Rodeo Good Neighbor Agreement Fund
Grant Application Process
Rodeo Municipal Advisory Council, Custodians

The Rodeo Good Neighbor Agreement Fund Grant Application Process contains the following information: Historical Background; Guidelines for Use of Community Funds; Grant Cycles and Types of Grants; Applicant Guidelines; Application Process; Review Process; Related Documents.

I. Historical Background:

On April 7, 1995, the communities of Rodeo and Crockett and the Unocal Refinery executed the Good Neighbor Agreement (GNA). The GNA included a commitment from Unocal to allocate $100,000 annually ("Community Funds") for use by the Rodeo/Bayo Vista Community. The policy was continued by Tosco Refinery, and subsequently by ConocoPhillips.

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On June 26, 1996, the signatories of the GNA and East Bay Community Foundation executed a memorandum of understanding as to the process for distribution of the Community Funds, including naming the Rodeo Municipal Advisory Council as Custodians.

II. Guidelines for Use of Community Funds:

The GNA states that the Community Funds may be used for "appropriate projects of general benefit to the community," within categories including, but not limited to: Environmental; Recreational; Economic Development; Community Infrastructure; Community Services; and Community Functions. The RMAC has developed a grant program and process to make the funds available to members of the community.

III. Grant Cycles and Types of Grants:

Grant Cycles: The RMAC will make available $50,000 for grants each year with $5,000 per cycle for Mini grants and $20,000 per cycle for full grants. $10,000 for major projects will be made available each year. A major project must serve over 1,000 Rodeo residents and last over 2 years. The $50,000 for grants will be available in two grant cycles, $25,000 available in each cycle. Full Grants will be awarded within 3 months after the end of each cycle.

The cycles are:

1. **September through February**, closing on the last day of February
2. **March through August**, closing on the last day of August

Types of Grants: There are two categories of grants to facilitate the funding process:

A. **General grant** applications are accepted during the grant cycle, up to the closing date. Grants are awarded semi-annually, after the close of the grant cycle, review by subcommittee (if applicable), and consideration and approval by RMAC at the regular RMAC meeting. General grants may be awarded up to $5,000 with documentation of 2 other possible funding sources. Grant projects are to be completed within one year of award.

B. **Mini grant** applications are accepted at any time, regardless of grant cycle. Applications must be received two weeks prior to the scheduled RMAC meeting in order to be included on that month's agenda. Mini grants are awarded after consideration and approval by RMAC at the regular RMAC meeting. Mini grants may be awarded up to $1000; sectioning projects to meet this limit will not be allowed. Mini grant projects are to be completed within one year of award.

IV. Applicant Guidelines:

The applying organization or agency must:

1. Be a legally incorporated non-profit organization or be fiscally represented by a legally incorporated non-profit organization;
2. Provide services within the Contra Costa County R-10 service area;
3. Be operated and organized so that it does not discriminate or give preference on the basis of race, religion, sex, age, national origin, or disabilities.

Limitations hold that grants are not allowed for:

- Religious organizations for religious purposes;
- Direct assistance to individuals or businesses;
- Political parties or organizations;
- Replacing County funding for existing County services and responsibilities.

V. Application Process:

Applicants must complete the appropriate application form and submit required supporting documentation in order to be considered for a grant.

A. General Grant Application Package must include:

1. Grant Cover Sheet/Checklist, completed to show documents attached.
2. Cover Letter signed by the Board Officer authorized to sign for the organization.
3. Grant Application Form ("Rodeo Good Neighbor Agreement Grant Application, Funding Request Form"), completed and signed, including:
    a. Detailed project plans, including timeline
    b. Detailed project budget and documentation of 2 other possible funding sources.
    c. Description of how project will benefit the Rodeo community
4. For all organizations on the application, include the following:
    a. List of the Board of Directors or Officers of the organization(s)
    b. Organization budget(s)
    c. A complete financial statement for the most recent fiscal year
    d. Most recent Internal Revenue Service letter confirming tax exempt status
5. Original application package and 8 copies.

B. Mini Grant Application Package must include:

1. Mini Grant Cover Sheet/Checklist, completed to show documents attached.
2. Cover Letter signed by the Board Officer authorized to sign for the organization.
3. Mini Grant Application Form ("Rodeo Good Neighbor Agreement Mini Grant Application, Funding Request Form"), completed and signed, including:
    a. Detailed description of project or program, including timeline
    b. Detailed project budget
    c. Description of how project will benefit the Rodeo community
4. For all organizations on the application, include the most recent Internal Revenue Service letter confirming tax exempt status.
5. Original application and 8 copies.

VI. Review Process

Grant Applications will be processed as follows:

1. **Grant Application Review**
    a. RMAC/RMAC Grant Subcommittee will collect and review applications for completeness and authenticity. Applications may be collected and reviewed at any time during the grant cycle. General grant applications up to the $5,000 limit postmarked after the cycle closing date will be held for consideration until the next cycle closes. Mini grants may be considered at any time, application must be received two weeks prior to the scheduled RMAC meeting in order to be included on that month's agenda.
    b. Grant subcommittee will review all applications received prior to the monthly RMAC meeting**.**
    c. Applicants will be notified of placement on agenda and requested to attend the public meeting to address any questions presented by the RMAC.
2. **Consideration of Funding**
    a. At the subsequent public RMAC meeting, the grant application will be presented. RMAC members will evaluate application and score using the Grant Application Assessment form and predetermined criteria:
        1. Benefits a large portion of the Rodeo Community (20 pts.)
        2. Has Community support (20 pts.)
        3. Will have lasting improvements (20 pts.)
        4. Has established track record and method of accountability, including responsiveness to requests for information on project implementation if prior grant recipient (20 pts.)
        5. Is consistent with Good Neighbor Agreement objectives (20 pts.)
    b. Applicants must have an average score of 70 or more using all RMAC members' Grant Application Assessment forms to be considered for funding.
    c. For those applications with score of 70 or more, RMAC will discuss and vote on the amount of funds to be awarded.

3. **Awarding Funds**
    a. Awardees will be presented with a Certificate of Award at the RMAC meeting. A agreement outlining the reporting requirements, including providing proof of implementation and status of funds, particularly unused funds will be given to the grantee and must be returned to the RMAC prior to the issuance of funds.
        1. If project has not begun within one year, funds are to be returned to the RMAC.
        2. Any remaining funds must be returned to the RMAC within 6 weeks of project date.
        3. Make checks payable to EBCF put your Organization and project name in the memo section of the check or money order.
        4. Grantee(s) must submit a final report within one year of receiving a grant.
    b. Press may be notified by the RMAC Chair of grant results.
    c. East Bay Community Foundation will be notified of impending disbursement of funds and requested to forward funds to grantee(s) within two weeks of RMAC meeting.

VII. Related Documents:

The following is a list of supporting/related documents:

1. Rodeo Good Neighbor Agreement Grant Application, Cover Sheet, Checklist and Funding Request Form
2. Rodeo Good Neighbor Agreement Mini Grant Application, Cover Sheet, Checklist and Funding Request Form
3. Grant Application Assessment Form
4. Certificate of Award
5. Agreement of Reporting Requirements
6. Final Report