engagement and community well-being. This program supports small, neighborhood-centered, publicly accessible art walks and festivals where art and culture are the main components. Projects should be an event or public realm improvement, involve community stakeholders, and highlight the integration of the arts and the economic vitality of the specific neighborhood.

## **Attachment C**

### **Organizational Threshold Criteria**

All applicants for City General Fund support must meet all of the following criteria:

1. If the agency is a non-profit it must have the appropriate non-profit certification already approved by the Federal government.
2. The applicant is in compliance with all federal, state, and local regulations, and has no outstanding violations, taxes, or penalties.
3. The applicant has a well-developed organizational structure. If the applicant is a non-profit, it must have a currently active Board.
4. The applicant agrees to coordinate its projects with the appropriate NiB Partnership, civic groups, business organizations, and City departments
5. The applicant must disclose any lawsuits to which it has been a party in the past three years, as well any lawsuits pending at the time of application.

## **Attachment D**

### **Budget Category Definitions**

In completing the Overall Project Budget it is necessary to look at the total costs of the overall project (as opposed to the specific activities within the project).

**Personnel Costs** – List the total costs of each staff person who will work on the project (salary and fringe), the percentage of time that they will be working on the overall project, and the sources and amount of funding to pay for the project.

**Supplies and Materials** – Supplies and materials for the project include the following categories

- Office Supplies - General office supplies such as paper, pens, pads, files etc.
- Operating Supplies - Postage, photo supplies
- Tools and Minor Equipment - Any tool or piece of equipment that costs less than \$500.

**Overhead Costs** – These are costs involved in running of the operation

- Telecommunication - Costs for telephone, internet, facsimile, and other communications services.
- Postage- The cost of all mailings pertaining to a project.
- Transportation and Travel - The costs of maintaining an agency vehicle for the project or reimbursing staff for mileage.
- Insurance - The costs of general insurance coverage for the agency related to the project.
- Rent and Utilities - Rent and utilities for the office of the agency or for a space where the project is held.
- Car and Equipment Rentals - The costs of renting an automobile or equipment for completion of the project.
- Equipment Maintenance and Repair - The cost of maintenance and repair of equipment.
- Equipment Purchase-- Any tool or piece of equipment that costs more than \$500.
- Contractual Services - All services carried out by independent contractors such as service contracts for audits and training. This category does not apply to services that directly relate to Land, Buildings and Equipment.

## Attachment E

### Template for Public Sector and Quasi-Governmental Organizations Applying for Non-departmental Funding.

*It is requested that Public Sector and Quasi-Governmental Organizations use this template to complete section 7G of the application, supplemented by a detailed narrative. Organizations must complete all other parts of the application as well.*

A. Organization Name: \_\_\_\_\_

B. FY 2018 Total Budget: \_\_\_\_\_

C. FY 2018 Budget Support from City of Richmond: \_\_\_\_\_

D. FY 2018 Fiscal Sources (public sector) other than City of Richmond: \_\_\_\_\_

E. FY 2019 Budget Support Funding Request: \_\_\_\_\_

F. FY 2020 Budget Support Funding Request: \_\_\_\_\_

#### G. Ongoing Initiatives/Activities

List major categories of ongoing activities supported in part or in whole by City of Richmond funding(Use of FY 2018 funding).

Initiative/Activity	Purpose	Responsible Staff	Projected Outcomes (KPI) FY 2018	FY 2018 Estimated Resource Commitment	FY 2018 City of Richmond Contribution

#### H. Proposed Funding Changes, FY 2019

*Complete only if requesting additional funding above FY 2018 level.* List any new or continuing activities to be funded by a requested enhancement in FY 2019. Explain as clearly as possible the basis for the request, including clarifying whether it is a requested increase for an existing program or a proposed new initiative.

Initiative/Activity	Purpose	Implementation Strategy and Responsible Staff	Projected Outcomes (KPI) FY 2019	FY 2019 Estimated Resource Commitment	FY 2019 City of Richmond Contribution

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**I. Proposed Funding Changes, FY 2020**

*Complete only if requesting additional funding above FY 2018 level.* List any new or continuing activities to be funded by a requested enhancement in FY 2020. Explain as clearly as possible the basis for the request, including clarifying whether it is a requested increase for an existing program or a proposed new initiative.

<b>Initiative/Activity</b>	<b>Purpose</b>	<b>Implementation Strategy and Responsible Staff</b>	<b>Projected Outcomes (KPI) FY 2020</b>	<b>FY 2020 Estimated Resource Commitment</b>	<b>FY 2020 City of Richmond Contribution</b>

**J. Submission of Annual Report**

Include if available a copy of the organization’s most recent Annual Report including full financial information. (Include in PDF format as an attachment if possible.)