CHANCELLOR'S COMMUNITY PARTNERSHIP FUND
UNIVERSITY OF CALIFORNIA, BERKELEY

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Frequently Asked Questions (FAQs)
2024-20245 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 six thematic areas outlined in the grant information document and grant application?**
   Yes. All projects are strongly encouraged to tailor their proposal to align with one of the grant thematic arenas (Arts, Culture and Placemaking; Community Health and Community Safety; Economic Development and Economic Empowerment; Education and Youth Development; Environmental Stewardship and Climate Resilience; Leadership Development and Civic Engagement).

6. **Our project or program has components that could fit more than one of the Fund's six thematic arenas (Arts, Culture and Placemaking; Community Health and Community Safety; Economic Development and Economic Empowerment; Education and Youth Development; Environmental Stewardship and Climate Resilience; Leadership Development and Civic Engagement). 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 Berkeley Youth Equity Partnership?**
Yes. You will need to familiarize yourself with the [Berkeley Youth Equity Partnership](#) and describe in your application how your program and project align with and forward this work. Proposals aligned with this theme will seek to improve the educational outcomes of Berkeley residents that have not fared well in K-12, workforce training programs and higher education. 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. Proposals that align with the focal populations and objectives of Berkeley Youth Equity Partnership (YEP, formerly known as Berkeley's 2020 Vision) will be given priority. YEP is a citywide initiative that strives for African American/Black and Latinx young people who live and/or go to school in Berkeley to thrive academically, physically, and emotionally. Proposals that focus on youth development should prioritize the needs of youth of color, immigrant and/or foster youth. Program interventions could involve mentoring activities, coaching, early childhood and after-school programs, career technical education pathway programs.

Education focused CCPF applicants must demonstrate how their project/program is aligned with YEP and furthers at least one the following objectives: Kindergarten Ready, Successful in School, College and Career Ready, Healthy, Connected and Resilient, Supported at School and at Home.

8. **If we focus our work on a different theme, are we required to align the grant activities to further one of the outcomes of the community-informed equity policies or initiatives that are highlighted in the themes section of the guidelines?**

While your grant application would not be excluded if you choose not to reference and describe how it is aligned with one of these strategic, equity-focused initiatives, Advisory Board Members could give priority to proposed projects that further community-informed priorities, particularly those that are equity-oriented.

9. **What is a planning grant?**
Typical grant proposals will result in a product, program, event, etc. and will create a change in the problem it is addressing. *[Planning](#) grants* will aim to result in a plan of action and or project strategy that when implemented, will reduce the problem in the long-term; identify and secure community and campus partner(s). The resulting action plan — or set of activities the partners plan to take to address the problem — will include a brief definition of the problem: why it matters to the specified Berkeley community or neighborhood, and its causes, as well as a

timeline for who will be carrying out the plan and when. The action plan should be feasible.

10. **What should a proposal/application for a planning grant include?**
   A proposal or application for a planning grant should include sufficient knowledge of the problem being addressed, and what the potential plan could include, and who potential community and campus partners could be.

Partnerships:

11. **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 applied research unit, an organized student group, or individual faculty, staff, or students. If the primary university partner is a student group or students, you must have a staff or faculty member adviser. Partnerships can take many forms, but it is important that each partner plays a meaningful role in some or all aspects of the program, e.g., creation, development, implementation, and reporting.

12. **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 planning process.

   Prospective applicants that have not secured a university or community partner can submit an application for one of a handful of **small planning grants** the Advisory Board will make each year. If awarded, the applicant organization can use the fund to further their planning, including securing an appropriate university or community partner. See #20 for more details.

   If you are interested in finding ways to identify or network with prospective university partners, please e-mail calpartnershipfund@berkeley.edu or call 510-387-8639.

13. **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.

14. **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.

15. **Does each partner have to contribute money to the project? Do we need to show this on the budget worksheet (for the full application)?**

    No. 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 can be indicated on the budget worksheet (for full application) and narrative.

Projects and Programs:

16. **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.

17. **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, requires approval by or permits from the City of Berkeley, or takes place on city property, such approvals must be secured in advance of the grant application due date. If not, grant funding might be contingent on securing the required approvals, and applicants must submit a Partnership Letter from the relevant City Department indicating support and that required permits are likely to be granted.

18. **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. In your application, you should explain what approvals are required and the process and timeline for obtaining them. Applications that require permits or approvals should also include a letter or support or approval from the Berkeley City Manager's Office and/or the relevant city department documenting that contact has been made with the relevant city offices and agencies and the city supports the application. All interested applicants should notify the relevant City of Berkeley agencies of their proposed projects as early in the grant application process as possible. If a grant is awarded, funding would be contingent on securing the required approvals and permits.

19. **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. Additionally, the Fund is not designed to provide funding year after year, but rather, catalytic funding that can be used to leverage other funding opportunities.

Funding Rules and Budgets:

20. **What is the total amount that can be allocated for projects in 2024-2024?**
    The total available to allocate to grant proposals in 2024-2025 is approximately $315,000. Recently, the range of grants has been between $5,000 and $25,000. However, under special and rare circumstances we will consider grants for larger amounts and the Fund is not required to fully allocate all available funds during each grant cycle. Please note that most awards average between $10,000 and $15,000.

    Planning grants will receive between $2000 and $4000.

21. **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 22-27 apply to the Budget Worksheet.

22. **What should be included in the 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.

23. **How is the organizational budget different from the project budget?**
    The organizational budget should give a snapshot of the annual budget of the primary community partner. The project budget (reflected on the budget worksheet and in the budget narrative) 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.

24. **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 approximately 15% of the total amount of the project may be allocated to be used for indirect/operational costs.

25. **If our fiscal agent is charging a service fee (either flat fee or percentage), should that cost be included in our budget?**
Yes. And should be included in the total of indirect costs.

26. **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 on the date of the contribution, 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.

27. **How detailed should the budget for a built environment 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. Demonstrating the clear support and partnership of necessary city departments is more important at the time of application submission, than a detailed estimate from a contract.

28. **What are the funding restrictions?**
Funds may not be used for:
o Political campaigns, including lobbying to influence legislation and/or ballot measures, or elect candidates to public office.
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.)

29. **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.

30. **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. But 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   In the past, the Advisory Board's preference has been that grant funds be used primarily to enhance the financial capacity of community partners rather than university partners.
    o   Payment toward salaries for community partners' 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.

31. **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:

32. **Who will be reviewing the applications?**
    The Chancellor's Community Partnership Fund Advisory Board will review and score the planning grant and full applications. Staff support will be provided by UC Berkeley's Office of Government & Community Relations. Funding recommendations will then be submitted to the Chancellor for approval.

33. **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.