



City of Richmond FY2026 City General Fund Request for Funding Application Guidelines

I. Purpose: Supporting Children, Youth, and Families; Housing, Health and Human Services; Arts & Culture; and Quasi-governmental Partnerships

The purpose of this Request for Funding (RFF) Application is to solicit applications from eligible nonprofit organizations to address unmet, critical needs in the key priority areas of **Children, Youth and Families; Housing, Health and Human Services; and Arts and Culture**. Our goal is to create inclusive and equitable opportunities that support our most vulnerable and historically - marginalized populations. In addition, this application is to be used by public sector and quasi-governmental organizational partners of the City of Richmond.

Requests for funding through federal programs (Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions (ESG), Affordable Housing Trust Fund (AHTF) and Housing Opportunities for Persons with AIDS, HOPWA) must be made using a separate application. **Organizations should not request funds for the same or similar programs through both the General Fund and the Federal Fund applications. Organizations, where appropriate, may seek funding for distinct programs from the General Fund, Federal Funds, and Affordable Housing Trust Fund.**

Please review this RFF application carefully as there are changes from previous years.

Nonprofit organizations seeking funding must apply under one of three categories: Children, Youth and Families ; Housing, Health and Human Services; or Arts & Culture and must respond to detailed program criteria that have been developed for each area. Public sector and quasi-government organizations must complete an additional section (see Attachment E for requested template). All organizations must commit to meeting specific performance targets in order to be considered for funds. Applications are for a one-year funding cycle, for FY 2026. Applicants should show how the requested funding will lead to a sustained positive impact on the community over this time period.

Note that current or past receipt of support from the City of Richmond is not a guarantee of continued financial support. Organizations seeking funding must demonstrate the ability to provide services distinct from and/or superior to those offered by agencies of the City of Richmond, in areas of strategic importance to the City.

Each organization that receives funds from the City 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.

II. Focus Areas

The City of Richmond has developed several key focus areas for the review, recommendation, and distribution of City General Funds. All organizations that wish to apply for City General Funds must align their proposed services and programs to at least one of these focus areas.

A. Housing, Health and Human Services (see Attachment B-1 for further details)

Note: Organizations seeking City support for housing development should not seek support through this fund. These organizations are encouraged to apply for grants from the city's allocation of federal funds through the Department of Housing and Community Development or the Affordable Housing Trust Fund. See the City of Richmond's website for the applications for [federal funds](#) and [Affordable Housing Trust Fund](#).

B. Children, Youth and Families (See Attachment B-2 for further details)

All providers seeking funding from this category must commit to connecting parents and families with other family-strengthening resources provided by the City of Richmond, Richmond Public Schools, and/or partner agencies (i.e. workforce development, continuing education). Partners must also commit to sharing data with Richmond Public Schools and the City of Richmond, as requested, to develop a shared capacity to track participation of all children and families and assess family progress towards the goals of educational achievement and economic self-sufficiency. Finally, any organization that serves Richmond Public Schools students must submit documentation of an active formal partnership agreement with the school district (<https://www.rvaschools.net/engagement/community-partnerships/partner-with-us>).

C. Arts and Culture (see Attachment B-3 for further details)

D. Public Sector and Quasi-Governmental Organizations

The City of Richmond regularly makes financial contributions to partner governmental organizations and to regional entities providing public goods. These organizations will use a distinct template to submit funding requests (see Attachment E). The intent is to assure that these agencies and organizations provide information and stipulate justifications for funding requests at the same level of detail as City agencies. This process will help the City Administration better identify the needs and goals of its partner agencies and position our children, youth, and families for success.

Examples of such organizations include but are not limited to: Richmond Behavioral Health Authority, Richmond Regional Planning District Commission, Greater Richmond Convention Center Authority, Greater Richmond Partnership, Capital Region Airport Commission, Greater Richmond Transit Company, Richmond Ambulance Authority, and Capital Region Workforce Partnership.

Organizations unsure whether they should apply under this category should contact the Office of the DCAO for Human Services (Le'Charn Benton – hsnondep@rva.gov) in advance of the application deadline.

III. Planning and Submission

A. Distribution – Application documents can be downloaded from the City’s website (<https://www.rva.gov/budget-and-strategic-planning/forms-and-links>) beginning October 1st, 2024. If you have problems accessing the application, please contact the City via email at hsnondep@rva.gov.

B. Staff Consultation - Staff members are available to discuss applications, the application process, and other issues over the phone or via email.

City General Fund (CGF) Application	hsnondep@rva.gov
CGF Arts & Culture	hsnondep@rva.gov
CGF Housing, Health and Human Services	hsnondep@rva.gov
CGF Children, Youth and Families	eva.colen@rva.gov
Quasi-Governmental	Lauren Kirk – (804) 646-7919 lauren.kirk@rva.gov

Language Services (Interpretation/Translation) are available to all applicants upon request, free of charge. Submit your request via email at hsnondep@rva.gov and askoire@rva.gov.

C. Deadline for Submission – Requests for Funding Applications for **City General Funds** must be submitted **no later than 4:00 p.m. on Monday, December 2nd, 2024**. Applicants should submit their application electronically to the City of Richmond. **Email submissions can be sent to: BudgetNDRequests@rva.gov.**

If you are unable to email your application, there will be a drop box available on the 1st floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from November 25th and 26th and on December 2nd, 8:00 AM to 4:00 PM. Please approach the security office on the 1st floor and they will instruct you. **RFF’s received after the deadline may not be considered.**

D. Informational Sessions– An informational session will be held Wednesday, October 9th at 4:00 PM. An additional technical assistance session will be held Wednesday, October 23rd at 4:00 PM. Both sessions will be held in person at Main Library, 101 E. Franklin St.

E. Application Instructions – One complete RFF package must be submitted for each project for which an applicant proposes to receive funding. A separate application must be

submitted for each funding source. Please read the following section before submitting a request for funding packet.

- a. **Overall Project Budget** – Project budget sheets must be prepared for all RFFs. This requires that the project budget be provided for one year (FY26). See Attachment D for overall budget definitions.
- b. **Attachment List with attachments** – All attachments for the RFF must be listed in the “Attachment List” portion of the application. All application questions should be answered within the application form itself. Other documents cannot replace the application.

E. Evaluation and Criteria

Proposals for Housing, Human Services, or Health; Children, Youth, and Education; and Arts and Culture projects will be evaluated using Attachment A.

City Strategic Priorities - In addition, each proposal for funds will be evaluated by City staff in terms of its compatibility with the aforementioned key priority areas (see Attachments B-1, B-2, and B-3). Applications by Quasi-Governmental organizations will be evaluated by City Budget staff and City leadership.

Organizational Threshold Criteria - The Organizational Threshold Criteria are the minimum standards that an applicant must meet to be considered for any non-departmental funding. The criteria are listed in Attachment C.

IV. Post Approval Workshops

Workshop for City General Funds – In first quarter of FY26, Human Services and/or other Administration staff may conduct workshops for all approved recipients of City general funds to review reporting and grant contract requirements regarding the receipt of City general funds. All approved recipients will be notified of the meeting and accommodations for language accessibility will be made upon request.

Attachment A
(For City Administration Use Only)
Application Evaluation Form

Name of Proposal: _____

Name of Organization: _____

Organization Contact Name / Title: _____

Email: _____ Phone: () _____ Fax: () _____

Focus Area and Sub-Category-

NOTE: A possible 100 points are available.

I. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 40 Points):

a. Metrics for success and program goals are clearly stated, including identification of specific need(s) program will address and anticipated results and measures of success.
15 points _____

b. Stated program goals are aligned with the citywide strategic goal of reducing poverty 40% by 2030.
10 points _____

c. Program design addresses specific need articulated and identified by the City with realistic objectives and timelines, and a high prospect for success. Proposal does not duplicate an existing service or program provided by a City agency.
15 points _____

SECTION TOTAL: _____

II. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 60 points)

- a. Through past performance in partnership with the City of Richmond or in other settings, the applicant has demonstrated the capacity to complete the proposed project.

20 points _____

- b. The project budget is financially feasible for the funds requested, is aligned with goals, objectives, and activities, and leverages funds from other private or public sector sources at a 1:1 ratio or higher.

20 points _____

- c. The proposal reflects strong collaborative partnerships and commitment to work closely with the City of Richmond and, where appropriate, other public agencies and nonprofit organizations. (Documentation of linkage/collaboration must be provided where appropriate.) The organization affirms commitment to share program data as requested (subject to legal limits).

10 points _____

- d. The proposal demonstrates a commitment to inclusivity, including commitment to utilize minority business and/or increase minority business participation, and that at least 30% of the persons employed by this project will represent the cultural makeup of the community served; to include but not limited to those with limited English proficiency.

10 points _____

SECTION TOTAL: _____

OVERALL TOTAL POINTS: _____

Written Evaluation: Overall committee assessment of the proposal providing explanation of assigned scores and assessment of the proposal's potential to provide services advancing the City of Richmond's strategic goals.

Attachment B-1

Housing, Health and Human Services Priorities

The City of Richmond has set a policy target of working to reduce overall poverty in the City 40% by 2030. This means establishing an integrated network of services to help residents move from economic crisis to thriving by addressing multiple needs and barriers simultaneously. This network must have the capacity to help households move from economic crisis to holistic thriving across multiple domains, as depicted in the Self-Sufficiency Matrix below:

	In Crisis	At Risk	Safe	Stable	Thriving
Employment	No Income or assets	Seeking job or temp/ seasonal job or other legal income	Employed in semi-stable job	Permanent & stable job paying living wage	Permanent, stable employment sufficient to build assets
Education	No skills or credentials	Seeking GED or vocational training	Has high school diploma, GED, or vocational training	Career & educational plan in place; active & on-going learning	Implementing education and career plan
Housing	Homeless or unstable housing	Temporary or transitional housing	Housing is stable and is affordable (maybe with subsidy)	Housing is stable & and is affordable without subsidy	Housing is permanent & affordable without subsidy
Transportation/ Child Care	No or unreliable transportation or child care	Transportation and child care available, but not affordable or reliable	Transportation and child care are generally reliable and affordable	Transportation and child care are reliable and affordable	Transportation and child care are reliable and affordable

Housing, health, and mental health are foundational needs. Through the non-departmental process, the City seeks to support meeting the needs of the unsheltered and other very low-income City residents; to provide targeted services to specific marginalized populations likely to benefit from targeted outreach or services; and to continue the development of a seamless network of services connecting nonprofit providers and City agencies to meet the holistic needs of residents.

The City of Richmond relies on partnerships with nonprofit agencies to help address homelessness and to provide focused support services to specific groups requiring intensive services beyond the scope of the City's own Human Services agencies or its primary health partners (Richmond City Health District, RBHA). The City also supports initiatives focused on addressing the social determinants of health. Nonprofits seeking funding in this category should address one or more of the priority areas:

- a. Homelessness prevention and services for those experiencing homelessness
- b. Older adult and disability services
- c. Health services for specifically marginalized populations likely to benefit from targeted outreach or care
- d. Promotion of community health and quality-of-life, particularly through services directed towards low-income residents or neighborhoods
- e. Workforce Development

Note: Organizations seeking funds to support the development of new housing units should not apply through this funding stream. Such organizations are encouraged to apply for Affordable Housing Trust Fund funding or support through the federal grants program.

All providers are also expected to:

- Collaborate as appropriate with City of Richmond agencies (including but not limited to the Department of Neighborhood and Community Services, Department of Social Services, Department of Justice Services, and Office of Community Wealth Building), partner agencies such as Richmond Henrico Health District and Richmond Behavioral Health Authority, and other quasi-governmental or nonprofit partners working in similar or related spaces. Specifically, program providers must commit to providing information about available resources through these agencies to program participants, and must commit to sharing data with the City of Richmond on persons served by the program (subject to legal limitations).
- Take proactive steps to assure inclusivity and fair access to services offered regardless of socioeconomic status, race or ethnicity, primary language, or disability status.
- As needed, participate in meetings convened by the Deputy Chief Administrative Officer for Human Services or other Administration staff for all program providers, for the purpose of promoting alignment of all City partners with the City's poverty reduction goals.

