



## Community Engagement Mini Grant Application

### I. Overview

In the face of hate and bias, the County of Santa Clara's Division of Equity and Social Justice (DESJ) is offering Community Engagement Mini Grants ("Mini Grant") for community members and groups for community-led activities that empower vulnerable, marginalized communities and address the concerning rise of hate incidents and acts in Santa Clara County and build a hate-free community for all.

These mini grants are intended for community members and groups, including but not limited to, grass root organizations, community activists, neighborhood groups, and community-based organizations. As such, the County is seeking proposals for activities/projects that will promote cross-cultural understanding, relationship building activities among community members, learning about allyship to support those affected by hate and bias, outreach to young developing minds, sharing and celebrating the history of marginalized communities, and educating/training the community about resources and services that address the concerning rise of hate incidents and acts in Santa Clara County.

### **Grant Award**

Mini Grant awards will range from \$200 - \$2,500.

### **Application Timeframe**

Mini Grant applications are accepted on a first come, first served basis from August 30, 2021 – June 30, 2022 OR until grants are exhausted, whichever comes first.

### **Eligibility Requirements**

Eligible applicants must be a resident of Santa Clara County OR an organization located in Santa Clara County. In addition, for proposals to be considered, the applicant must:

- 1. Propose projects or activities that will take place in Santa Clara County.**
- 2. Have a valid government identification card (for individual applicants), and**
- 3. Provide a W-9 Tax form with this application to be considered for a Mini Grant award. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>**

## Community Engagement Mini Grant Application Coversheet

Section I. Applicant Information			
Applicant Full Name			
Mailing Address		Phone	
		Email	

**Are you applying on behalf of a group or organization? If yes, proceed to Section II. If no, proceed to section III.**

Section II. Organization Information			
Organization Name:			
Organization Address:			
Authorized Signatory: <i>Who Will sign off on grant agreement if awarded?</i>			
Name		Title	
Email Address		Phone	
Fiscal Contact: <i>Who will submit the invoice?</i>			
Name		Title	
Email Address		Phone	
Project Contact: <i>Who will be in charge of grant project/activities?</i>			
Name		Title	
Email Address		Phone	
Nonprofit Status: <i>Is the organization a 501(c)3</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If answered "YES," attach Current Tax Exemption Letter to application.			

Section III. Applicant Information	
Do you have a valid government identification card?	___ Yes ___ No
Are you 18 years old or older?	___ Yes ___ No
Do you have a bank account in the U.S.?	___ Yes ___ No
If awarded, will you be able to provide a voided check or Direct Deposit memo from your bank?	___ Yes ___ No

**Section IV. Applicant Information**

**I will ensure the following are completed, filled, and attached:**

	Application Coversheet
	W-9, <a href="https://www.irs.gov/pub/irs-pdf/fw9.pdf">https://www.irs.gov/pub/irs-pdf/fw9.pdf</a>
	Current Tax Exemption Letter (for non-profits)
	Application Proposal Narrative

I hereby certify that to the best of my knowledge and belief that the information in this application is true and accurate:

\_\_\_\_\_  
Applicant or Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Community Engagement Mini Grant  
Application Proposal Narrative**

**Section I. Objectives and Deliverables**

**Instructions:** *Grant proposals must include an (1) educational component, (2) outreach component, and/or (3) training component relating to community-led activities that empower vulnerable, marginalized communities and address the concerning rise of hate incidents and acts in Santa Clara County.*

**Please check the following objective that you would like to achieve (Select all that apply):**

- Education Component
- Outreach Component
- Training Component

**Please check the following deliverable you are proposing to provide:**

- Community Listening Sessions
- Development of Education Materials and/or
- Trainings/Workshops
- Know Your Rights Campaigns
- Community Outreach Campaigns
- Hosting Speaker Series/Speaker Panels
- Community Event(s)
- Storytelling Project(s)

**Section II. Individual/Team Experience or Expertise:**

Describe your individual or the team's expertise and ability in performing the proposed project. Are the activities led and/or staffed by community members with lived experience being a target of hate incidences or are part of a community at risk of hate incidents? If you answered "yes," please describe how the lived experience is complementing/enhancing the activities proposed. Describe any other relevant experience or expertise.

**Section II. Project Description:**

Describe in 500 words or less the activity/event/project including duration of the project, location, preparation timeline and activities, type of activities to be delivered, the goals of the project and how the project relates to community-led activities that empower vulnerable, marginalized communities and address the concerning rise of hate incidents and acts in Santa Clara County.

