2020
Solano Disaster Relief Grant Program
Eligibility & Application Instructions

The 2020 Solano Disaster Relief Fund (SDRF) grant application cycle is open and SCF is accepting funding requests from June 9, 2019 thru December 31, 2020. Qualified 501(c)(3) charitable organizations serving Solano residents are eligible to apply.

The Solano Disaster Relief Fund was established to support recovery and rebuilding efforts to help the nonprofits that are providing direct services to individuals and families. Grants from the Solano Disaster Relief Fund will focus on emergency medical care, counseling, temporary shelter, food and meals to the individuals and families affected by the fires in Solano County.

Nonprofits may apply for small grants **up to $2,500** to help support relief projects that are short-term, meet the most urgent needs of victims, and are time sensitive (food, clothing, temporary shelter).

Nonprofits may also apply for larger grants **up to $7,500** to support intermediate and long-term, more complex recovery programs (e.g., employment development or training, healthcare, transportation).

The application for is the same for small and large grant requests. Applicants must use the SDRF Grant Application Form to request funding.

I. **ELIGIBILITY**

   A. An organization applying for a Disaster Relief Fund grant must be a 501(c)(3) nonprofit organization, faith-based organization or government agency. Private, for-profit businesses are not eligible for funding.

   B. Funding can only be used to pay for (or reimburse) ongoing disaster response efforts, relief and recovery services that will be provided (or that have been provided) to people who live or work in Solano County and are adversely affected by fires in Solano County.

   C. Rebuilding and future preparedness (a.k.a. resiliency) programs are not eligible for funding.

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 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 by the head of the nonprofit organization. An electronic signature is preferred.
B. Applications must be submitted via email to grants@solanocf.org (preferred method) or by regular mail, no later than December 31, 2020.
C. SCF will send each applicant an email to confirm receipt of their application.
D. Upon completion of review and scoring of an application SCF will determine funding status. If necessary, an applicant may be requested to provide specific additional information.
E. SCF will notify applicants of their funding status by email within 5 to 10 business days after a request is received.
F. Grantee award letters and checks will be processed and mailed (or held for pick up) within 7 to 10 business days after a request is received.

V. APPLICATION REQUIREMENTS
A. Only one application per nonprofit organization will be funded in one grant cycle. The Application Form is the same for both small and large grant requests.
B. The level of detail required depends on the amount of funding requested and the intended purpose (see section V. and VI. below).
C. Incomplete or handwritten applications will not be considered.
D. All applicants must provide a current email address and phone number.
E. The project budget is a required application component; it must include a list of expense items and amounts for the proposed use of funding.

VI. SMALL GRANTS - APPLICATION REVIEW
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.

VII. LARGE GRANTS – APPLICATION & LOI REVIEW
Foundation staff will review and score each application package submitted to determine whether the request aligns with eligibility, funding focus and goals, and the necessary criteria for further consideration.
The SCF Grants Committee, after evaluating the application, supplemental materials, scores, and pertinent information (i.e., previous requests submitted, funding received, performance and reporting history), will make a funding recommendation to the SCF Board for their final approval, up to $7,500 max. Board approval or denial of the request will determine whether SCF staff processes an award letter and grant check for the applicant, or sends a declination letter.

VIII. REPORTING REQUIREMENTS & PUBLICITY
A. Submission of a written Grantee Final Report is required of all grant recipients.
B. 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. SCF’s funding support must appear in grantee publicity releases, in brochures, and in marketing materials, etc.
D. Acceptance of a Solano Disaster Relief Program grant award also implies consent for SCF’s use of report information, photos, and activities in media coverage.
E. The SCF Grantee Final Report Form and the SCF Media Release Form may be downloaded from Solano Disaster Relief Fund page on the SCF website, or requested via email.
F. Failure to submit a required final report may render the applicant ineligible to receive future SDRF awards.