



**FY2023  
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 FY2022 Adopted General Fund Budget\*\*\***

If your organization received funding in the FY22 Adopted General Fund Budget, please only complete the

**Non-Departmental Application: Addendum for FY2022 Authorized Recipients.**

Application deadline is no later than 4:00 PM, Friday December 17th, 2021.  
Applicants should be submit their Application electronically to the City of Richmond, via email: [BudgetNDRequests@richmondgov.com](mailto:BudgetNDRequests@richmondgov.com).

Please submit this Application and all attachments in a **single compressed file**.  
If you are unable to electronically submit your application and attachments, there will be a drop box available on the 1<sup>st</sup> floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from December 13<sup>th</sup> to December 17<sup>th</sup>, 8:00 AM to 4:00 PM. Please approach the security office on the 1<sup>st</sup> 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)

- Federal Tax Exempt Certification
- Latest IRS 990 Report
- Previous Fiscal Year Audit/Financial Statements
- Current Year Operating Budget (**mandatory for CGF Applicants**)
- By-Laws

- Articles of Incorporation
- Organizational Chart
- Business Strategic Plan (**mandatory for CGF Applicants**)
- List of Board of Directors, Members, and Executive Officers
- Partnership Agreements with other agencies
- Site Control, Building or Zoning Documentation
- Corporation Commission Certification
- Policy/Procedures Manual
- Other (Specify)\_\_\_\_\_

**FY2023  
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 also 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:**

- Arts & Culture     Housing, Human Services, or Health  
 Children, Youth, and Education     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: \_\_\_\_\_

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

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 the clients and neighborhoods to be served, how additional services will be provided as a result of this funding and the impact of not receiving funding on service delivery (or if existing services will be discontinued without 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. 15-20 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.)? In other words, how will your program benefit Richmond? 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 an explanation of how City funding will make a measurable impact on the community and advance the City’s strategic goals. In your explanation, please address the following:

- If your organization were to receive partial funding, how would it impact delivery of services or programmatic effectiveness?
- What other funding sources have you pursued?

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*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 June 2022 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.** Please highlight the organization's significant achievements, including the capacity to execute and complete projects and programs or deliver services equivalent or similar to those proposed in this application.

\_\_\_\_\_

**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. Attach** a list of current board members including address, occupation and role on board.

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

\_\_\_\_\_

**G.** 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.

\_\_\_\_\_

**H. (*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. 10 within this Application) for recommended template to use to assist in answering this section.**

\_\_\_\_\_

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

	Previous 2021	Current 2022	Request for 2023
<b>CITY GENERAL FUND:</b>	\$	\$	\$
<b>CITY CAPITAL BUDGET:</b>	\$	\$	\$
<b>CDBG:</b>	\$	\$	\$
<b>HOME:</b>	\$	\$	\$
<b>ESG:</b>	\$	\$	\$
<b>HOPWA:</b>	\$	\$	\$
<b>AFFORDABLE HOUSING TRUST FUND:</b>	\$	\$	\$

**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 2022 Objectives	Fiscal Year 2022 Accomplishments to Date	# of Clients	Other	Other

**Proposed Objectives and Outcomes:**

Fiscal Year 2023 Proposed Objectives	Fiscal Year 2023 Proposed Outcomes	# of Proposed Clients	Other	Other

**9. Project Match**

List all sources of funds you will receive for Fiscal Year 2023 for this project.  
 (Denote all funds you anticipate receiving with an asterisk [\*]).

Source of Funds	Status	Program Year Dates	Dollar Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
<b>2023 Matching Total:</b>			\$

**10. Partnership Agreements** (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

\_\_\_\_\_  
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**). **Application deadline is no later than 4:00 PM, December 17th, 2021. Applicants must submit their Application electronically to the City of Richmond, via email: [BudgetNDRequests@richmondgov.com](mailto:BudgetNDRequests@richmondgov.com). Please submit the Application and all attachments in a single compressed file. If you are unable to email your application and attachments, a drop box will be available on the 1<sup>st</sup> floor of City Hall at 900 E. Broad Street, Richmond, VA 23219 from December 13<sup>th</sup> to December 17<sup>th</sup>, 8:00 AM to 4:00 PM.**

## 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 2022 Total Budget:** \_\_\_\_\_
- C. **FY 2022 Budget Support from City of Richmond:** \_\_\_\_\_
- D. **FY 2022 Revenue Sources other than City of Richmond:** \_\_\_\_\_
- E. **FY 2023 Budget Support Funding Request from City of Richmond:** \_\_\_\_\_
- F. **FY2023 Total Proposed Funding Request (inclusive of request from City):** \_\_\_\_\_

List the activities to be funded by your request of the City for FY2023. 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 2023	FY 2023 Estimated Resource Commitment	FY 2023 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.)