

Ann Land and Bertha Henschel Memorial Fund
2022 GRANT GUIDELINES

The City of Sacramento’s Ann Land and Bertha Henschel Memorial Fund Commission invites you to apply for grant monies from the Ann Land and Bertha Henschel Memorial Fund.

<p>Online Application Available: Friday, August 20, 2021</p> <p>Application Deadline: Thursday, September 30, 2021 at 4pm</p>	<p>Contact: Janelle Oishi, Program Specialist Youth, Parks, & Community Enrichment (916) 808-1016 joishi@cityofsacramento.org</p>
<p>All applications shall be submitted via the online application process. Applicants must submit their application by the date of the Application Deadline to be considered for a grant award.</p> <p>Once applications are received, ALBHM staff will review for completeness and ensure all required documents are attached. Staff will provide notice to applicants to submit any missing documentation by Friday, October 15, 2021. Beyond submission of documents for completeness, no amendments to application content will be accepted.</p>	

Purpose: The purpose of the Ann Land and Bertha Henschel Memorial Fund is to assist the destitute men, women, and children of the City of Sacramento.

History: The Ann Land Memorial Fund was established in 1914 with a bequest of \$200,000 to the City by former Mayor William Land as a memorial to his mother, Ann Land. In 1952, Bertha Henschel bequeathed \$275,000 to the City to establish a fund in her name. Additional contributions to these funds have been made by Emma Hoffilter, Annie Zacariah, and Warren Reed. Each year, interest earnings on these bequests and contributions may be distributed to non-profit organizations. The Sacramento City Council appoints community members to the Ann Land and Bertha Henschel Memorial Fund Commission to review grant applications and award grants to qualified non-profit organizations.

Funds Available	<p>For 2022, the Ann Land and Bertha Henschel Memorial Fund Commission has approximately \$150,000 in funds to distribute to organizations that provide “direct aid and assistance to the destitute men, women, and children of the City of Sacramento.” Funds are limited, and demand is high. On average, the Commission awards between 12 to 20 grants annually.</p> <p>Last year’s average award was \$7,000. The Commission anticipates an increase in applications this year, so the average award may be lower.</p>
Eligibility	<p>Only non-profit 501(c)(3) organizations that have an office or facility within the City of Sacramento and serve destitute residents of the City are eligible to apply.</p>

<p>Required Online Application Attachments</p>	<ul style="list-style-type: none"> ➤ Verification of your organization’s not-for-profit status (letter from IRS confirming § 501(c)(3) status). ➤ Verification that your organization (1) is registered with the Registry of Charitable Trusts maintained by the California Attorney General or (2) is not required to register. ➤ A copy of your organization’s current business license or a letter from the City of Sacramento Finance Department verifying your organization’s exemption from the City’s business-operations tax. The Sacramento City Code requires that anyone conducting business within the City of Sacramento have a current business license on file with the City. The City issues nonprofit organizations a waiver letter in lieu of a business license. A waiver letter can be obtained at the Revenue Counter in New City Hall, First Floor, Room 1214. Indicate your organization’s non-profit status on the application form. There is no charge for nonprofit organizations. ➤ A copy of your organization’s most recent audit and any corrective actions or recommendations suggested by the auditor. If you do not have an annual audit, please explain why and provide a copy of your organization’s most-recent annual financial statements, signed by your organization’s treasurer AND by the preparer, whether a CPA or bookkeeper. ➤ A budget showing the proposed expenses using ALBH funds. A grantee may not use funds to defray its administrative expenses, overhead, or unanticipated expenses (e.g. salary or personnel costs). The budget should clearly explain the dollar amount requested for each categorized expense. Program activities outlined in the grant application narratives should be clearly linked to the budget request.
<p>Disqualification</p>	<p><i>Read all instructions thoroughly and complete the application carefully. An application will be disqualified if it is incomplete or if it does not include all required materials.</i></p> <p><i>Applicant agencies are required to have one representative attend the Commission annual funding meeting. This year’s meeting will be held virtually at <u>9:00am on Wednesday, November 17, 2021</u>. If a grant application has been submitted, your application point of contact will receive an email invitation to join the virtual meeting. Failure to attend the meeting will result in disqualification even if an organization has been previously funded.</i></p>
<p>Date Funds Available</p>	<p>Grant funds are expected to be available to successful applicants on or after January 1, 2022. The Ann Land and Bertha Henschel Memorial Fund Commission will make its allocations at its annual funding meeting on November 17, 2021. Written notification of the Commission’s decision will be emailed to all applicants on or about December 10, 2021. Successful applicants must enter into a funding agreement with the Commission as a condition for receiving funds.</p>

