



City of Richmond FY2025 City General Fund Request for Funding Application Guidelines

I. Purpose: Supporting Children, Youth and Education; Housing, Human Services, or Health; Arts & Culture; and Intergovernmental 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 Education; Housing, Human Services or Health; 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 Education; Housing, Human Services or Health; 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 2025. 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. City Strategic Priorities

The City of Richmond has developed several key priority areas as the focus for the review, recommendation, and distribution of City General Funds. All organizations that wish to apply for City General Funds must align their core services and programs to at least one of these priority areas. Nonprofit applicants should consult the appropriate section of Attachment B for further details.

A. Housing, Human Services, or Health (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 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 Education (See Attachment B-2 for further details)

All providers seeking education funding must commit to connecting parents and families with other family-strengthening resources provided by the City of Richmond, Richmond Public Schools and partner agencies (i.e. workforce development, continuing education). Partners must also commit to sharing data with RPS 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 partners with Richmond Public Schools must submit a letter of support from Superintendent Kamras or his designee.

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.

Examples of such organizations include: 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, Capital Region Workforce Partnership, etc.

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.

E. Organizational Threshold Criteria (see Attachment C)

The Organizational Threshold Criteria are the minimum standards an applicant must meet.

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, 2023. If you have problems accessing the application, please contact Le’Charn Benton 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, Human Services, Health hsnondep@rva.gov

CGF Children, Youth and Education 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 -

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 Friday, December 1, 2023**. 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 27th to December 1st, 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 will not be considered.**

D. Informational Sessions– An informational session will be held Wednesday, October 11th at 4:00 PM. An additional technical assistance session will be held Wednesday, October 25th at 4:00 PM. Both sessions will be held in person at Main Library, 101 E. Franklin St.

E. Request for Funding 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 (FY2025) and be organized by activity categories (consult Staff to ensure proper classification). 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.

F. Evaluation and Criteria

RFF proposals for **City General Funds** for Housing, Human Services, or Health; Children, Youth, and Education; and Arts and Culture projects will be evaluated using Attachments A-1, A-2, and A-3.

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.

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 FY2025, Human Services and/or other Administration staff may conduct workshops for all approved recipients of CGFs to review reporting and memoranda of understanding requirements regarding the receipt of CGFs. All approved recipients will be notified of the meeting and accommodations for language accessibility will be made upon request.

Attachment A-1

(For City Administration Use Only)

CGF Housing, Human Services and Health Application Evaluation Form

Name of Proposal: _____

Name of Organization: _____

Organization Contact Name / Title: _____

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

Housing, Human Services and Health Priority Area:-

NOTE: A possible 100 points are available. A minimum of 75 points are necessary to be considered for funding.

I. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency. 10 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. 25 points _____

- d. Metrics for success are clearly defined. 5 points _____

SECTION TOTAL: _____

II. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 50 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.

10 points _____

- b. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.

10 points _____

- c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher.

10 points _____

- d. 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 _____

- e. 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 A-2

(For City Administration Use Only)

CGF Children, Youth, and Education Application Evaluation Form

Name of Proposal: _____

Name of Organization: _____

Organization Contact Name / Title: _____

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

Children, Youth, and Education Priority Area: _____

NOTE: A possible 100 points are available. A minimum of 75 points are necessary to be considered for funding.

I. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency.
10 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.
25 points _____
- d. Metrics for success are clearly defined.
5 points _____

SECTION TOTAL: _____

II. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (Total 50 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.
10 points _____
- b. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.
10 points _____
- c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher.

10 points _____

- d. 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 _____

- e. 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 A-3
(For City Administration Use Only)
CGF Arts and Culture Application Evaluation Form

Name of Proposal: _____

Name of Organization: _____

Organization Contact Name / Title: _____

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

Arts and Culture Priority Focus: _____

NOTE: A possible 100 points are available. A minimum of 75 points are necessary to be considered for funding.

I. STRENGTH AND POTENTIAL IMPACT OF PROGRAM (Total 50 Points):

- a. Program goals are clearly stated, including identification of specific need program will address. Proposal does not duplicate an existing service or program provided by a City agency. 10 points _____
- b. Stated program goals are aligned with City-wide 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. 25 points _____
- d. Metrics for success are clearly defined. 5 points _____

SECTION TOTAL: _____

II. CAPACITY OF ORGANIZATION/FEASIBILITY OF PROPOSAL (50 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. 10 points _____

b. The project budget is aligned with goals, objectives, and activities; and it is financially feasible for the funds requested.