Attachment B-2

Children, Youth, and Families Priorities

Children, Youth, and Families priorities for FY 2026 are provided below:

The City of Richmond, in partnership with Richmond Public Schools, seeks to ensure that every child growing up in Richmond has an equitable opportunity to achieve success in school and in life. To that end, the City supports programs, services and activities for children, youth and families in alignment with the following priorities.

a. Early Childhood Development (excluding childcare and preschool, funding for which is available through the City’s Early Childhood Care and Education Trust Fund administered by Thrive Birth to Five)

The City of Richmond, in partnership with Richmond Public Schools, seeks to promote early child development by expanding access to programs, services and activities that create quality experiences for children under age 8. The City welcomes proposals for programming in support of:

- Perinatal support for pregnant and early parenting people
- Caregiver education
- Early literacy
- Physical, mental, behavioral and developmental support
- Informal learning
- Material resources that address the basic needs of infants, toddlers, and preschoolers (e.g., diapers, strollers, safe sleep spaces)

Specific expectations for all providers:

1. Providers seeking funding in this area must commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, Richmond Public Schools and/or partner agencies (e.g., workforce development, continuing education).
2. Partners must also commit to sharing data with RPS and the City of Richmond to develop a shared capacity to track participation of all children/families and assess family progress.

b. Out-of-School Time

The City of Richmond, in partnership with Richmond Public Schools, seeks to provide out-of-school time programming that serves children in grades kindergarten through 12. Programs may operate before or afterschool, on weekends, and during school closures (including holidays and breaks).

Specific expectations for all providers:

1. All providers must provide documentation of an active, formal partnership agreement with Richmond Public Schools.
2. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, Richmond Public Schools and partner agencies (e.g., workforce development, continuing education)
3. Providers will provide supportive services, as needed, to ensure inclusive programming.
4. Providers will participate in quality improvement opportunities offered by the City of Richmond or its partners.
5. Providers will demonstrate cultural competency in working with children and youth.
6. Providers will adopt a trauma-informed approach to working with children and youth.
7. Partners will commit to sharing data with Richmond Public Schools and the City of Richmond to develop a shared capacity to track participation and assess progress.
8. Partners will include their program details in the Richmond Youth Program Finder managed by NextUp RVA

Preference will be given to proposals that serve multiple schools and/or communities. The Positive Youth Development and the Core Model Funds, administered by NextUp RVA in partnership with the City, provide funding for single school or single community initiatives.

c. In-school support services

The City of Richmond in partnership with Richmond Public Schools seeks to provide in-school support services that promote positive youth development.

Specific expectations for all providers:

1. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, Richmond Public Schools and partner agencies (e.g., workforce development, continuing education).
2. Providers will provide supportive services, as needed, to ensure inclusive programming.
3. Providers will participate in quality improvement opportunities offered by the City of Richmond or its partners.
4. Providers will demonstrate cultural competency in working with children and youth.
5. Providers will adopt a trauma-informed approach to working with children and youth.
6. Partners will commit to sharing data with Richmond Public Schools and the City of Richmond to develop a shared capacity to track participation and assess progress.

Preference will be given to proposals that serve multiple schools and/or communities.

d. Postsecondary Success

The City of Richmond in partnership with Richmond Public Schools seeks to promote postsecondary success among youth aged 14 to 24 in the City of Richmond. Eligible proposals may include mentorship, apprenticeship, work-based learning, intern/externship, durable skill development, career exposure/navigation, college readiness, and/or financial aid navigation services. Other proposals shall be considered on an individual basis.

Specific expectations for all providers:

1. Providers serving high school youth must provide documentation of an active, formal partnership agreement with Richmond Public Schools.
2. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, Richmond Public Schools and partner agencies (e.g., workforce development, continuing education)
3. Providers will provide supportive services, as needed, to ensure inclusive programming.
4. Providers will participate in quality improvement opportunities offered by the City of Richmond or its partners.
5. Providers will demonstrate cultural competency in working with children and youth.
6. Providers will adopt a trauma-informed approach to working with children and youth.
7. Partners will commit to sharing data with Richmond Public Schools and the City of Richmond to develop a shared capacity to track participation and assess progress.

