Policy - City of Palo Alto
Human Services Emerging Needs Fund-FY25

The Emerging Needs Fund aims to assists nonprofit organizations serving Palo Alto residents with short-term and/or urgent funding to address emergency, critical or emerging <u>human service needs</u>.

These grants are based on need and an agency may not receive funding more than once in a two-year period. Grants can be awarded up to $10,000. Due to limited funding, partial grants may be awarded. All grants are subject to the availability of funds.

There are typically four quarterly application periods for non-emergency needs. As there is a limited amount of total annual funding, subsequent applications periods will only be held if funding is still available. If there is still funding available for Quarter 4, all applicants whose grants were not approved during Quarters 1-3, will be invited to update and re-submit their application for consideration as well as any new applicants.

Funding Categories

The Emerging Needs Fund assists nonprofits serving Palo Alto residents with short-term and/or urgent related funding needs. Grant requests will be prioritized for funding in the order of need listed below, with at least 20% of total funding earmarked for Emergency Needs. **

1) **Emergency Needs:**
   - An unforeseen event that has or will significantly interrupt essential services such as a natural disaster, fire, storm damage, theft, equipment failure or similar such occurrence; *and/or*
   - A request that is time sensitive in nature and could not have been predicted or reasonably planned for.

2) **Critical Needs:**
   - An urgent critical need that was not evident during the original funding period for the City's Human Services Resources Allocation Process (HSRAP). (HSRAP grantees only)
   - An urgent 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. (All applicants)

3) **Emerging Needs:**
   - A need that has not come up before or the approach to addressing the need is new, even though it may not rise to the level of an emergency or critical need; *and/or*
   - To develop or expand a program/service that will enhance the quality of life for vulnerable populations.

** Community Services Department Director has final discretion as to funding earmarks.

Generally, Emerging Needs Grants are not awarded for:

- Sectarian or religious purposes
- Political purposes
- Paying expenses that should have been anticipated
- Fundraising and marketing expenses
- Training expenses unless directly tied to emergency or critical need
- Operating deficit or retroactive support (no more than one month after incurring expenses.)

Application Process

Emergency Needs:

An agency may initiate a request for Emergency Needs funding at any time by emailing the Manager of Human Services and providing 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 Emergency Needs application unless your agency has been invited to do so**. If you are invited to submit an application, please submit application information requested below.

Critical Needs & Emerging Needs:

Applications for and Critical Needs and Emerging Needs may be submitted on:
- September 5, 2024
- December 5, 2024
- March 6, 2025
- June 5, 2025

Application:

An application consists of a written response addressing the numbered items listed below and should be **no more than three pages in length TOTAL.** Please respond in question/answer format for <u>each</u> question. Up to four pages of supporting documentation may be attached to the application. Please include the following:

1. Name and email address for agency contact.
2. Amount of funding requested ($10,000 max).
3. Brief history and mission of the organization.
4. Indicate whether you are requesting funding in order to address an emergency, critical or emerging need.
5. How your application meets the fund's criteria.
6. The cause of the unanticipated or non-budgeted costs for which there are no other resources.
7. Why these needs have risen to the level of an urgent response.
8. How many Palo Alto clients are affected and how?
9. What needs to be done to address the need? Describe any services/programs you plan to offer?
10. Why these specific funds will only be needed once?
11. How will you address these needs in the future?
12. The past sources of the agency's resources and other options to cover the funding need and any other funders sought or already committed to addressing this need. Include in-kind and voluntary contributions and collaborative assistance as well as financial support.

13. 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.
14. Supporting documentation for all requested reimbursements (i.e. repair bill, new piece of equipment) must accompany the request.

Application Submittal

Applications **must be submitted by email** to Alayna.cruz@cityofpalto.org

You will receive a confirmation of receipt.

Review & Selection Process

When reviewing Emerging Needs Grant applications we look for:

- A complete application. All questions clearly and concisely answered and budget attached
- Organizations that have the capacity to respond to the emergency, critical and/or emerging 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
- Organizations whose requests are in closest alignment with purpose of the fund

Applications are reviewed by City staff and representatives from the Human Relations Commission. Staff in the Office of Human Services will oversee the grant process but will not sit on the Selection Committee. 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 the Selection Committee.

The final decision is made by the City Manager or his designee.

Grant award & Reporting Requirements

All applicants will generally be informed via email regarding the status of their funding request within three weeks of submission. All successful requests will be funded within approximately 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 Palo Alto 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 Alayna Cruz, Human Services Management Assistant at alayna.cruz@cityofpaloalto.org

Updated – July 2024