



GRANT GUIDELINES/INSTRUCTIONS 2009-2010 Fiscal Year

Please read the following guidelines before applying for a grant with the City of Elk Grove. As a reminder, please note that not all grant requests will be honored.

Evaluation Criteria:

- The maximum amount to be awarded to any single recipient in any given year will be \$100,000.
- A higher percentage of the grant request shall be for program costs as opposed to administrative and agency overhead.
- Special events/fundraisers will not be funded from the Community Grant process.
- Recipients will provide accounting data to the Finance Director showing the use of grant monies on their intended purpose. Those recipients unable to fulfill this requirement will forfeit eligibility for future community grants.
- Upon request, all grant recipients shall demonstrate maintenance of effort to ensure grant monies supplement, not supplant, funding already devoted to a particular program.
- Upon request, recipients shall provide documentation of receipt and spending of matching funds toward the grant program as stated in the application.
- Grant recipients will provide proof of insurance to the satisfaction of the Risk Manager prior to the receipt of any funding. Please see insurance requirements on the following page.

Insurance Requirements:

Insurance Requirements for Grant awards under \$15,000:

- All insurance required by the Agreement shall be carried only by responsible insurance companies licensed to do business in California and shall name as additional insureds the City, its elected officials, officers, employees, agents and representatives.
- Grantee shall be responsible for maintaining Worker's Compensation Insurance and comprehensive liability and automobile insurance against claims and liabilities for personal injury, death, or property damage.

Insurance Requirements for Grant awards over \$15,000:

- All insurance required by the Agreement shall be carried only by responsible insurance companies licensed to do business in California and shall name as additional insureds the City, its elected officials, officers, employees, agents and representatives.
- Grantee shall furnish the City with copies of all such policies, endorsements, or certificates in a form acceptable to the City promptly upon receipt.
- Grantee and all subcontractors shall maintain Workers Compensation Insurance coverage with the statutory limit of liability and \$1,000,000 employer's liability.
- Grantee must maintain comprehensive insurance providing protection of at least \$1,000,000 for bodily injury or death to any person for any one accident or occurrence and at least \$1,000,000 for property damage.
- On all required insurance, the following endorsement must be part of each policy: The City of Elk Grove, its officers, consultants, independent contractors, employees, and agents are to be listed as additional insureds.