2019

Solano Disaster Relief Grant Program
Eligibility & Application Instructions

The 2019 Solano Disaster Relief Fund (SDRF) grant application cycle is open and SCF is accepting funding requests from March 1, 2019 thru October 4, 2019. 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.

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 form 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 or Napa County and were adversely affected by the recent fires in Solano and Napa Counties.
   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), by regular mail, or hand-delivered no later than October 4, 2019.
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, or an applicant may be invited to submit a full proposal.
E. SCF will notify applicants of their funding status by email within 7 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 10 to 14 business days after a request is received.

V. 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. 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. If upon completion of the first review the request is deemed suitable for funding, the SCF Grants Committee will review the package and scores.

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. 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.

In addition to the Grant Application Form, requests for large grants must include responses to the LOI (Letter of Intent) items listed below. Applicants are required to provide information in a separate typewritten document, formatted and numbered as shown.

A. HEADER
   1. Name of your organization, Tax ID number and contact person, and should address the following questions:
   2. How much are you requesting from the Relief Fund?

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

C. BUDGET DETAIL
   1. Expense items with descriptions and amounts.
   2. Supporting documentation from vendors.
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.