

**FRIENDS OF SAN FRANCISCO CITY PLANNING GRANTS PROGRAM:  
INFORMATION AND APPLICATION GUIDELINES**

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**Friends of San Francisco City Planning**

The Friends of San Francisco City Planning (FOCP) is a non-profit organization founded to support the Planning Department's activities that are not funded by the agency's regular budget and that enhance the Department's effectiveness and the public's understanding of the Department and the planning process.

**Grant Objectives and Criteria**

FOCP grants are awarded to support one or more of the following objectives:

- *Professional Development*, including but not limited to dues in professional associations, professional training, professional publications, conference registration and related expenses.
- *Public Education*, including but not limited to the hiring of writers, editors, graphic artists, and other specialty consultants to prepare educational materials or other public information projects including public workshops, that enhance the public's understanding of the role of the Planning Department and the planning process, except where Department staff are qualified and available to provide such services.
- *Equipment and Materials*, especially innovative research and training software; and materials that enhance communication and information.

Activities funded by FOCP grants must additionally meet the following criteria:

- The planned activity must be outside the scope of the Department's regular budgeted work plan or planning activities. In other words, these activities should be ones that the City does not normally fund.
- The planned activities will create long-term effects after implementation.

**Grant Values**

FOCP may award any amount in grants on an annual basis, depending upon the total amount of contributions received from donors. Historically, FOCP has awarded between \$40,000 and \$50,000 in total grants annually. Individual grants are typically awarded for up to \$4,500; however, in extraordinary circumstances, FOCP may award grants in excess of that amount.

## **Timelines**

Friends of City Planning (FOCP) grants are awarded periodically throughout the fiscal year. In FY2008, first cycle applications are due for internal review by September 28, 2007.

## **Application Procedures**

All grant proposals must include the following:

- Description of project (up to 300 words)
- Amount requested. This item **MUST** be accompanied by a detailed budget breaking down the intended use of the funds. Where appropriate, quotes or other documentation should be included to support the requested amount.
- Description of how the project relates to FOCP objectives (see above).
- Discussion of how the project relates to the Department's adopted work plan, if at all.
- Description of the beneficiaries of the project, including estimated number.
- Description of the project's long-term impacts.
- Description of who will perform the tasks associated with the proposal, including who will supervise or otherwise have general responsibility for the item.
- In cases where the application is to continue or repeat a grant which has been previously authorized (e.g., FY2008 funding for an activity which was also funded in FY2007), the application must include a description of the outcomes and impacts of the prior award, who was impacted by the activity, and a statement of the total amount expended for the activity.
- Contact name within the Department for further information. This person should be the coordinator of the project for which grant funds are sought.

Grant applications should be submitted in electronic and hardcopy to Alicia John-Baptiste no later than 5:00pm on the deadline date. Please provide three hardcopies of the application and any supporting material. Incomplete applications will not be accepted.

Grant proposals may come from an individual or from a group. If a group submits a proposal, a primary contact person should be identified.

Applications will be reviewed internally prior to submittal to the Friends of City Planning. Senior staff will review applications and provide recommendations for approval or disapproval to the Director, who will make the final determination of which proposals to forward to the FOCP for consideration. **Only** applications approved by the Director will be submitted for consideration by the FOCP. The Department will notify applicants with proposals not being forwarded to the FOCP and applicants may discuss rejected applications with the Director.

Applicants will be notified of grant determinations as soon as the Department is notified of the same.

### **Expenditure Procedures.**

Once the Department has received a notice of grant award from FOCP, Accounting will establish the appropriate expenditure account. All grant-funded project expenditures must be made by the Department and are subject to the City's normal rules and regulations. Accounting will additionally review proposed expenditures for compliance with the grant award.

The Department will seek reimbursement from FOCP, in accordance with the grant award, for project expenditures. Grant recipients may be required to provide documentation for reimbursement. At no time should individual employees "front" the funds for projects, nor should you expect reimbursement if you do so.

### **Obligations**

Grant recipients accept certain obligations upon receipt of grant award. These include, but are not limited to, the following:

- Compliance with all relevant City rules and regulations, including adherence to travel and training policies
- Compliance with the terms of the grant award, including ensuring that project expenditures are within budget and scope
- As requested, reporting to the FOCP on the progress of an awarded project, including presentations to the FOCP Board of Directors
- As requested, reporting to the Planning Director or his designee on the progress of an awarded project

### **Questions**

Questions on the grant application process may be directed to Alicia John-Baptiste at 415.558.6547.