CHANCELLOR'S COMMUNITY PARTNERSHIP FUND
UNIVERSITY OF CALIFORNIA, BERKELEY

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Frequently Asked Questions
2018-2019 Chancellor's Community Partnership Fund

Topics

Eligibility:

1. **Do I have to be based in Berkeley to be eligible for funding?**
   Yes. All projects and programs must be implemented by Berkeley-based partners for the benefit of Berkeley residents.

2. **Can a neighborhood group that is not a 501(c)(3) organization apply?**
   Yes. An organization that is not a 501(c)(3) can apply for a grant, but it must arrange for a 501(c)(3) organization to serve as its fiscal sponsor. Many local non-profit 501(c)(3) organizations serve as fiscal sponsors (generally for a modest fee).

3. **Does my fiscal agent have to be based in Berkeley?**
   No. Fiscal agents for those applicants who do not have 501(c)(3) status do not need to be based in Berkeley.

4. **Can a fiscal agent provide their services to more than one grant proposal?**
   Yes. There is no limit on the number of proposals a fiscal agent can support.

5. **Does my project have to align with one of the five thematic areas outlined in the grant information document and grant application?**
   Not necessarily. While all proposals are strongly encouraged to tailor their proposal to align with one of the grant themes (community safety, environmental stewardship, education, economic development and arts and culture), this is not a requirement.

6. **Our project or program has components that could fit more than one of the Fund's thematic areas (community safety, environmental stewardship, education, economic development, arts and culture). Should we select more than one theme?**

The Fund asks that you select <u>one theme</u> that you believe best describes and encompasses your project or program, even if there are components of your proposal that may align with other themes.

7. **Does our education program or project have to align with the [2020 Vision for Berkeley's Children and Youth](#)?**

   Yes. You will need to familiarize yourself with the 2020 Vision for Berkeley's Children and Youth and describe in your application how your program and project align with and forward this work Below is some information from the 2020 Vision for Berkeley's Children and Youth and more information can be found here: www.berkeleyschools.net/about-the-district/2020vision

   The 2020 Vision for Berkeley's Children and Youth is a collective impact partnership dedicated to improving outcomes for African American, Latino and other student groups that have been historically underrepresented in higher education. In addition to supporting Berkeley Unified's equity-based reform efforts, the partners, which include City of Berkeley, Berkeley City College, the Berkeley YMCA, and UC Berkeley work to align their education related programs to further the 2020 Vision's goals and progress indicators. While the original vision for the partnership was to end racially predictable disparities in student achievement among Berkeley's children and youth by 2020, recently the partners have also committed to providing support to Berkeley High School graduates through a new Berkeley Promise scholarship.

   Education focused CCPF applicants must demonstrate how their project/ program is aligned with the 2020 Vision and furthers at least one the following 2020 Vision Achievement Goals or Progress Indicators: Kindergarten Readiness, 3rd Grade Reading Proficiency, Mastery of Ninth-Grade Math, College and Career Readiness, Student Engagement & Agency (Student Opportunities and Support, Attendance, Disproportionality in Suspensions, Disproportionality Police Contacts).

   See appendix for more information the 2020 Vision and the indicators or visit"
   www.berkeleyschools.net/about-the-district/2020vision/

<u>**Partnerships:**</u>

8. **What constitutes a university partner? How involved does a university partner have to be?**
   A university partner could be any or all of the following: an academic department, a non-academic unit, an organized student group, or individual faculty, staff, or student. Partnerships can take many forms, but it is important that each partner play a meaningful role in some or all aspects of the program, e.g., creation, development, and implementation.

9. **What if I do not have a university or community partner?**
   All projects and programs must include at least one eligible community and university partner (see Grant Guidelines document for eligibility requirements) and the degree of collaboration

and interaction between partners will be an important factor in determining which proposals receive funding.

Building relationships between university and community partners can take a considerable amount of time and planning and should not be rushed for the sake of grant funding. We encourage all interested applicants to start making connections early in the application process. If you are interested in finding ways to identify or network with prospective university partners, please e-mail calpartnershipfund@berkeley.edu or call 510.642-7860.

10. **Can I have more than one partner?**
Yes. Proposals that bring together a number of community and university partners are encouraged. Please keep in mind that it is the strength and depth of the partnership, and not simply the number of partners, that characterizes a successful grant proposal.

11. **Are the City of Berkeley, the Berkeley Unified School District and other public agencies eligible as community partners?**
Yes. Primary, secondary and post-secondary schools and local governmental departments, agencies and commissions are eligible community partners.

