

COMMUNITY BENEFIT FUND

Guidelines

YERBA BUENA
COMMUNITY
BENEFIT
DISTRICT

YBCBD

The Yerba Buena CBD is a community-based nonprofit organization that works to make the neighborhood clean, safe, and welcoming for residents and visitors. In addition, the organization advocates for and funds projects to improve our neighborhood public spaces and promotes Yerba Buena businesses and organizations.

Community Benefit Fund

As part of our commitment to improving the Yerba Buena neighborhood, a total amount of \$90,500 will be awarded this fall to projects that enhance neighborhood vitality and promote community connections.

The Community Benefit Fund is governed by Yerba Buena CBD's Community Benefit Fund Committee which is comprised of board members and community representatives who live, work, or volunteer in the neighborhood.

The Committee submits all grant recommendations for approval to the Board of Directors. The Committee values and approach are led by the following tenets:

The fund will reflect the organization's mission, values, and goals, and grant awards will be complementary to other organizational investments or support.

The Fund is committed to providing a transparent application and selection process, ensuring strong accountability to the community.

The Fund is designed to promote community collaboration and strengthen relationships with and within its constituency.

The Committee now considers two types of grants:

Grants
of up to
\$25,000

Mini grants
of \$1,000
to \$5,000

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Funding Priorities

The Community Benefit Fund seeks to fund public art and projects, activities, exhibits, and events that reinvigorate the neighborhood and create safe and welcoming opportunities for residents, employees, and visitors. For this grant cycle, funding will be awarded in two categories:

1. **Public Art** – Funded projects may include murals, indoor-installed exterior-facing art or activations, artist-designed functional elements such as doors, gates, fencing, lighting fixtures, street furniture, and more.

Preference is given for projects that actively engage neighborhood residents and/or are created by artists that have a relationship with the Bay Area. All permanent public art projects must include a plan for ongoing security and maintenance, be publicly accessible or visible to the public free of charge and be installed in accordance with all applicable city regulations.

2. **Community Building/Neighborhood Activation** – Funded projects may include a one-time event, a series, or events that occur in an ongoing basis. Examples include neighborhood clean-up days, festivals, pop-up events, outdoor markets, exhibitions, and more.

Fundraising events are not eligible for grant funding.

Grant Types

Two types of grants are offered through the Community Benefit Fund:

Grants
of up to
\$25,000

Mini grants
of \$1,000
to \$5,000

Grants for projects, programs, and events must take place within one year of the application. Organizations may not receive more than two grants of any kind per twelve-month time period.

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Eligibility

1. **Geography** – Proposed projects and events must take place within the Yerba Buena District. The project may benefit Yerba Buena residents and/or Yerba Buena visitors. The applicant agency is not required to be in Yerba Buena, but the actual project must occur within the Yerba Buena footprint. Priority will be given to projects that are operated by organizations located within Yerba Buena.
2. **Community Impact** – Proposals must identify community impact goals and provide measurable outputs that quantify the benefit of the proposed activities.
3. **Use of Funds** – The project must not be used to fill a budget deficit. Funding cannot be used for lobbying, political contributions, or to support political campaign-related activities.
4. **Minimum Matching Requirements** – Community Benefit Fund support can comprise no more than 50% of the project budget for **grants**. Evidence of other committed or pending funding sources must be provided at the time of application. The 50% minimum match can be met through cash, in-kind donations, and/or volunteer hours. Please be sure to include a project budget showing both expenses and revenue with your application. Community Benefit Fund support can comprise no more than 75% of the project budget for **mini-grants**.
5. **Fiscal Health** – **Grant** applicants must provide most recent financial statements including actuals to budget, balance sheet, and income statement. If there are significant deficits or concerns about financial health, please include an explanation of the issue and its status. **Mini-grant** applicants need only provide organizational budget. See **mini-grant** application for further detail.
6. **Organization Status** – All applicants must have nonprofit 501(c)(3) tax-exempt status or have a nonprofit fiscal sponsor.
7. **Insurance** – All organizations must possess general liability insurance and add the Yerba Buena CBD as an additional insured if funding is awarded.
8. **Capital Projects** – Capital projects must be completed in accordance with all applicable zoning, permitting, and other city codes and ordinances. Maintenance and security plans must be provided, as appropriate.
9. **Events** – Events must be open to the public and, where possible, have an element of lasting impact such as photos on a website, a report, or other methods of capturing and sharing the experience beyond the actual event. Events must be scheduled to occur on December 15 or later – at least one month after funding announcement date of November 15, 2024.
10. **Recognition** – Yerba Buena CBD support must be prominently recognized. Grantees are required to feature the Yerba Buena CBD logo on organization's websites, social media posts, press release, printed program, banner, invitations, and other, as appropriate.

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Selection Criteria

Successful grant applications must meet the eligibility criteria above and be either a public art or community building/neighborhood activation initiative.

Preference is given to projects that meet many of the selection criteria below; the more criteria that are met, the more competitive the application may be:

- Are implemented by individuals and organizations residing or located in Yerba Buena;
- Increase neighborhood vitality and enhance quality of life in Yerba Buena;
- Are highly publicly accessible and/or visible to people of all income levels;
- Foster community engagement and collaboration;
- Demonstrate creativity and innovation;
- Increase the economic viability of the Yerba Buena neighborhood;
- Enhance business and community recognition to increase visitors to the neighborhood; and
- Preference is given to organizations that have not received a grant in the prior round of funding.

Differences Between Grants And Mini-Grants

The following table summarizes the key differences of the two types of applications. All other elements of the guidelines, eligibility, and criteria are the same for each type of grant.

	GRANTS	MINI-GRANTS
Maximum Grant Amount	\$25,000	\$5,000
Proposal Form	Full grant application form, cover sheet, narrative, and multiple attachments.	Letter and minimal attachments.
Minimum Matching Amount	At least 50% of grant request	At least 25% of request

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Selection Process

Proposals are due by 5:00 p.m. on Monday, September 30, 2024. All applications received by this date will be reviewed based on the selection criteria. Applicants will be notified of funding decisions by Friday, November 15, 2024.

The Community Benefit Fund Committee will review applications and issue funding recommendations to the Yerba Buena CBD Board of Directors.

Amendments To Guidelines

The next grant cycle will take place in March/April 2025. It is anticipated that after spring grants are distributed, this fund may move to a single grant cycle each year. Guidelines for the new one-year grant application cycle are expected to be posted in January 2025.

Grant Application Meeting

A Grant Application Meeting will take place on Wednesday, August 28 from 10:00am-11:00am via Zoom. **We highly recommend that new applicants attend this meeting, as well as former grantees as guidelines have evolved since the prior round.** Please RSVP to Brandi Ynocencio, bynocencio@ybcbd.org, to receive the meeting link.

After August 28, we encourage you to contact our team to address any questions you may have and ensure submission of a highly competitive proposal. Please email info@ybcbd.org or call **415.919.4049** with your questions.

Grant Reporting Requirements

Awardees are required to submit a brief report at the conclusion of the project. **Complete and timely submission of reports is required for future funding consideration.** Be sure to clearly articulate the benefits to Yerba Buena residents, workers, businesses, and/or visitors in the report.