



## CHANCELLOR'S COMMUNITY PARTNERSHIP FUND UNIVERSITY OF CALIFORNIA, BERKELEY

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### 2014-2015 GRANT GUIDELINES

#### **Mission and Goals of the Fund**

The UC Berkeley Chancellor's Community Partnership Fund (the Fund) supports projects and programs that establish, extend and/or strengthen collaborative partnerships between UC Berkeley and the wider Berkeley community. The Fund seeks to enhance the quality of life for people who live and work in Berkeley by linking the university's energy and resources with those of the community.

The Fund supports neighborhood improvement projects and community service programs that utilize collaborative relationships between UC Berkeley and the community to address critical needs in the following thematic areas:

- Arts and Culture
- Community Safety
- Economic Development
- Education
- Environmental Stewardship

#### **Eligibility**

##### Applicants:

All applicants, projects and/or programs must be based in the City of Berkeley.

Applicants must *either* be tax-exempt, 501(c)(3) organizations *or* arrange for an eligible 501(c)(3) organization to serve as a fiscal sponsor. In the latter case, written confirmation by the 501(c)(3) organization of its willingness to act as fiscal agent is required.

##### Projects and Programs:

The Fund awards grants for neighborhood improvement projects and community service programs. For more information on past funded projects, please visit the Fund's website by clicking on the Chancellor's Community Partnership Fund link on the UC Berkeley Local Government and Community Relations main page: <http://communityrelations.berkeley.edu>.

- *Neighborhood improvement projects* enhance the physical structures and environment in Berkeley. Past neighborhood improvement projects have been related to the restoration of historic landmarks, the beautification of parks and open spaces, and enhancing emergency and disaster preparedness. Specific activities have included the installation of street lights and park benches, the creation of murals and other public art installations, landscaping and tree planting. Activities that will eventually lead to a completed neighborhood improvement project, including planning activities, feasibility studies, and needs assessments are also eligible for funding.

- *Community service programs* enhance the economic, social, and cultural wellbeing of Berkeley residents. Examples of past community service programs include: performing arts workshops, teacher training and mentoring, community-based cultural events, homeless outreach, and literacy and after-school programs.

Thematic Areas:

Applicants are encouraged to align their project or program with one of the following themes:

- *Arts and Culture:* proposals aligned with this theme seek to expose the Berkeley community to a wide range of artistic, musical and cultural styles and practices. Projects or programs could include supporting or developing public art installations, performances, trainings, and workshops.
- *Community Safety:* proposals aligned with this theme aim to make Berkeley a safer and more welcoming community. Projects and programs could focus on a range of subjects, including but not limited to: public safety and crime prevention, emergency preparedness, pedestrian and bike safety, increased street lighting and vegetation management, conflict resolution, etc.
- *Economic Development:* proposals aligned with this theme aim to encourage and support economic development regionally and locally. The Fund encourages research, studies, marketing and other collaborative initiatives and partnerships that bolster the local and “green” economy, encourage job creation, etc. Please note that projects must serve a public as opposed to private benefit.
- *Education:* proposals aligned with this theme aim to enhance the educational experience of Berkeley residents. Projects or programs could involve mentoring activities, coaching and other after-school programs, writing workshops, adult literacy programs and classroom or community presentations and events.
- *Environmental Stewardship:* proposals aligned with this theme aim to protect, preserve and/or restore Berkeley’s natural environment. Projects or programs could focus on issues linked to sustainability and ecological education, recycling and reuse programs, energy-efficiency and renewable energy, green business, and clean-up projects.

Permits:

It is the responsibility of the applicant to secure any required permits and other such approvals from the City of Berkeley in advance of the grant application for projects that affect the city’s infrastructure. If such permits and approvals are not secured by the application due date, grant funding is contingent on securing the required approvals by the grant disbursement date.

### Partnerships:

The Fund seeks to fund projects that foster, encourage and enhance significant partnership and collaboration between the university and the community. Interested applicants should begin identifying and contacting potential partners early in the application process. Assistance in connecting with potential university partners will be provided by the UC Berkeley's Office of Local Government and Community Relations. A community workshop in November will provide an opportunity to meet and network with potential partners.

All projects and programs must include significant collaboration and partnership between at least one eligible community-based partner and one eligible university partner.

- Eligible community partners include but are not limited to:
  - Neighborhood, civic and merchant associations
  - Primary, secondary, and post-secondary schools
  - Community-based organizations, such as social service and faith-based organizations
  - Local governmental departments, agencies and commissions
- Eligible university partners include:
  - UC Berkeley faculty and/or academic departments
  - Non-academic staff
  - Students (in conjunction with at least one staff or faculty advisor)

In order to enhance collaboration, reasonable stipends may be awarded to university and/or community partners to secure participation and provide specialized expertise.

### **Funding Terms and Restrictions**

#### Award Amount and Duration:

Grant awards for the 2014-2015 grant cycle can range from \$5,000 to \$50,000.