Preference will be given to proposals that serve multiple schools and/or communities. The Positive Youth Development and the Core Model Funds, administered by NextUp RVA in partnership with the City, provide funding for single school or single community initiatives.

Attachment B-3

Arts and Culture Priorities

Arts and Culture priorities for FY 2026 are provided below:

Access - The City of Richmond seeks to expand access to arts, cultural events, and programming to allow all Richmond residents to experience arts and cultural institutions and events in their neighborhoods and throughout the city. By removing specific financial barriers to arts and cultural programming, the City seeks to build access to creative opportunities for everyone.

Equity- The City of Richmond seeks to support traditionally underserved communities in providing arts and cultural amenities, and to support organizations that reflect the diversity of Richmond. Support for a variety of organizations ensures the sustainability of Richmond arts organizations that are deeply rooted in historically marginalized communities. Artistic and cultural entities should advance social justice and equity, empowering artists to be leaders for social change.

Arts for Neighborhood Vitality- Art furthers neighborhood vitality. The City seeks to make arts and culture programming and amenities available to residents of every neighborhood. The City supports place-making and public realm improving opportunities that create a legacy of advancement, engagement, and community well-being. This program supports small, neighborhood-centered, publicly accessible art walks and festivals where art and culture are the main components. Projects should be an event or public realm improvement, involve community stakeholders, and highlight the integration of the arts and the economic vitality of the specific neighborhood.

Attachment C

Organizational Threshold Criteria

All applicants for City General Fund support must meet all of the following criteria:

1. Must be a nonprofit with the appropriate nonprofit certification already approved by the Federal government.
2. The applicant is in compliance with all federal, state, and local regulations, and has no outstanding violations, taxes, or penalties. This includes current registration with the State Corporation Commission (SCC) and compliance with the Virginia Solicitation of Contributions Law (VSOC).
3. The applicant has a well-developed organizational structure. If the applicant is a nonprofit, it must have a currently active Board.
4. The applicant agrees to coordinate its projects with the appropriate NiB Partnership, civic groups, business organizations, and City departments.
5. The applicant must disclose any lawsuits to which it has been a party in the past three years, as well any lawsuits pending at the time of application.

Attachment D

Budget

Applicants are encouraged to use the provided Non-Departmental Budget Template and corresponding cost categories below. Whether using the provided template or your own format, please provide all the information shown in the template including a brief explanation and breakdown of the costs within each category.

- **Personnel Costs** – List the total costs of each staff person who will work on the project (salary and fringe). Please provide the percentage of time that they will be working on the overall project in the notes.
- **Office Supplies** - General office supplies such as paper, pens, pads, files etc.
- **Operating Supplies** – Training supplies, subscription services, photo supplies, etc.
- **Tools and Minor Equipment** - Any tool or piece of equipment that costs less than \$500.
- **Major Equipment Purchase**- Any tool or piece of equipment that costs more than \$500.
- **Rent and Utilities** - Rent and utilities for the office of the agency or for a space where the project is held.
- **Other Costs**
 - Telecommunication - Costs for telephone, internet, facsimile, and other communications services.
 - Postage- The cost of all mailings pertaining to a project.
 - Transportation and Travel - The costs of maintaining an agency vehicle for the project or reimbursing staff for mileage.
 - Training – The cost of all trainings, memberships, and conferences for all staff
 - Insurance - The costs of general insurance coverage for the agency related to the project.
 - Car and Equipment Rentals - The costs of renting an automobile or equipment for completion of the project.
 - Equipment Maintenance and Repair - The cost of maintenance and repair of equipment.
 - Contractual Services - All services carried out by independent contractors such as service contracts for audits. This category does not apply to services that directly relate to Land, Buildings and Equipment.

Attachment E

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. FY 2025 Total Proposed Funding Request (inclusive of request from City): _____

List the activities to be funded by your request of the City for FY2026. 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 2026	FY 2026 Estimated Resource Commitment	FY 2026 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.)