**Section III. Project Preparation:**

Describe and list the preparation steps/activities that will take place prior to launching the proposed activity/event/project, including outreach, facility reservation, proposed budget expenses expected etc.:

**Section IV. Community Reach**

Describe in detail the community group(s) that your activities will aim to reach, include all that apply:

- A. any specific neighborhood
- B. hard-to-reach, vulnerable, or disenfranchised community members
- C. any subgroups that have limited access to community engagement that this project would be aiming to reach.
- D. language access for communities who are monolingual non-English speaking or limited English proficiency (identify language(s) any other accessibility such as physical mobility and ability needs (can also include childcare needs or transportation access)

**Section V. Funding request**

Amount of Funding Request \_\_\_\_\_ (up to \$2,500)

Provide a description of expenses that would be covered in your funding request. Allowable expenses include but are not limited to: translator fees, graphic design, speaker stipend, facility rental, childcare expenses (for the event), outreach materials.

**Section VI. How did you hear about us?**

Let us know how you hear about this opportunity. This will help the County improve our outreach efforts.

**Section VII. Funding History**

Through this mini grant process, the County aims to prioritize those who are not routinely engaged with local governments. To that end, please answer the following questions:

*(1) Are you or those you will be working with on this project, new to receiving funding from the County of Santa Clara?*

*(2) Have you received any funding from government and/or any private organizations in the past? If yes, please provide name of the organization, amount and duration of the fund:*

## II. Mini-Grant Important Dates and Timeline

<b>Application Start Date</b>	August 30, 2021 – June 30, 2022, or until grants are exhausted, whichever comes first.
<b>Q&amp;A Sessions</b>	The County will host Question and Answer Sessions in early September 2021. (Please see the Mini Grant Website: <a href="http://www.sccgov.org/grant-stopbate">www.sccgov.org/grant-stopbate</a> ) Prospective applicants are encouraged to attend. Questions and Answers from the session will be posted on the Mini Grant website.
<b>Notice of Receipt</b>	Two business days after the application is submitted, the County notices the applicant about receipt of their application.
<b>Application Review and Award Notification</b>	Applications will be batched and reviewed on a monthly basis, or more frequent, depending on the volume of applications. For example, applications submitted in September will be reviewed in October. It may take up to approximately 30 days for the County to notify the applicant about whether the grant has been awarded.
<b>Grant Agreement</b>	Upon receiving the grant award, Grantee must sign a grant agreement within no more than 7 business days upon receipt from the County. Grantee must also complete the required fiscal forms and provide a voided check/bank memo before the award can be distributed to the Grantee. Please see link to sample grant agreement here
<b>Invoice for Grant Award</b>	The grant award is released to the Grantee after submission of an approved invoice.
<b>Launch Project/Activities</b>	The County reserves the right to receive verbal and written progress on Grantee’s status as needed for project/activities.
<b>Final Report Requirement</b>	Grantee must complete the project within the agreed upon timeline. Within 30 days after completing project, Grantee must provide a final summary report and submit all samples of project related promotional materials, flyers, and other sponsorship related materials to the County.

### III. Point of Contact

Any inquiries regarding this Mini Grant should be directed to:

Jessica Acosta, Jessica.Acosta@ceo.sccgov.org

Tinh Nguyen, Tinh.Nguyen01@ceo.sccgov.org

### IV. Instructions: Proposed Activities, Events and/or Projects

#### A. Objective

Grantees must provide a project, event or programming that offers key components in one or more of the following area(s) to address hate incidents and crimes, bias and discrimination against historically marginalized communities and members of protected classes (race, color, religion or creed, national origin and/or ancestry, sex, age, disability and veteran status).

- Educational Component
- Outreach Component
- Training Component

#### B. Accepted Deliverables

Grantee will organize, deliver and lead an individual or group effort that will include completing one or more of the following deliverables in community engagement:

- Community Listening Sessions to build awareness, identify lessons learned, and/or foster community healing process
- Development of Education Materials and/or Toolkits to support cross community education, learning and allyship with a wide outreach plan
- Trainings/Workshops to offer bystander intervention, and/or community/neighborhood ambassador trainings
- Know Your Rights Campaigns to promote awareness of hate crimes and resources through local grassroots outreach campaigns
- Community Outreach Campaigns to educate the community at large about resources and information to prevent, address, and combat hate crimes
- Hosting Speaker Series/Speaker Panels to promote community dialogue on cross cultural understanding and allyship
- Community Event(s) to provide a venue for celebrating contribution by marginalized communities, and/or promote cross-cultural community forums for education and support of the community
- Storytelling Project(s) to celebrate, preserve local history and educate the next generation about historically marginalized communities.