12. **Does each partner have to contribute money to the project? Do we need to show this on the budget worksheet (if asked to submit a full application)?**
It is not required that partners contribute funds to the project. If some partners are providing in-kind contributions, such as supplies or staffing, this should be indicated on the budget worksheet and narrative if your organization is asked to submit a full application.

Projects and Programs:

13. **Does my project or program need to benefit Berkeley residents?**
Yes. All projects and programs must be implemented by Berkeley-based partners for the benefit of Berkeley residents.

14. **What is the difference between neighborhood improvement projects and community service programs?**
Neighborhood improvement projects enhance the physical structures and environment in Berkeley. They include, but are not limited to, activities such as 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 as a neighborhood improvement project.

Community service programs enhance the economic, social, and/or cultural wellbeing of Berkeley residents through activities such as performing arts workshops, teacher training and

mentoring, community-based cultural events, outreach to the homeless, and literacy and after-school programs.

15. **Does a neighborhood improvement project have to be in a publicly-accessible area?**
Although the guidelines do not specifically state that a neighborhood improvement project must be in a publicly-accessible area, the application must make a compelling case how a location that is not publicly accessible provides a public benefit, fulfills the mission of the Fund, and meets the other criteria.

16. **Is public art fundable?**
Yes. Public art would be considered a neighborhood improvement project. Please keep in mind that the grant application must demonstrate that the proposed project has stakeholder endorsement and if it affects the city's infrastructure or requires approval by or permits from the City of Berkeley, such approvals must be secured in advance of the grant application. If not, grant funding might be contingent on securing the required approvals.

17. **Can a neighborhood improvement project be considered if it has not received the use permits, landmarks, and zoning clearances needed to get started?**
Yes. A project can be considered before receiving the required City of Berkeley approvals. If a grant is awarded, funding would be contingent on securing the required approvals. If you are asked to submit a full application, you should explain what approvals are required and the process and timeline for obtaining them. Full applications that require permits or approvals should also include a letter or support or approval from the Berkeley City Manager's Office documenting that contact has been made with the relevant City offices and agencies.   All interested applicants should notify the relevant City of Berkeley agencies of their proposed projects as early in the grant application process as possible.

18. **If we receive a grant this year, can we apply again for continued funding for the same program next year?**
Yes. But requests for continued funding will not necessarily be given a priority over new grant requests. Since your application for another grant will be reviewed before your current project is completed, the application should reference and update your progress report, especially with respect to continued funding.

Funding Rules and Budgets:

19. **What is the total amount that can be allocated for projects in 2018-2019?**
The total available to allocate to grant proposals in 2018-2019 is approximately $285,000. Recently, the range of grants has been between $5000 and $25,000. However, under special circumstances we will consider grants for larger amounts. Please note that most awards average between $10,000 and $15,000.

20. **Will all grant awards be for the full amount requested?**
Not necessarily. The Fund often awards grants for less than the amount requested when it is determined by the Fund and the applicant that the project or program is still feasible with reduced funding.

Applicants, especially those proposing large projects involving several phases or components, are encouraged to explain in their budget narrative which aspects of their proposal could stand alone.

Questions 19-26 apply to the Budget Worksheet that accompanies the Full Application and are not necessarily relevant during the Pre-Application phase. The below will be itemized on the Full Application.

21. **What should be included in budget narrative? Do we have to justify/explain each budget item?**
The budget narrative provides an opportunity for the applicant to justify and explain the costs outlined in your budget worksheet. It is not necessary to explain each budget item but the narrative should provide an overall picture of the budget plan for your project and explain how you arrived at these costs and their role in implementing the project.

22. **How is the organizational budget different from the project budget?**
The organizational budget should give a snapshot of the budget for the primary community partner's organization. The project budget should include only items related to the proposed grant funded project or program, and include any additional funding that might have been secured to help fund the proposed project or program.

23. **When preparing my budget information for my application, how much should I allocate to indirect costs (also known as administrative expense or overhead cost)?**
A guideline of 10-15% of the total amount of the project may be allocated to be used for indirect costs.

24. **If our fiscal agent is charging a service fee (either flat fee or percentage), should that cost be included in our budget?**
Yes.

25. **How do you value in-kind contributions?**
In-kind donations are non-cash donations of goods, services, equipment, supplies, etc. In determining the value of in-kind contributions, the IRS suggests researching their fair market value, or what these goods or services would cost on the open market. For more information on

charitable donations and determining the value of donated property, please see IRS Publications 526 and 561. Both publications are available for viewing and download at http://www.irs.gov.

