



Ann Land and Bertha Henschel Memorial Fund 2010 GRANT GUIDELINES SUMMARY - **REVISED**

The City of Sacramento Ann Land and Bertha Henschel Commission invites applications for grants from the Ann Land and Bertha Henschel Memorial Fund.

<p><u>Applications due:</u> <u>Friday, October 23, 2009 - 5:00 p.m.</u></p> <p><u>Deliver Completed Applications to:</u> City Manager's Office New City Hall 915 I Street, Fifth Floor Sacramento, CA 95814</p>	<p><u>Contact:</u> Ilee Muller Administrative Assistant City Manager's Office (916) 808-7213</p>
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Funds available	The Ann Land and Bertha Henschel Commission has approximately \$110,000 in Funds to distribute to agencies who provide "direct aid and assistance of the destitute men, women and children of the City of Sacramento". Ann Land and Bertha Henschel Funds are limited, and demand is high. On average, the Commission has been able to fund between twelve to sixteen agencies.
Targeted maximum awards	Based on funding availability, the Commission strongly encourages applicants to limit requests to a maximum of \$9,500 .
Eligibility	Non-profit 501(c)(3) organizations serving citizens of the City of Sacramento are eligible to apply.
Disqualification	Read all instructions thoroughly and complete the application carefully. Late/incomplete applications or omissions of required materials will result in disqualification. Failure to attend the November Annual Funding Meeting on Wednesday, November 18, 2009 , at 8:00 a.m. in the Council Chambers, City Hall, 915 I Street, Sacramento, will result in disqualification even if you have been previously funded.
Date funds available	Grant funds are expected to be available to successful applicants on or after December 1, 2009. The Ann Land and Bertha Henschel Commission will make its allocations at their annual funding meeting on November 19, 2009. Written notification of the Commission's decision will be mailed to all applicants on or about November 30, 2009.
Public documents	All grants submitted to the City become public documents and are available to the public for review once included in the Ann Land and Bertha Henschel Commission agenda packet. If you would like a section or your entire packet kept confidential, please contact staff.
Other important notes	Awards are made for one year only. Approval of a grant this year in no way implies that funding will be awarded in subsequent years. Grant funds must be used for the purpose specified in the grant application. Grant funds are intended to address the areas of homelessness, shelter, support, food, and clothing and assist any identified under-served population in the City of Sacramento. Failure to submit Bi-Annual Reports will disqualify the applicant from the next subsequent funding cycle for which the applicant would otherwise be eligible.
For more information	For more information please contact Ilee Muller, Support Staff to the Ann Land and Bertha Henschel Commission, imuller@cityofsacramento.org or (916) 808-7213.

**ANN LAND AND BERTHA HENSCHEL MEMORIAL FUND
GRANT APPLICATION GUIDELINES
2010 GRANT CYCLE**

Purpose: The purpose of the Ann Land and Bertha Henschel Memorial Fund is to assist the destitute men, women and children of the City of Sacramento.

History: The Ann Land and Bertha Henschel Memorial Fund was established in 1914 with a bequest of \$200,000 to the City by former Mayor William Land as a memorial to his mother, Ann Land. In 1952, Bertha Henschel bequeathed \$275,000 to the City to establish a fund in her name. Additional contributions to these funds have been made by Emma Hotfilter, Annie Zacariah and Warren Reed. Each year, interest monies from these bequests/contributions may be distributed to non-profit organizations. The City Council appoints community members to the Ann Land and Bertha Henschel Memorial Fund Commission to review and allocated grant monies to qualified non-profit agencies.

Dates and deadlines:

- **Wednesday, September 30, 2009** Grant applications are available on-line at www.cityofsacramento.org/cityman and at the front counter of the City Manager's Office, City Hall, 915 I Street, 5th Floor, Sacramento.
- **Friday, October 23, 2009** Completed applications must be received in the **City Manager's Office**, City Hall, 915 I Street, 5th Floor, Sacramento, by **5:00 p.m.** **NO EXCEPTIONS.** Postmarks NOT accepted.
- **Wednesday, November 18, 2009** Commission Annual Funding Meeting at 8:00 a.m. in the City of Sacramento Council Chambers, City Hall, 915 I Street, Sacramento. Applicants are **required** to attend.

Funding Limitations and Reporting: Grant funds must be used for the purposes specified in the grant application. Funds will be released after December 1, 2009, following submittal of the signed *Ann Land and Bertha Henschel Memorial Fund Agreement* to the City Manager's Office. All funds must be spent by December 31, 2010, or returned to the City for re-deposit back into the Ann Land and Bertha Henschel Memorial Fund. Bi-Annual Reports should include details regarding expenditures and results. Failure to provide Bi-Annual Reports will disqualify applicant from the next funding cycle for which the applicant would otherwise be eligible.

Confidentiality: All grants submitted to the City become public documents and are available to the public for review once included in the Ann Land and Bertha Henschel Commission agenda packet. If you would like a section or your entire packet kept confidential, please mark the top of the application "CONFIDENTIAL," and the City Attorney's office will review your request. Examples of documents that may qualify include those with reference to trade secrets or home addresses of Board members. Staff will contact the applicant within 10 days of submittal of a request for confidentiality.

Written Materials: The Ann Land and Bertha Henschel Commission makes its decision based upon the written materials submitted by your organizations. Please read the application carefully and provide as much detail as possible to assist the Commissioners in making their decisions. Use the checklist in Section 7 of the application to ensure that your application is complete. If any item on the "Checklist & Certifications" page is not included, the application will be deemed incomplete and will be denied.

Business License Application: The Sacramento Municipal Code requires anyone conducting business within the City of Sacramento to have a current business license on file with the City of Sacramento. This includes non-profits doing business or providing services in Sacramento. Forms are available at the Finance counter in City Hall. There is no charge for non-profit organizations. Indicate your agency's non-profit status on the application form.

For more information: Please contact the Sacramento City Manager's Office at (916) 808-5704. Staff to the Ann Land and Bertha Henschel Commission is located in the City Manager's Office, City Hall, 915 I Street, 5th Floor, Sacramento, CA 95814.