

Policy - City of Palo Alto

Human Services Emerging Needs Fund – REVISED

DRAFT ONLY

The City of Palo Alto traditionally allocates human services funding every two years through an application and selection process called the Human Services Resource Allocation Process (HSRAP.) This program funds human services organizations that provide services in a variety of areas as defined by a priority of needs established by staff and the Human Relations Commission. City Council gives final approval of these grant allocation.

The Emerging Needs Fund aims to assist nonprofit organizations serving Palo Alto residents with short-term urgent funding to address an unforeseen emergency need or an emerging/critical human services need. These grants are based on need and an agency may not receive funding more than once in a five year period. Grants can be awarded up to \$5,000.

Funding Categories

The Emerging Needs Fund assists nonprofits serving Palo Alto residents with a short-term urgent human service funding needs created by new and unforeseen events that has or will significantly interrupt essential services or addresses a critical or emerging need in the community.

Emergency Needs:

- An unforeseen event that has or will significantly interrupt essential services such as a natural disaster, storm damage, theft, equipment failure or similar such occurrence. (All applicants)
- A request that is time sensitive in nature and could not have been predicted or reasonably planned for. (All applicants)

Emerging or critical need:

- An emerging or critical need that was not evident during the original funding period. (HSRAP grantee)
- An existing critical need for which normal funding is no longer available and for which a demonstrated human consequence will occur if funding is not obtained. (Non HSRAP grantees)

Current HSRAP grantees please note: this fund cannot be used as a mid-cycle funding source for support of ongoing needs not funded during the regular allocation cycle.

Generally, Emerging Needs Grants are not awarded for:

- Sectarian or religious purposes.
- Political purposes
- Supporting ongoing program work
- Paying expenses that should have been anticipated

Application Process

Emergency Need:

To initiate a request for an emergency or critical need, an agency representative shall email the Manager of Human Services and provide a short, one paragraph explanation of the need. If the need potentially meets the criteria of the Emerging Needs Fund, the agency will be invited to submit an application. Do not submit an application unless your agency is invited to do so. If you are invited to submit an application, please submit application information requested below.

Emerging/Critical Needs:

Application for an emerging need may be submitted on a quarterly basis on the following dates. The dates for 2017 are (TBD based on when process has been approved.)

Please submit application information requested below.

Application:

An application consists of a written responses addressing the bulleted items listed below and should be **no more than two pages in length TOTAL**. Up to four pages of supporting documentation may be attached to the application. Please include the following.

- Brief history and mission of the organization
- Indicate whether you are requesting funding in order to address an emerging, critical and/or emergency need
- The cause of the unanticipated or non-budgeted costs for which there are no other resources
- Why these needs has risen to the level of an urgent response
- How many clients are affected and how?
- What needs to be done to address the need? Describe any services/programs you plan to offer?
- How will you address these human needs in the future?
- Why these specific funds will only be needed once?
- The past sources of the agency's resources and attempts to exhaust these and other options to cover the funding need and any other funders sought or already committed to addressing this emergency need. Include in-kind and voluntary contributions and collaborative assistance as well as financial support.
- How City of Palo Alto funds will be used?
- A budget narrative including a simple itemized expense and income budget for addressing the request. Please indicate the time period covered. Be sure to show how City of Palo Alto funds will be used.

Application Submittal

Applications may be submitted in any of the following ways:

Email: mary.constantino@cityofpaloalto.org

Fax: 650-856-8756

Mail: Cubberley Community Center,
4000 Middlefield Rd. #T2,
Palo Alto, CA 94303

In person: a map of Cubberley Community Center has been provided with this application

Review & Selection process

When reviewing Emerging Needs Grant applications we look for:

- Organizations that have the capacity to respond to the emergency, emerging and/or critical need and present a reasonable plan to address the need along with a sound financial plan
- Organizations and programs that meet a documented need of Palo Alto residents

Applications are reviewed by staff in the Office of Human Services along with a representative from the Human Relations Commission. The selection process may include follow-up questions, clarification of material submitted, requests for additional information, and/or an interview process or as deemed appropriate by Human Services staff.

The final decision is made by the Director of the Community Services Department.

Grant award & Reporting Requirements

All applicants will be informed via email regarding the status of their funding request two weeks of submission. All successful requests will be funded within two weeks after receiving an “invoice” by the organization.

Reporting requirements involve the submission of a simple report that describes the following:

1. How the funds were spent.
2. How the clients of the affected program/service were impacted as a result of the grant.
3. Progress on plans to address this need on an ongoing basis (if applicable.) The report will be due one month after the funds have been expended or three months after the Emerging Needs grant is awarded, whichever is earlier.

Additional Information

If you have any questions about the application or the application process, please contact Minka van der Zwaag, Human Services Manager at 650-463-4953 or minka.vanderzwaag@cityofpaloalto.org

Updated March 6, 2017