10 points _____

c. The project budget leverages funds from other private or public sector sources at a 1:1 ratio or higher.

10 points _____

d. 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 _____

e. 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, Human Services or Health Priorities

Housing, Health or Human Services priorities for FY 2025 are provided below:

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 homeless and other very low-income City residents; to provide targeted services to specific marginalized populations requiring 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 FY2024 should address one or more of the priority areas:

- a. Homeless prevention and services for those experiencing homelessness
- b. Older adult and disability services
- c. Health services for specifically marginalized populations requiring 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 (especially Social Services, Justice Services, and the Office of Community Wealth Building), partner agencies such as Richmond City Health District and Richmond Behavioral Health Authority, and other 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 Education Priorities

Children, Youth, and Education priorities for FY 2024 are provided below:

The City of Richmond, in partnership with Richmond Public Schools, seeks to enhance the efforts and success of K-12 education in Richmond by supporting high-quality services not provided directly by RPS, in the priority areas stipulated below.

a. Early Childhood Education (including childcare and preschool)

The City of Richmond, in partnership with Richmond Public Schools, seeks to promote Kindergarten readiness and access to quality childcare for working Richmond families. The City welcomes proposals for programming in support of:

- Parenting education
- Early literacy activities for children under age 5
- Health and developmental support for children under age 5
- Supporting increased access to quality child care services for low-income families in the City of Richmond

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 partner agencies (i.e. 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 activities (after school and summertime)

The City of Richmond, in partnership with Richmond Public Schools, seeks proposals for school-based after-school programs at the elementary and middle school levels that reinforce and enrich the RPS curriculum. The shared goal is to impact school-wide cultures of learning. Proposals should set a minimum target of 20% student participation per school site in the first year of funding and 30% in the second year of funding. In addition, the City will consider proposals for non-school based programs (located at a non-school site) and for summertime programs at both school and non-school sites.

Specific expectations for all providers:

1. All providers must provide a letter of support from RPS Superintendent Jason Kamras or his designee.

2. Providers will commit to connecting with parents/families and connecting them to other resources provided by the City of Richmond, RPS and partner agencies (i.e. workforce development, continuing education)
3. Providers will offer wrap-around support services to assure children with the most challenges/stresses can participate successfully. These services may include case management, daily check-ins, or other 1:1 interactions with children.
4. Providers will utilize research-informed innovative learning strategies.
5. Providers will demonstrate cultural competency in working with youth.
6. Providers will adopt a trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
7. Programs will be appropriately aligned with the curricular goals of Richmond Public Schools.
8. Partners will 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.
9. 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. Providers will include a short description of how the proposal is aligned to #Dreams4RPS, citing a specific priority and/or action as appropriate, and provide the name of the point of contact at Richmond Public Schools.

c. In-school support services that address holistic needs of families and support academic goals

The City of Richmond in partnership with RPS seeks to provide in-school wrap-around support services aimed at helping students in need of additional support succeed in school.

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, RPS and partner agencies (i.e. workforce development, continuing education).
2. Providers will demonstrate cultural competency in working with youth.
3. Providers will adopt trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
4. Programs will be appropriately aligned with the curricular goals of Richmond Public Schools.
5. Partners will 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.
6. 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. Providers will include a short description of how the proposal is aligned to #Dreams4RPS, citing a specific priority and/or action as appropriate, and provide the name of the point of contact at Richmond Public Schools.

d. Services that provide mentorship and/or apprenticeship opportunities and services that support students in their pursuit of career and college pathways

The City of Richmond in partnership with RPS seeks to support programs aimed at enhancing post-secondary opportunities for high school students. The focus of such programs may be encouraging and supporting entrance into the workforce or vocational training, matriculation in a post-secondary educational institution (two or four-year college), or both.

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, RPS and partners agencies (i.e., workforce development, continuing education)
2. Providers will demonstrate cultural competency in working with youth.
3. Providers will adopt trauma-informed approach to working with youth and will model positive problem-solving and conflict resolution techniques.
4. Programs will be appropriately aligned with the curricular goals of Richmond Public Schools.
5. Partners will 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.

Attachment B-3

Arts and Culture Priorities

Arts and Culture priorities for FY 2024 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. If the agency is a non-profit it must have the appropriate non-profit 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.
3. The applicant has a well-developed organizational structure. If the applicant is a non-profit, 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

In completing an Overall Project Budget it is necessary to look at the total costs of the overall project (as opposed to the specific activities within the project). 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, 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 and training. 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 FY2025. 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 2025	FY 2025 Estimated Resource Commitment	FY 2025 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.)