



**FY2025
CITY GENERAL FUND
REQUEST FOR FUNDING APPLICATION AND CHECKLIST**

*****Completion of this application is for organizations that are currently not receiving funding from the City as part of the FY2024 Adopted General Fund Budget*****

If your organization received funding in the FY24 Adopted General Fund Budget, please only complete the Non-Departmental Application: Addendum for FY2024 Authorized Recipients.

Application deadline is no later than 4:00 PM, Friday December 1st, 2023. Applicants should submit their Application electronically to the City of Richmond via email. Submissions can be sent to:

BudgetNDRequests@rva.gov.

If you are unable to electronically submit your application and attachments using email, there will be a drop box available on the 1st floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from November 27th to December 1st, 8:00 AM to 4:00 PM. Please approach the security office on the 1st floor and they will instruct you.

Check Boxes Below:

Project Name: _____

Applicant (Organization) Name: _____

Request for Funding Package: (Application & Attachments)

Application

Overall Project Budget (see *Attachment D*, located on pg. 22 in Attachment Guidelines)

Attachments (Provide if applicable, list on *Attachment List* pg. 9 within this Application)

**FY2025
CITY GENERAL FUND
REQUEST FOR FUNDING APPLICATION**

Instructions: This form must be fully completed by all organizations and agencies applying for funds. *It is critically important to consult the Application Guidelines which list more specific criteria by program area.* **PLEASE NOTE: You must complete a separate application form for each project.** As a condition of receiving funds from the City, the applicant will be required to agree, as part of its grant contract, that there will be no religious worship, instruction, or proselytizing as a direct part of the organization's provision of services under the grant contract and that no funds provided by the City will be used for such purposes.

1. Category Request:

- Children, Youth, and Education Housing, Human Services, or Health
 Arts & Culture Public Sector and Quasi-governmental

2. Focus Area of Request (Public Sector and Quasi-governmental organizations may skip this question):

Children, Youth, and Education (select one):

- In-School Support Services Out-of-School-Time Early Childhood
 Mentorships, Apprenticeships, and Transition to College and/or Career

Housing, Human Services, or Health (select one):

- Housing, Homelessness Prevention and Homeless Services Workforce Development
 Senior and Disability Services Community Health and Quality-of-Life
 Health Services for Specifically Marginalized Populations

Arts & Culture (select all that apply):

- Expanding Access to Culture Supporting Diverse and Equitable Cultural Vitality
 Supporting Neighborhood Vitality through the Arts

3. Organization Information:

Organization Name: _____
DUNS Number: _____
Federal Tax ID: _____
Project Name: _____
Project Contact Person: _____
Mailing Address: _____

Website address: _____
Phone: _____
Facsimile: _____
Email: _____
Board Chairperson: _____
Signature: _____

If determined eligible, would your organization also like to be considered for other City of Richmond non-profit grant opportunities? If so, please note that no additional information is needed at this time to be considered. Should additional information be needed, we will follow up accordingly.

Yes No

Is your organization incorporated? (include applicable attachments) Yes No

Is your organization: (include applicable attachments)

A government / quasi-government entity Yes No

A non-profit with approved Federal tax exempt certification? Yes No

A for-profit business Yes No

***Most for-profit businesses are ineligible for Non-Departmental Grants. For-profit businesses should only apply if given prior approval from City Administration.**

Total *operating budget* for the organization, including income/revenues from all sources. _____
(Attach a copy of your current year's operating budget)

4. Location of Project:

A. Is the project City-wide or does it serve a specific project area?

City-wide Specific Project area

B. Name and Geographic Boundaries of Project Area (Include street names): _____

C. Council District(s): _____

5. Description of Project and Community Impact:

A. Project Description and Program Design

Provide a detailed description of the proposed project and how additional services will be provided as a result of this funding. Please consider the following in your description:

- What are the goals of your program?
- What community need does your program meet?
- How does your program align with the City's goals and expectations, as described in Attachment B, located on pgs. 11-16 in the Application Guidelines?
- How does this program advance racial equity in Richmond?
- How will you track your effectiveness (e.g. data (qualitative and quantitative), performance measures, participant feedback)?
- How will your organization engage diverse stakeholders and proactively engage community members?

