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2018

Solano Disaster Relief Grant Program

Eligibility & Application Instructions

The 2018 Solano Disaster Relief Grant application cycle is open and SCF is accepting funding requests from eligible applicants now thru November 9, 2018. Qualified 501(c)(3) charitable organizations serving Solano and Napa residents are eligible to apply.

The Solano Disaster Relief Fund was established to support recovery and rebuilding efforts. SCF is not able to support individuals with cash grants, but is able to help the nonprofits that are providing direct services to individuals and families. Grants from the Solano Disaster Relief Fund will focus on those organizations providing relief and recovery services to Solano County residents, specifically for medical care, counseling, temporary shelter and meals to the individuals and families affected by the fires in Solano and Napa counties.

Small grants of up to \$2,500 will be awarded to help support relief projects that are short-term, meet the most urgent needs of victims, and are time sensitive (food, clothing, temporary shelter). Applicants are required to submit a [SDRF Grant Application Form to request funding](#).

Larger grants (greater than \$2,500) are available to support intermediate and long-term, more complex recovery programs (e.g., employment development or training, healthcare, transportation). Applicants are required to submit a [SDRF Grant Application Form & LOI \(Letter of Intent\)](#).

I. ELIGIBILITY

- A. An organization applying for a Relief Fund grant must be a 501(c)(3) nonprofit organization, faith-based organization or governmental unit. Private, for-profit businesses are not eligible for funding in this round, at this time.
- B. Funding can only be used to pay for (or reimburse) disaster response, relief and recovery services to be provided (or that have been provided) to people who live or work in Solano or Napa County and were adversely affected by the Solano/Napa Fire Complex (the "Fires").
- C. Rebuilding and future preparedness (aka, resiliency) programs are not eligible for funding at this time.

II. FUNDING FOCUS

Relief efforts will include assisting non-profit agencies serving vulnerable populations with new or expanded roles in disaster relief such as providing basic needs services to individuals. Long-term recovery support may include food and

rent assistance to help people who have lost employment, case management services, and mental health counseling.

- A. SCF believes that disaster recovery work is short-term, intermediate-term and long-term, and we are here for the long haul.
- B. We believe in partnering with trusted nonprofits and generous donors to address the gaps that emerge; and in supporting nonprofits to do this important work that requires tremendous effort and focus.
- C. We believe in transparency and collaboration, and in helping others, we balance compassion with due diligence to ensure fairness.

III. FUNDING IS NOT AVAILABLE FOR

- A. Re-granting programs, scholarships or grants to provide direct cash aid to individuals affected by the Fires (please see section below on Emergency Financial Assistance).
- B. Grants to offset revenues which may have been lost during the Fires (because of business interruption, for example) by nonprofits, faith-based organizations or governmental units; or grants to pay for structural damage to the property, plant and equipment of such organizations.
- C. Fundraisers or other events to benefit those affected by the Fires.
- D. Ongoing operating or program expenses not verifiably connected the Fires.
- E. Programs to help small businesses who may have suffered physical damage or economic injury as a result of the Fires (please see section below on Small Business Recovery).

IV. APPLICATION REQUIREMENTS

- A. Only one application per nonprofit organization will be funded in one calendar year. The Application Form is the same for both small and large grant requests.
- B. Incomplete or handwritten applications will not be considered.
- C. All applicants must provide a current email address and phone number.
- D. The project budget is a required application component; it must include a list of expense items and amounts for the proposed use of funding.

V. SMALL GRANTS - APPLICATION REVIEW AND SELECTION CRITERIA

SCF is committed to fairly evaluating all small grant requests received. To this end, Foundation staff will review and score each application received in accordance with policy, then determine the grant award amount, up to \$2,500.

VI. LARGE GRANTS – APPLICATION & LOI REVIEW

Foundation staff will review and score each application and LOI package submitted to determine whether the request aligns with eligibility, funding focus and goals, and the necessary criteria for further consideration. If upon first review the request is deemed suitable for funding, SCF will invite the applicant to submit a full proposal.

Your LOI must include the name of your organization, Tax ID number and contact

person, and should address the following questions:

- A. How much are you requesting from the Relief Fund?
- B. What Fire-related need is your program/organization addressing? Is this program retroactive or prospective?
- C. How do you know that this need is directly related to the Fires? Please be specific.
- D. Please provide a summary of the program and timeline. Describe collaboration, if any, with other agencies for this specific program.
 1. Tell us about who this program will serve.
 2. Why is this population vulnerable because of the Fires?
 3. How many people have been/will be served by this program?
 4. What are some of the key demographics of these people?

The Grants Committee, exercising due diligence, will review the application package, supplemental materials, and scores, along with any previous funding/performance information. This activity will help determine the proposed effectiveness of the project/program and the overall impact on the community or individuals served.

After their examination and evaluation, the Grants Committee will provide a funding recommendation (along with any appropriate award conditions) to the SCF Board for final approval. Depending on the results of the Board vote staff will process an award letter and grant check, or send a 'regret to fund' letter to the applicant.

VII. APPLICATION DEADLINE & NOTIFICATION PROCESS

- A. The Application Form is a fill-in-the-blank PDF and content must be typed. A completed form may be printed and signed/authorized by the head of the nonprofit organization. Electronic signature is preferred.
- B. Applications must be submitted via email to grants@solanocf.org (preferred method), by regular mail, or hand-delivered by November 9, 2018.
- C. SCF will send each applicant an email to confirm receipt of their application.
- D. Upon completion of initial review and scoring an applicant may be requested to provide specific additional information, or an applicant may be invited to submit a full proposal.
- E. SCF will notify the applicant by email with a funding status for their request, within 5 to 7 business days after a request is received.
- F. Grantee award letters and checks for will be processed and mailed (or held for pick up) within 10 business days after a request is approved.

VIII. REPORTING REQUIREMENTS & PUBLICITY

- A. SCF's funding support must appear in grantee publicity releases, in brochures, and in marketing materials, etc. Acceptance of a Solano Disaster Relief Program grant also implies consent for SCF's use of report information, photos, and award results in media coverage.
- B. Submission of a written Grantee Final Report is required of all grant recipients. The report is due no later than one year from the date of the award letter or when grant monies have been spent, whichever is sooner.

- C. The SCF Grantee Final Report Form and the SCF Media Release Form will be made available to download from the SCF website by mid-February, 2018.