



City of Whittier

Parks, Recreation and Community Services Department
13230 Penn Street, Whittier, California 90602
(562) 567-9400

2017-18 Funding Information

DATE: October 17, 2016
TO: Social Services Agencies of the Whittier Community
FROM: City of Whittier Social Services Commission
RE: **2017-18 Social Services Funding**

The Social Services Commission was established by the City Council to study and make recommendations regarding matters pertaining to the social services needs of the community. The City Council's philosophy is that the City should not provide direct social services, but utilize City funds to support social services agencies providing needed services to our residents.

To accomplish this goal, the Commission is now inviting citizen participation and applications for funding from local non-profit organizations. Applicants should take special care to read all instructions for completing the attached application.

The Social Services Commission encourages innovative programming. This could include agencies submitting joint applications for projects to better the quality of life in Whittier.

IMPORTANT!

- **All applications must be submitted by December 16, 2016 at 5 p.m. for consideration for possible funding in the 2017-18 fiscal year.**
 - ***Use the attached application form when completing your request.***
 - ***Incomplete applications may result in denial.***
- ***Do not send excess information. Information submitted that was not requested will not be considered with the application.***

NEW THIS YEAR!

- **All applicants MUST provide 10 copies of the entire application (Applicants will not be considered if they are not provided)**
 - **One signed original MUST be included**

Funding Sources

The City Council annually allocates funds from the City's General Fund and through Community Development Block Grants (CDBG) to address critical social services needs of residents. When reviewing the applications, the Commission will determine from which funding source funds will be allocated.

If funded by CDBG funds, agencies must be prepared to adhere to specific guidelines. Guidelines state funding may be used for a variety of public service programs including, but not limited to, those concerned with employment, crime prevention, childcare, health, drug abuse and recreational needs. In general, the activities must meet CDBG's national objective of benefiting low or moderate-income persons. In order to fulfill this objective, the activity must meet one of the following requirements:

- a. Benefit a clientele who are generally presumed to be principally low and moderate-income persons. The following groups are presumed by HUD to meet this criterion: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers; or
- b. Require information on family size and income so it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or
- c. Have income eligibility requirements which limit the activity exclusively to low and moderate income; or
- d. Be of such a nature and be in such a location that it may be concluded that the activity's clientele will primarily be low and moderate-income persons.

General Fund "Matching" Component

Ideally, each application should include a "matching" fund component. Matching funds can be through the agency's resources on a dollar-for-dollar basis to meet specified social needs through innovative programming. New fundraising, volunteer staff resources and other non-budgeted items will be considered as agency matching funds.

Application Review

Upon receipt of application the Social Services Commission will review all applications to determine eligibility. The Commission's recommendations regarding funding will be forwarded to the City Council for final approval.

Established programs will receive priority for funding. As funding is limited and requests many, grants typically average approximately \$4,000. Applicants requesting large funding amounts, "start up" funds or total sustainability requests are discouraged

Any agency that is approved for funding will be required to complete a formal contract. The contract will specifically detail project components for which the funds are requested.

Two performance reports will be required during the funding year. The failure to submit reports requested by the Commission shall be taken into consideration when reviewing future funding requests.

Projects that are awarded funding may be required to participate in Commission meetings by making presentations.

It should be noted that projects approved for funding have no expressed or implied guarantee of future funding. New projects implemented on the basis of receiving new monies through this City funding process should be able to continue the following year on a self-sufficient basis.

Submission Instructions

Applications are available online at www.cityofwhittier.org for download, or you can request one via email at rtryon@cityofwhittier.org. Hard copies of the application are also available upon request, but **must** be submitted either typed or computer generated.

When completing the form in the Microsoft Word version on the computer, please use the tab key to move from section to section when entering data.

When turning in hard copies, please prepare ten (10) copies paper clipped together. Copies may be double-sided. The application should be either computer generated or type written.

Applications must be submitted by **December 16, 2016** to:

Greg Alaniz
Parks, Recreation and Community Services Department
13230 Penn Street
Whittier, CA 90602
Attn: Social Services Funding Application

For additional information regarding this social services funding application process, please contact the Parks, Recreation and Community Services Department in Whittier City Hall at (562) 567-9400.