- How will your organization collaborate with the City of Richmond and other partners to advance programmatic goals?
- How many individuals will your program affect?
- How can Richmonders participate in your program? How do you market and/or advertise your program?
- How has your program demonstrated success in the past (what quantitative and qualitative data can you share, how many people have you helped or supported, results of your program, etc.)? Additionally, if new to Richmond, how have similar projects worked in other localities?

Note: For applicants seeking funding in the Children, Youth and Education category, Mayor Stoney is committed to supporting Richmond Public Schools’ strategic plan, #Dreams4RPS. All non-departmental grantees in the In-School Support Services and Out-of-School Time categories should be aligned with #Dreams4RPS. Please provide a short description of how your proposal is aligned with #Dreams4RPS, citing a specific priority and/or action as appropriate, and include a letter of support from Superintendent Kamras or his designee.

B. Funding Needs

Please attach a project budget. Then, provide a short explanation of each budgeted expense and answer the following questions:

- If your organization were to receive partial funding, how would it impact delivery of services or programmatic effectiveness? What would be the impact on service delivery if you do not receive funding?
- What other funding sources have you pursued?

Note 1: Prior to the introduction of the Mayor’s Budget proposal, City staff may request applicants to revise the proposed performance measures as a condition of being recommended for funding.

Note 2: Performance measures for organizations receiving City funding will be modified based on final approved funding levels prior to disbursement of funds. These modifications will be made in May or June 2024 after Council approval of the final budget, during the process of drafting grant contracts for disbursement of funds.

C. Community Impact

Briefly describe the neighborhood to be served, highlighting such items as: population to be served, housing conditions, median household income, neighborhood needs and describe how the project will positively impact the community, including any community organization(s) receiving support such as a civic association, PTA, or other.

6. Description of Organization and Overall Capacity:

A. What is the mission of your organization?

B. List qualifications and/or credentials of key staff members responsible for execution and oversight of the program.

C. Please describe how your organization considers and approaches diversity, equity and inclusion.

D. Approximately what percentage of your organization's contracting is done with Minority Business Enterprises?

E. Describe your organizational structure, record keeping and financial/audit system, policies and procedures. (*Attach most recent audit report and/or financial statements, and organizational chart*)

F. Provide a brief description of any financial default or involvement in legal actions during the last three years. This would include lawsuits, tax delinquency, bankruptcy, client complaints, and violations of building, zoning, and environmental codes. Applicant must also disclose and describe any lawsuits pending at the time of application to which the applicant is a party.

G. (*For Public Sector and Quasi-Governmental Entities Only*). In a short narrative, list overall current year budget and all major sources of financial support. (It is also recommended that the organization separately submit its most recent available annual report, including financial information, if available.) List major ongoing activities of the entity and current year operational and strategic goals. Specify whether requested funding will be used to support ongoing operating activity or to fund new initiatives or enhanced services. Describe in detail the impact of requested funding on services provided, specifying numerical targets and metrics of success. Also, include a succinct narrative on the implications (impacts to stated services/activities) if the requested funding is not provided. **See Attachment A (*pg. 11 within this Application*) for a recommended template to use to assist in answering this section.**

7. Request and Funds Received Previously for this Project by Year of Allocation:

Note: Applicants are also required to provide a budget and information on other funding sources as outlined in Attachment D, in the Application Guidelines document.

	Previous 2023	Current 2024	Request for 2025
CITY GENERAL FUND:	\$	\$	\$
CITY CAPITAL BUDGET:	\$	\$	\$
CDBG:	\$	\$	\$
HOME:	\$	\$	\$
ESG:	\$	\$	\$
HOPWA:	\$	\$	\$
AFFORDABLE HOUSING TRUST FUND:	\$	\$	\$

8. Accomplishments in the Current Fiscal Year

Describe project progress in the current fiscal year. Emphasize measurable outcomes and project benefits to the community.