26. **How detailed should the budget for a neighborhood improvement project be? Do we need written estimates from contractors?**
There must be some reasonable basis for the costs included in the budget, but you do not have to submit a detailed estimate from a contractor. Consulting fees and materials should be cost out, that is, the budget must be more detailed than a general line item for materials. Describe how you arrived at the cost estimate in your budget narrative.

27. **What are the funding restrictions?**
Funds may not be used for:
   o 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.
   o Religious activities; however, religious institutions may apply for funding for nonsectarian projects.
   o 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.
   o Deficit or emergency funding, debt reduction, loan repayment or retirement, or for project costs incurred before the effective date of the grant.
   o Purchase or long-term real estate rental(s), lease(s), or sub-lease(s).
   o Projects that exclusively benefit UC Berkeley faculty, staff, or students.
   o 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.)

28. **Can grant funds be used to purchase equipment?**
Yes. Equipment necessary to complete a project or program can be purchased with grant funds. These purchases should be itemized and explained in the budget worksheet and narrative.

29. **Can part of the grant amount being requested be used to recompense the university and/or community partners for their contributions to the project?**
Generally, yes. Please be aware of the following:
   o Grant funds can be used to pay community members and/or staff, as well as UC Berkeley students as long as the arrangement complies with all applicable laws and regulations.
   o Salaries for staff must be for time working on the project.
   o Grant funds cannot be used to supplant already existing operational funds.
   o Undergraduate students may be entitled to work-study financial aid, which results in a reduced cost for the employing organization.

- o Stipend amounts should be reasonable and correspond to the amount of time an individual is expected to work on a project or program and the unique expertise, professional or otherwise, which they bring to the project or program.

30. How should stipends be documented for tax purposes?

Tax reporting requirements depend on the current tax status of the lead applicant or fiscal agent and the nature of the work being performed. The financial advisor for the lead applicant or fiscal agent should be able to provide more detailed information regarding tax reporting requirements.

Application Review and Evaluation:

31. Who will be reviewing the applications?

The Chancellor's Community Partnership Fund Advisory Board will review and score the Pre-Application Forms and the full applications. Staff support will be provided by UC Berkeley's Office of Government and Community Relations. Funding recommendations will then be submitted to the Chancellor for approval.

32. Is there an appeal process?

No. The recommendations of the Advisory Board and the decision of the Chancellor are final and there is no appeal process.

Updated 9/13/2017, GCR

Appendix:

2020 Vision for Berkeley's Children and Youth Summary

Prepared for the Chancellor's Community Partnership Fund

"That all children, regardless of race, ethnicity, and income, who enter Berkeley Schools beginning in 2007 (and remain in the district) will achieve equitable outcomes with no proficiency differences by the time they graduate in June, 2020; and that all children born in Berkeley in 2007 and beyond, receive a healthy start and are equally ready to learn and succeed in Berkeley Public Schools."
--**Berkeley City Council Resolution 08-73**

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Academic Indicators:

1. **Kindergarten Readiness**
   Goal: All children will be identified as "ready to learn" through development in the domains of self-care and motor skills, social expression, self-regulation, and Kindergarten academics as measured by BUSD's Kindergarten Universal Screening.

2. **3rd Grade Reading Proficiency**
   Goal: Upon the completion of 3rd grade, all children will be identified as reading at or above grade level as measured by BUSD Reading Assessments and CST scores.

3. **Mastery of Ninth-Grade Math**
   Note: BUSD is in the process of revising math curricula to conform to **Common Core Standards.** *Please check with your local school to determine if the ninth-grade competency standard for the students your project serves is successful completion of Algebra or Integrated Math 2.*

4. **College and Career Readiness:** All students will complete 12th grade coursework (A-G Requirements) that make them eligible for CSU/ UC admission.

5. **Student Engagement & Agency**:
   - **Student Opportunities and Support:** Increase number of students who report high levels of environmental support and opportunities. This includes caring relationships, high expectations, and opportunities for meaningful participation as measured by the California Health Kids Survey.
   - **Attendance:** Eliminate chronic absenteeism (absent for 10% or more of the school year) and unexcused absences for BUSD Elementary, Middle, and High School students.
   - **Disproportionality in Suspensions:** Decrease the number/ percent of youth involved in repeat school suspensions and/or expulsions
   - **Disproportionality Police Contacts:** Decrease number/percent of youth involved in multiple police contacts

Visit the Fund website to learn more about funded education-focused projects: chancellor.berkeley.edu/gcr/local-community/programs-initiatives/ccpf

Resources:

- [Berkeley City Council Resolution 08-73](#)
- [The 2020 Vision for Berkeley's Children and Youth, Berkeley Unified School District](#)