



2022 COMMUNITY FIRE-SAFE CAPACITY-BUILDING GRANT PROGRAM

A grant opportunity supported by Edison International, California Department of Conservation and the California Fire Safe Council

REQUEST FOR APPLICATIONS

Introduction

California Fire Safe Council (CFSC) is pleased to announce the opening of a grant program to provide capacity support to local wildfire prevention organizations. This program is directed to new or emerging Fire Safe Council's and similar organizations.

Awarded grants will support capacity building, including salary support, volunteer management, and media messaging communication development.

This capacity program will partner with the CFSC County Coordinator grant program to ensure support of newly developed fire safe council partnerships during and after the grant award. This program will prioritize applicants from counties that have a county coordinator and/or the applying organization is a fire safe council, please refer to the scoring criteria for more information.

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Funding Available

The total amount of funding available is \$280,000. Grants will be awarded in the amount of \$20,000 per application.

Program Eligibility

Eligible organizations include new or re-emerging fire safe councils and fire mitigation/prevention organizations that have been activated within the past five years. Applicants are encouraged to collaborate with their local community-based Fire Safe Council, Fire Safe County Coordinator, or similar organization. (Individuals or for-profit entities are not eligible to apply).

Program Priority Areas

Listed here are the primary focus areas for grant funding. Additional topics that fit the program objective will be considered.

- Organization Capacity Building
- Incorporation filing costs
- Board development
- Technology support
- Staffing or training
- Partnership development
- Grant writing
- Volunteer Management
- Recruiting and managing volunteers
- Volunteer training
- Media messaging communications
- Web & Social Media Development
- Logo Development/Updates
- Tabling/Outreach

Grant Timeline

Application Cycle Opens	October 10th, 2022, 12:00 AM PST
Application Cycle Closes	November 15th, 2022, 11:59 PM PST
Award Announcement	January, 2023
End of Grant Cycle	June, 2023

How to Apply with ZoomGrants

To Apply:

1. You can create a new ZoomGrants account here at the bottom of the page:
<https://cafiresafecouncil.org/zoomgrantslogin/>
Once the account is created, you can scroll down to select a grant to apply for.
2. If you already have a ZoomGrants account, you can use this link to start an application:
<https://www.zoomgrants.com/zgf/CFSC/Capacity2022>

Application Questions

The following is a list of the 2022 California Fire Safe Council Capacity Building Program application questions. It is meant for planning your application only. To submit your application online, please refer to the previous section “How to Apply with ZoomGrants” for more information.

Summary Tab:

Dear Capacity Grant Program Applicants:

Please provide contact and background information about your organization before proceeding to the Organization Information and Project Description tabs.

The questions in this application serve both to assess your organization's capacity-grant request, and to take a snapshot of your organization's basic capacity needs. The responses will be used to measure the effectiveness of this funding program, and to communicate needs for future grant program development.

The ZoomGrants application structure requires that all paragraph answers have the same character limit. If your answer exceeds the character limit, please find a way to summarize. You may find that for certain questions, the character limit is much bigger than needed. There is no need to fill the answer space as long as you feel that you have answered each question adequately.

Organization Information Tab:

Please provide contact and background information about your organization before proceeding to other application tabs.

1. In what county is your organization located?
2. What is your organization type?
 - Nonprofit Organization
 - Home/Property Owners Association
 - Non-federal Public Agency
 - Other:
3. Is your organization a new or re-establishing Fire Safe Council?
4. Please provide the following information:
 - Your organization's date of establishment:
 - Your annual budget or estimated annual budget amount:
5. Please list all key individuals that will be working on this project, if funded. Please provide their name, title, function, and whether they are an employee, volunteer, contractor, or other type of relationship.
6. Please briefly describe your organization's history, structure, and notable projects or accomplishments.

7. What types of programs does your organization provide (check all that apply)
 - Home Hardening
 - Education
 - Fuels Reduction
 - Defensible Space
 - Other
8. Please describe briefly any prior experience with applying for or managing federal, state, local government, or private grants.
9. Does your organization have a fiscal sponsor? *(Required for organizations that do not have an IRS determination letter)*
 - Yes
 - No
10. If so, please provide the following information about your fiscal sponsor organization or type "NA."
 - Organization Name
 - Phone
 - Email
 - Mailing Address
 - Point of Contact
11. Fiscal Sponsor Organization Type
 - Nonprofit
 - Home/Property Owners Association
 - Non-federal Public Agency
 - Other:
12. Please briefly describe the Fiscal Sponsor's prior experience with managing grant funding.
13. My organization has legal standing to receive grant funds directly *(if you are unsure, please contact CFSC before the grant application deadline to discuss your organization status).*
 - Confirm

Project Description Tab:

Please complete the survey of organization capacity needs and capacity grant request project description questions below. Remember, the focus of this program is to build capacity, so applications will be scored based on the likelihood that the grant funding will boost your organization forward from its current capacity. Higher initial organization capacity does not necessarily result in a higher application score.

Organizational Management & Operations Capacity

1. Is your organization engaged in initial startup activities? (For example, forming a board, filing articles of incorporation, 501(c)(3) or state tax exemptions, banking and accounting setup, etc.)
 - No
 - Yes

2. Does your organization have a vision statement?
 - No
 - In process of creating
 - Yes, but outdated
 - Yes, and it is up to date

3. What is your vision statement (if applicable)?

4. Does your organization have a mission statement that describes how your organization works toward its goals?
 1. No
 2. In process of creating
 3. Yes, but outdated
 4. Yes, and it is up to date

5. What is your mission statement (if applicable)?

6. Does your board have an adopted set of bylaws that defines its essential responsibilities and complies with federal and state statutes?
 - Yes
 - No
 - We do not have a board
 - Not applicable to our organization

7. Does the board have criteria for becoming a board member, clearly defined duties, and terms of reference?
 - Yes
 - No
 - We do not have a board
 - Not applicable to our organization

8. Does the board meet regularly and keep documented minutes with recorded decisions?
 - Yes
 - No
 - We do not have a board
 - