

2017-18

# Kingsburg Micro-Grant Program

**VISIT**  
ONE OF  
THE **5** U.S.  
**TOP FINALISTS**  
FOR SEASON TWO  
OF THE SMALL  
BUSINESS  
REVOLUTION  
**COME  
SEE WHY**



*City of*  
**KINGSBURG**

## **Kingsburg Micro-Grant Program**

The City of Kingsburg (“**City**”) has adopted a micro-grant program intended to provide funding for the support of a myriad of improvement activities in our community. While all projects will be considered, the main purpose of the grant is to support the following strategic priorities:

- Beautifying a public space/park
- Support community programs/group activities
- Provide a safety benefit
- Improve overall quality of life in our community
- Promote sustainable economic development

The Program provides for reimbursement (“**Reimbursement**”) to an approved applicant of the costs actually paid with a Reimbursement range up to \$15,000.

**ALL PROJECT ACTIVITIES MUST BE APPROVED PRIOR TO WORK COMMENCING.**

### **PROGRAM ELIGIBILITY:**

The following Program requirements must be satisfied:

1. Individual grant awards are up to \$15,000. Based upon applications that are deemed exemplary, meet more than one of the strategic initiatives and receive above 85% of the potential points, Council may choose to authorize up to a total of \$25,000 in matching funds (subject to funding availability).
2. Applications will only be accepted from a private Kingsburg resident(s), group, or established Kingsburg service club.
3. All requests must be submitted prior to any work taking place. Any work taking place prior to approval will not be eligible for reimbursement.
4. Applicants must provide matching funds and must show proof of ability to provide funding.
5. While not ineligible, applications filed by different parties relating to the same overall “project” (accessory project(s) to an existing grant application or recipient) will be commensurately considered during the rating and ranking process.
6. Applicant may be required to provide additional information in the form of a presentation.
7. Depending upon the project, applicants may be required to provide additional budget quotes.
8. Grant funds cannot pay for personal property, charitable donations, alcohol, faith-based

activities (faith groups can apply if the project meets a community need), operational costs, items that will be donated/raffled/auctioned, or political campaigning.

9. All improvements are subject to review and approval as required by all applicable federal, state and local laws, rules, regulations and ordinances.
10. It is the responsibility of the applicant to ensure that any activity or program that is funded is in compliance with all applicable zoning, health, building or other codes and regulations.
11. The City reserves the right to award Reimbursement it deems to be in the best interest of the Program. The City reserves the right to withhold Reimbursement until all conditions precedent to Reimbursement have been satisfied.
12. All Reimbursement is subject to available funding. Annual City funding will be limited. Application does not guarantee Reimbursement funding.

**Ineligible Improvements:**

1. The Reimbursement is not available for retroactive applications for previously completed improvements.
2. Labor costs paid to the owner/applicant or to relatives or affiliates of the owner/applicant unless otherwise approved.
3. Site plan and building permit fees.
4. Financing or loan fees.
5. Consultant fees including architectural, engineering, appraisal, attorney, design or decorator fees (unless otherwise approved).
6. Items taxed as personal property.

**REQUIREMENTS OF APPLICATIONS:**

1. Applications for the project can be picked up at City Hall or found online. Applicants are encouraged schedule a time to meet with City staff to discuss their proposal and verify their application meets all necessary requirements.
2. Community support. Please provide at least 15 signatures from Kingsburg residents that show support for the proposed project.
3. Quotes or bids for the total project. Staff may request a project activity timeline as well as samples/visual examples of the proposed project.

## PROCESSING OF APPLICATIONS:

1. Applications must be filed with the City clerk on or before four o'clock p.m. on November 1 of each calendar year. If November 1 falls on a Saturday, Sunday or holiday when the city offices are closed, the time for filing applications shall be extended to four o'clock p.m. on the next business day.

The applications shall be rated and ranked in accordance with the rating and ranking criteria identified in the attached scoring rubric. The applicant must complete the Program application and submit a completed application and all required attachments to the City.

The proposals identified in the applications shall be rated and ranked in accordance with the rating and ranking criteria identified in the attached scoring rubric by staff during the month of November and staff shall make its recommendations for projects to the full City Council at a meeting in December.

2. If not all available funds are exhausted during the first round, then the city council may authorize staff to open up a second round of application acceptance. If authorized, the application process shall be the same as for the first round, except that all applications must be received by the City Clerk by four o'clock p.m. on February 1<sup>st</sup>. If February 1<sup>st</sup> falls on a Saturday, Sunday or holiday when the city offices are closed, the time for filing applications shall be extended to four o'clock p.m. on the next business day. All other processes and timelines shall follow concurrently as stated above.