Fiscal Year 2024 Objectives	Fiscal Year 2024 Accomplishments to Date	# of Clients	Other	Other

Proposed Objectives and Outcomes:

Fiscal Year 2025 Proposed Objectives	Fiscal Year 2025 Proposed Outcomes	# of Proposed Clients	Other	Other

Proposed Scope of Services

Briefly list the specific services to be provided with these funds.

Note: These may be similar to your proposed objectives. In some cases it may be appropriate to simply reframe objectives as a service for this section.

Example Services:

- “Provide accessible mental health and substance use services for individuals experiencing homelessness and housing insecurity.”
- “Provide direct free civil legal services to low income families, elderly, and disabled people and other vulnerable residents of the city of Richmond to address homelessness and the threat of being made homeless.”

Proposed Performance Measures

Please list the measures you propose the City use to evaluate whether you performed the services in a manner that achieves the purpose for providing the funds.

Note: These may be similar to your proposed outcomes. It is ok to duplicate proposed outcomes in this section.

Examples:

- “Increase the number of mental health and substance use patient visits from 18,000 to 19,000.”
- “Provide direct legal services in 275 housing related cases in the city of Richmond in fiscal year 2023.”

9. Project Match

List all sources of funds you will receive for Fiscal Year 2025 for this project.

(Please use the Status column to indicate whether the funds are received, pledged, or anticipated).

Source of Funds	Status	Program Year Dates	Dollar Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
2025 Matching Total:			\$

10. Partnership Agreements (If applicable, please provide formal agreements with other agencies, including City departments, to implement the proposal)

Contact Person	Telephone	Organization	FAX	Address	Date

Attachment List

Instructions: All attachments for the Requests for Funding form must be listed below. If attachments are not available at the time of submission, an asterisk (*) should be placed next to these items to indicate that they are anticipated, and the date that they are anticipated should be included.

If you wish to include additional information as an attachment, please include that also in the list below

Name	
Attachment Type	Applicant's File Name
Required:	
• Federal Tax Exempt Certification	
• Latest IRS 990 Report	
• Previous Fiscal Year Audit or Financial Statements	
• Current Year Operating Budget	
• List of Board of Directors, Members, and Executive Officers	
• Overall Project Budget	
If Applicable:	
• By-Laws	
• Articles of Incorporation	
• Organizational Chart	
• Business Strategic Plan (mandatory for CGF Applicants)	
• Partnership Agreements with other agencies	
• Site Control, Building or Zoning Documentation	
• Corporation Commission Certification	
• Policy/Procedures Manual	
Other (Specify)_____	

Name (print) and Title of Applicant requesting Funds

Signature of Applicant requesting Funds

Date

(Note regardless of date supplied on this application, **application must be received prior to the date and time of the deadline to be considered for funding**).

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Attachment A

Recommended Template for Public Sector and Quasi-Governmental Organizations Applying for Non-departmental Funding.

It is requested that Quasi-Governmental Organizations use this template to complete section 6H of the application, supplemented by a detailed narrative. Organizations must complete all other parts of the application as well.

- A. Organization Name: _____
- B. FY 2024 Total Budget: _____
- C. FY 2024 Budget Support from City of Richmond: _____
- D. FY 2024 Revenue Sources other than City of Richmond: _____
- E. FY 2025 Budget Support Funding Request from City of Richmond: _____
- F. FY2025 Total Proposed Funding Request (inclusive of request from City): _____

List the activities to be funded by your request of the City for FY2025. Explain as clearly as possible the basis for the request, including clarifying whether it is a requested increase for an existing program or a proposed new initiative.

Initiative/Activity	Purpose	Implementation Strategy and Responsible Staff	Projected Outcomes (KPI) FY 2025	FY 2025 Estimated Resource Commitment	FY 2025 City of Richmond Contribution

G. Submission of Annual Report

Include if available a copy of the organization’s most recent Annual Report including full financial information. (Include in PDF format as an attachment if possible.)