

## Ann Land and Bertha Henschel Memorial Funds 2017 GRANT GUIDELINES SUMMARY

The City of Sacramento Ann Land and Bertha Henschel Memorial Funds Commission invites you to apply for grants from the Ann Land and Bertha Henschel Memorial Funds.

**To be considered, applications must be *received* at the following address no later than 4:00 p.m. on Wednesday, October 26, 2016:**

Parks & Recreation  
Attention: Barbara Smith  
New City Hall  
915 I Street, Third Floor  
Sacramento, CA 95814

**Contact:**

Barbara Smith  
Parks & Recreation  
(916) 808-5762  
bjsmith@cityofsacramento.org

<b>Funds available</b>	The Ann Land and Bertha Henschel Memorial Funds Commission has approximately <b>\$135,000</b> in funds to distribute to organizations that provide “direct aid and assistance of the destitute men, women, and children of the City of Sacramento.” Funds are limited, and demand is high. On average, the Commission has awarded grants to between 12 and 20 organizations annually. Last year’s average award was <b>\$6,429</b> . The Commission anticipates an increase in applications this year, so the average award may be lower.
<b>Eligibility</b>	Only non-profit 501(c)(3) organizations that have an office or facility within the City of Sacramento and serve residents of the City of Sacramento are eligible to apply.
<b>Disqualification</b>	<b>Read all instructions thoroughly and complete the application carefully. An application will be disqualified if it is late or incomplete or if it does not include all required materials.</b>  <b><i>Failure to attend the Commission’s annual funding meeting at 9:00 a.m. on Wednesday, November 16, 2016, in the Council Chambers, New City Hall, 915 I Street, First Floor, Sacramento, will result in disqualification even if you have previously been funded.</i></b>
<b>Date funds available</b>	Grant funds are expected to be available to successful applicants on or after January 1, 2017. The Ann Land and Bertha Henschel Memorial Funds Commission will make its allocations at its annual funding meeting on November 16, 2016. Written notification of the Commission’s decision will be mailed to all applicants on or about December 9, 2016.

<b>Public documents</b>	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 16. If you believe that all or part of your application should be kept confidential, please contact the Commission’s staff.
<b>Authorized uses</b>	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. Exceptions may be made at the discretion of the Commission. A grantee may only expend these funds during the term of the grant agreement.
<b>Other important notes</b>	<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 intended to address homelessness within the City and to provide shelter, support, food, clothing, and assistance to the destitute men, women, and children of the City.</p> <p><b><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></b></p>
<b>For more information</b>	<p>For more information please contact Barbara Smith, Support Staff to the Ann Land and Bertha Henschel Memorial Funds Commission:</p> <p>Email: <a href="mailto:bjsmith@cityofsacramento.org">bjsmith@cityofsacramento.org</a></p> <p>Telephone: (916) 808-5762.</p>

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**ANN LAND AND BERTHA HENSCHEL MEMORIAL FUND  
GRANT APPLICATION GUIDELINES  
2017 GRANT CYCLE**

**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 Hotfilter, 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 Funds Commission to review grant applications and award grants to qualified non-profit organizations.

**Dates and deadlines:**

- **Deadline for Submitting Applications.** Completed applications must be received at the following address no later than 4:00 p.m. on Wednesday, October 26, 2016:

Parks and Recreation Office  
New City Hall  
Attn: Barbara Smith  
915 I Street, 3rd Floor  
Sacramento, California

**Applications that are late or incomplete will not be accepted or considered—no exceptions.** Note that applications must be *received* on or before the deadline. So if you mail your application, be sure to deposit it in the mail several days before the deadline. An application that is received after the deadline will not be accepted or considered even if it is postmarked before the deadline. Early submissions are highly encouraged.

- **Mandatory Funding Meeting.** The Commission will hold its annual funding meeting at 9:00 a.m. on **Wednesday, November 16, 2016**, in the Chambers of the Sacramento City Council, New City Hall, 915 I Street, First Floor, Sacramento. **Applicants are required to attend, and those who fail to attend will be disqualified.**

**Funding Limitations:** Grant funds must be used for the purposes specified in the grant application. Funds will be released after January 1, 2017, following delivery of the signed *Ann Land and Bertha Henschel Memorial Funds Agreement* to the Sacramento City Manager's Office. No later than December 31, 2017, each grantee either must spend all of the grant funds or return the unspent grant funds to the City for re-deposit back into the Ann Land and Bertha Henschel Memorial Funds **unless** the Commission authorizes the grantee, in writing,

to carry over unspent funds to the next funding year. A grantee seeking to carry over funds to the next funding year must apply to the Commission before noon on December 29, 2017.