## PROCESSING OF REIMBURSEMENT APPLICATION:

1. The Reimbursement application must be completed by a sponsor applicant who will serve as the project lead. Applications and reimbursement requests should be submitted to City Hall where it will be reviewed for accuracy and compliance.
2. The applicant must submit a detailed site plan illustrating proposed improvements.
3. In addition to the site plan, a detailed project budget identifying all project costs, including estimates from qualified and licensed contractors will be submitted by the applicant.
4. The application along with all items identified in paragraphs 2 and 3 of this section (collectively "**Documents**") are reviewed by the City to verify the project meets all eligibility requirements and Program objectives.
5. If the application and all Documents meet all eligibility requirements and program objectives, the applicant will be notified that its project has been accepted for consideration. The project will then be considered by the City Council for final approval.
6. If approved, the project may commence upon written notification from the City. If the application or Documents do not satisfy eligibility requirements and Program objectives, they will be returned to the applicant with a request for modifications.

**POST-APPROVAL PROCEDURES FOR REIMBURSEMENT:**

The City Manager or his/her designee, prior to any construction or installation, must approve every change order in a form acceptable to the City. All approved change orders shall be attached to the original site plan in the form of a dated addendum.

1. City staff may conduct periodic inspections of the Project to ensure compliance with the Documents.
2. Project completion must occur within sixty (60) days after the date of approval and issuance of all required permits and approvals for construction of the project. The City, in its discretion, may grant a single extension of time to complete the project upon written request of the applicant, which request will identify, with specificity, the reasons for the requested extension.
3. Reimbursement will be paid to the applicant upon completion of the close of the project upon receipt of proof of payment of all costs and expenses of the project and receipt of unconditional waivers and releases by the general contractor and all subcontractors and materialmen providing labor, work or materials to the Project. Reimbursements will not be made if any Program requirements remain unsatisfied.

**RIGHTS RESERVED:**

The City of Kingsburg reserves the right to reject any and all applications. The Program guidelines and requirements identified herein are subject to revision or amendment by the City at any time. The City may discontinue this Program at any time.

Scoring Rubric for Projects:

Category	Scoring Criteria	Total Points	Score
<b>Project Eligibility and Ranking Criteria</b>	The type of project meets eligibility requirements.	5	
	Overall impact on the community – number of community members impacted.	15	
	Ability of person(s), group to complete the project (previous experience or proof of contract with licensed professional).	5	
	Timeframe for project completion. (i.e. projects that can be completed in less than 3 months will receive highest possible score).	10	
	Overall economic impact. Promotes sustainable economic development.	5	
	Overall impact on quality of life.	15	
	Provides a safety benefit.	5	
	Supports existing community program or group activity.	5	
	Ratio of matching dollars requested compared to the overall cost of the project. 1. Private dollars match is 1:1 = 10 points 2. Private dollars match is 2:1 = 20 points 3. Private dollars match is 3:1 = 25 points	25	
<b>Score</b>	<b>Total Points</b>	<b>90</b>	

1. In order to be eligible for funding above \$15,000, project must meet more than one of the strategic initiatives and receive above 85% of the potential points (76.5). Council may choose to authorize up to a total of \$25,000 in matching funds (subject to funding availability).
2. If application is an accessory project to an already approved Kingsburg micro-grant (or pending application), project will be rated accordingly as part of the matching dollars possible points.



Kingsburg City Hall  
 1401 Draper Street  
 Kingsburg, CA 93631  
 Phone 559-897-5821  
 Fax 559-897-5568

**Micro-Grant Application**

<b>Applicant Information</b>	<b>For Office Use Only</b> Permit # _____ New/Renewal _____
------------------------------	---

<b>Name of Applicant:</b>	
<b>Business Name:</b>	
<b>Project Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Applicant Signature:</b>	
<b>Property Owner Name (if different):</b>	
<b>Address:</b>	<b>Prop. Owner Approval:</b>
<b>Phone:</b>	<b>Email:</b>

TO BE COMPLETED BY APPLICANT The following items are required to process an Application.	TO BE COMPLETED BY CITY STAFF		
	YES	NO	N/A
<input type="checkbox"/> City of Kingsburg Business License			
<input type="checkbox"/> Valid Insurance Policy (naming City as additional insured)			
<input type="checkbox"/> Improvement in City right-of-way			
<input type="checkbox"/> Two qualified construction estimates submitted			
<input type="checkbox"/> Project meets eligibility requirements			
<input type="checkbox"/> Permit Fee (\$25.00 processing fee)			
<input type="checkbox"/> Detailed Project Description Submitted (budget, construction timeline, etc.)			
<input type="checkbox"/> Drawings and color samples provided			
<input type="checkbox"/> Amount of reimbursement requested	\$		

I will defend, indemnify and save harmless the City of Kingsburg and its officers and employees from any and all loss, liability, damages, or judgments resulting from any claims made against any of them for injury to person(s) or property by reason of, or in connection with the micro-grant program.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:    Yes    No

Staff Review: \_\_\_\_\_

Date: \_\_\_\_\_