For the 2014-2015 grant cycle, approximately \$253,000 will be allocated for distribution. The Fund is not required to fully allocate all available funds during each grant cycle. Unallocated funds will be carried forward for future distribution.

#### Terms and Conditions:

Grant recipients will be required to execute a Terms and Conditions document before funds will be disbursed.

Funding will be allocated on an annual basis. Funding for community service programs and neighborhood improvement projects may be requested for one or two years. Total funding for a program or project may not exceed \$50,000. For projects or programs receiving a grant award lasting two years, the second year of grant funding shall be made available on July 1, 2015 and shall be contingent on the satisfactory completion of first year goals and benchmarks documented in the Terms and Conditions Agreement that all grant recipients must agree to and sign before funding is disbursed.

To avoid dependency on the Fund, projects or programs that re-apply for more than two consecutive years of funding must demonstrate they are not solely reliant on the partnership grants and that they are effectively leveraging resources from other sources.

### Reporting:

Single-year grants must submit a progress report (due by February 28, 2014) and a final project report (due by September 30, 2015).

Two-year grants must submit three progress reports (due February 27, 2015, September 30, 2015, and February 29, 2016) and a final project report (due by September 30, 2016).

### Recognition and Publicity:

All grant recipients are required to recognize the Fund for its support of the project or program by using the logo of the University of California, Berkeley (which will be provided by the Fund to grant recipients) and the following language: "This [project or program] was made possible by the generous support of the UC Berkeley Chancellor's Community Partnership Fund." Alternate language or images must be approved in writing by the Director of Local Government and Community Relations.

Neighborhood Improvement projects are required to install a physical marker, such as a plaque or inscription, and community service programs should recognize the Fund in their publicity materials, such as brochures, press releases, websites, etc.

All funded projects or programs will be asked to provide copies of any printed, web-based or other publicity materials. The University of California, Berkeley retains the right to publish information about the Fund and its grant recipients in its own materials. The use of the name and logo of the University of California, Berkeley requires prior written approval.

### Restrictions:

Funding may not be used for the following activities and expenses:

- a. Political programs or activities to support, change, lobby, or otherwise influence legislation and/or ballot measures, elect candidates to public office, or other political issues.
- b. Religious activities; however, religious institutions may apply for funding for nonsectarian projects.
- c. Any organization that discriminates on the basis of age, gender, race, ethnicity, religion, disability, sexual orientation, national origin, or political affiliation. The Fund may support organizations and projects that target groups that have been subject to historical discrimination.
- d. Deficit or emergency funding, debt reduction, loan repayment or retirement, or for project costs incurred before the effective date of the grant.
- e. Purchase or long-term real estate rental(s), lease(s), or sub-lease(s).
- f. Projects that exclusively benefit UC Berkeley faculty, staff, or students. (University faculty, staff and students are eligible, as are community partners, for reasonable stipend amounts for their work on approved projects.)
- g. Purchase of alcoholic beverages. (Use of grant funds for food and light refreshments is discouraged but will be reviewed on a case by case basis.)

## Application Review and Evaluation

### *Pre-Application Phase:*

The Fund's Advisory Board, whose members include representatives from the university, city and community, will review the submitted Pre-Application Forms and select approximately 20-25 proposals that will be asked to submit a full application packet. The Advisory Board may also provide written feedback to select applicants with the goal of creating and strengthening partnerships between the campus and community. Please note that being asked to submit an application does not guarantee a grant award.

### *Application Phase:*

The Advisory Board will review and score applications using the following criteria: Strength and depth of partnership; support of Fund's mission and goals; project design and implementation plan; outcomes and performance measures; budget, financials and ability to leverage additional funds; and organizational capacity.

## Submission Guidelines

All interested applicants should complete and submit the Pre-Application Form available on the Fund's website or you may request an electronic copy directly from the Fund. Incomplete Pre-Application Forms will not be reviewed.

Pre-Application Forms must be submitted electronically to the Fund **no later than 5:00pm, December 9, 2013**. Late submissions will not be accepted. Please email completed Pre-Application Forms to [calpartnershipfund@berkeley.edu](mailto:calpartnershipfund@berkeley.edu).

## Questions and Additional Information

If you have questions about the grant program or need assistance with a project idea, contact UC Berkeley's Office of Government and Community Relations by phone at 510/643-5299, or via email at [calpartnershipfund@berkeley.edu](mailto:calpartnershipfund@berkeley.edu)

## Community Workshops

Applicants are invited to attend an informational workshop in November (please check the Fund's website for workshop details). This workshop will describe the grant program and the application and review processes, respond to questions and provide an opportunity for interested applicants to network with potential partners. Attendance at the workshop is not mandatory and will not affect the evaluation of applications but is encouraged.

Additional information and application documents may also be found by clicking on the Chancellor's Community Partnership Fund link on the UC Berkeley Office of Local Government and Community Relations website: <http://communityrelations.berkeley.edu>