**Reporting:** Each grantee must submit to the Commission a semi-annual report that explains in detail how grant funds have been spent and describes in detail the results produced by the expenditure of grant funds. **A grantee's failure to submit the semi-annual report will disqualify the grantee from participating in the next funding cycle for which the grantee would otherwise be eligible.**

**Confidentiality:** All grant applications submitted to the City become public documents and are available to the public for review once included in the agenda packet for the meeting of the Ann Land and Bertha Henschel Memorial Funds Commission on November 16th. If you would like all or part of your application kept confidential, then you must mark the top of the application "CONFIDENTIAL," and the City Attorney's Office will review your request. The City Attorney's determination regarding confidentiality will be final, and documents that do not qualify for confidential handling will be returned to the applicant. Examples of documents that may qualify as confidential are documents that refer to trade secrets or list the home addresses of the grantee's members. The Commission's staff will contact the applicant within 10 days after submittal of a request for confidentiality.

**Written Materials:** The Ann Land and Bertha Henschel Memorial Funds Commission makes its decision based upon the written materials submitted by your organizations. Please read the application carefully and provide as much detail as possible to assist the Commissioners in making their decisions. Use the checklist in Section E of the application to ensure that your application is complete. **If any item listed in Section E is not included, then the application will be incomplete and will be denied.**

**Business License Application:** 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.

**For more Information:** For more information, please contact Barbara Smith, Support Staff to the Ann Land and Bertha Henschel Commission, [bjsmith@cityofsacramento.org](mailto:bjsmith@cityofsacramento.org) or (916) 808-5762.

**PLEASE FILL OUT THE FOLLOWING APPLICATION AND SUBMIT IT ALONG WITH ALL REQUIRED DOCUMENTS.**

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**SECTION A: GENERAL INFORMATION**

1. Organization Name:
2. Address:  
Mailing Address (if different):
3. Contact Person:  
Title:  
Phone Number:  
E-Mail Address:
4. Executive Person:  
Phone Number:  
E-Mail Address:

**QUARTERLY REPORTING CONTACT**

5. Name:  
Title:  
Phone Number:  
E-Mail Address:

**SECTION B: PROPOSED USE OF FUNDS REQUESTED**

Total Amount Requested: \$

1. The amount requested will be applied to the following (please check one):  
 New Program     On-going Program     One-time Project
2. The funds requested will be used to serve the following (please check all that apply):  
 Families     Women     Men     Children
3. For quick reference, please check the following services you are requesting and indicate the dollar amount requested:  
 Food \$\_\_\_\_\_     Clothing \$\_\_\_\_\_     Shelter \$\_\_\_\_\_     Utilities \$\_\_\_\_\_

Transportation \$\_\_\_\_\_  Healthcare \$\_\_\_\_\_

4. Will other funds supplement Ann Land and Bertha Henschel Memorial Funds request for this program?  
 YES  NO Briefly explain:

5. Did you lose any funding in 2016 from any source?  
 YES  NO Briefly explain:

6. Do you anticipate, or have you been notified, that you will lose funding in 2017?  
 YES  NO Briefly explain:

7. Are you aware of, or do you anticipate receiving, any new sources of funding in 2017, for example, stimulus or other funds?  
 YES  NO Briefly explain:

8. List the total number of clients to be served by Ann Land and Bertha Henschel Memorial Funds requested:

9. List the hours that programs funded by Ann Land and Bertha Henschel Memorial Funds will be available to clients:

10. Describe the geographic service area, within the City, when you will spend the requested funds:

11. Please attach a brief description (no more than two pages) of the program or service for which you are requesting funds. Explain how the program or service addresses the mission and funding priorities of the Ann Land and Bertha Henschel Memorial Funds.



**SECTION E: APPLICATION CHECK LIST & CERTIFICATION**

*Please attach the following items to the application form.*

**FOR DUPLICATING PURPOSES, PLEASE SUBMIT ALL MATERIALS  
ON SINGLE-SIDED, 8.5" X 11" SIZE PAPER**

- The names of the members of your organization's board of directors and of your organization's officers.
- An organizational chart or description of your organization's management structure.
- Verification of your organization's not-for-profit status (Letter from IRS confirming 501(c)(3) status).
- 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.
- A copy of your organization's most recent audit and any corrective actions or recommendations suggested by the auditing entity. If you do not have an annual audit, please explain why. You must also 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 sheet showing how awarded funds will be spent.

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I, the undersigned, as a duly authorized representative of this organization, affirm that the information and statements within this proposal are, to the best of my knowledge, truthful and accurate, and that I am authorized to submit this application for this organization.

I certify that the Ann Land and Bertha Henschel Funds will be used only to provide services to residents of the City of Sacramento.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date