#### C. Sponsorship and Requirements for Grant Award

1. All approved Grantees are required to acknowledge that the activity/event/project was funded wholly or in part with funding from the County of Santa Clara's Division of Equity and Social Justice, Office of the County Executive. This includes and is not limited to crediting

sponsorship on announcements, flyers, videos, convenings, training materials, publication, media, news, and social media postings.

2. After the completion of the activity/event/project, all Grantees are required to provide a 100-word summary of the activity, including a description, the number of people participating, and any lessons learned.
3. The written report should include any materials utilized, flyers, announcement links, posts on social media, Eventbrite, and any other links/citations. Event photos are encouraged, with appropriate permissions.
4. The County reserves the right to contact Grantees periodically for status updates verbally or in writing about the project progress prior to completion.
5. Grant funds cannot be used for gifts, gift giving, including gift cards, or for payment of membership fees, or payment of tuition. Allowable expenses include but are not limited to: translator fees, graphic design, speaker stipend, facility rental, childcare expenses (for the event), outreach materials.

## V. Evaluation and Submission Requirements

### A. Evaluation

Proposals will be evaluated by the Evaluation Committee members who will evaluate, and rate proposals based on the criteria listed below:

<b>Criteria</b>
<p><b>Individual/Team Experience or Expertise:</b></p> <p>Describe your individual or the team’s expertise and ability in performing the proposed project. Are the activities led and/or staffed by community members with lived experience being a target of hate incidences or are part of a community at risk of hate incidents? If you answered “yes,” please describe how the lived experience is complementing/enhancing the activities proposed. Describe any other relevant experience or expertise.</p>
<p><b>Project Description:</b></p> <p>Describe the activity/event/project including duration of the project, location, preparation timeline and activities, type of activities to be delivered, the goals of the project and how the project relates to community-led activities that empower vulnerable, marginalized communities and address the concerning rise of hate incidents and acts in Santa Clara County. Application should discuss how it promotes cross-cultural understanding, empathy, building relationships and dialogues across communities, and becoming an ally to support those affected by hate incidents (e.g. a large community event; mass outreach campaign with educational tools) or include activities that will deeply impact individuals or small groups.</p>
<p><b>Project Preparation:</b></p> <p>Describe and list the preparation steps/activities that will take place prior to launching the proposed activity/event/project, including outreach, facility reservation etc.:</p>
<p><b>Community Reach Describe in detail the community group(s) that your activities will aim to reach, include all that apply:</b></p> <p>A. any specific neighborhood</p>

- B. hard-to-reach, vulnerable, or disenfranchised community members
- C. any subgroups that have limited access to community engagement that this project would be aiming to reach.
- D. language access for communities who are monolingual non-English speaking or limited English proficiency (identify language(s) any other accessibility such as physical mobility and ability needs (can also include childcare needs or transportation access)

## **B. Submission Requirements**

1. Applicant must submit the following documents:
  - a. *Application Coversheet (See Attachment A) – Applicant must fill out all questions as applicable and furnished an electronic copy that of the original signed in blue or black ink OR electronically signed via DocuSign.*
  - b. *Application Proposal (See Attachment B) – Applicants must answer all questions*
  - c. *Current IRS Tax-Exempt Letter (if applying as a non-profit)*
  - d. *W-9 Tax Form, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
2. Applicant’s documents must be emailed to Jennifer Roth, [Jennifer.Roth@ceo.sccgov.org](mailto:Jennifer.Roth@ceo.sccgov.org)

## **VI. County Rights**

The County reserves the right to do any of the following at any time:

1. Reject any or all application(s);
2. Waive or correct any minor defect, irregularity or error in an application or the Mini Grant process;
3. Request that applicants supplement or modify all or certain aspects of their proposals or other documents or materials submitted;
4. Terminate the Mini Grant, and, at its option, issue a new Mini Grant;
5. Modify the selection process, the specifications or requirements for materials or services, or the contents or format requirements for applications;
6. Extend a deadline specified in this Mini Grant, including deadlines for accepting applicants, accept applications through other sources and beyond the due date and time at its sole discretion.
7. Negotiate with any or none of the proposers;
8. Modify in the final agreement any terms and/or conditions described in this Mini Grant;
9. Terminate failed negotiations with an applicant without liability, and negotiate with other applicants;
10. Disqualify any applicants on the basis of a real or apparent conflict of interest or evidence of collusion evaluated by the County;
11. Eliminate, reject or disqualify an application of any proposer who is not a responsible applicant or fails to submit a responsive application as determined solely by the County; and/or
12. Accept all or a portion of an applicant’s proposal.