Public Documents	All applications submitted to the City become public documents and are available to the public for review once included in the agenda packet for the Commission's meeting on November 17 . If you believe that all or part of your application should be kept confidential, please notify the Commission's staff.
Authorized Uses	Grant funds may be used only to carry out activities that benefit, aid, and assist the destitute men, women, and children of the City. A grantee may not use the funds to defray its administrative expenses, overhead, or unanticipated expenses (e.g. salary or personnel costs). Exceptions may be made at the discretion of the Commission. A grantee may only expend these funds during the term of the funding agreement.
Other Important Notes	<p>Grants are awarded for only one year. Approval of a grant this year in no way implies that funding will be awarded in subsequent years.</p> <p>Grant funds must be used for the purposes specified in the grant application. Grant funds are to support the basic human needs of the destitute men, women and children of the City.</p> <p><i>Grantees are required to submit semi-annual reports to the Commission, and the failure to do so will disqualify a grantee from participating in the next funding cycle for which the grantee would otherwise be eligible.</i></p>
For More Information	<p>For more information, please contact Janelle Oishi, Support Staff to the Ann Land and Bertha Henschel Memorial Fund Commission:</p> <p>Email: joishi@cityofsacramento.org</p> <p>Telephone: (916) 808-1016</p>

Information Only

2022 Ann Land & Bertha Henschel Memorial Fund Online Grant Application

Contact Information

1. Organization Name: _____
2. Address: _____
Mailing Address: _____
3. Contact Person
Title: _____
Phone Number: _____
Email Address: _____
4. Executive Officer
Name: _____
Phone Number: _____
Email Address: _____
5. Reporting Contact
Name: _____
Title: _____
Phone Number: _____
Email Address: _____

Program Proposal

1. Select the Sacramento City Council District(s) where services will be rendered.
Please reference this link for Council District areas:
https://www.cityofsacramento.org/-/media/Corporate/Files/GIS/Maps/Council_All_E.pdf?la=en
 - Council District 1
 - Council District 2
 - Council District 3
 - Council District 4
 - Council District 5
 - Council District 6
 - Council District 7
 - Council District 8
2. Select your program service recipients.
 - Adult Men
 - Adult Women
 - Families
 - Children/Youth
3. What category of services will you provide using this funding?
 - Food/Nutrition
 - Shelter/Housing
 - Transportation
 - Social Services to Support Basic Human Needs
 - Other: _____
4. How does your program's objectives align with the goals of the Commission (to assist the destitute men, women and children of the City of Sacramento)?
5. How does your program objectives align with the ALBH Annual Funding Priorities?

6. Describe your program intake and assessment process. How will you determine eligibility for the proposed services?
7. Describe any collaboration with other agencies for delivery of the proposed program services.
8. Briefly describe the proposed program services.
10. How many clients will be served with ALBHMF funds? What is the percentage out of your total clients served? (clients served with ALBHMF funds ÷ total clients served by the proposed program)
11. Describe your program evaluation methods. What are the program's goals and expected outcomes?
12. Describe your indicators and criteria for judging success. How will success be measured?

Sustainability

1. Is the proposed program supported by any other funding source? If so, please describe the type of support from each source.
2. Why is this funding important to your program?
3. What is the organization's plan for program sustainability beyond the grant project period?

Organizational Capacity

1. Please provide your mission statement.
2. What is your organization's date of incorporation?
3. What other services and programs does your organization provide?
4. Please describe your organization's experience and capacity to implement the proposed program.
5. Please describe your program staff's experience and capacity to deliver effective services.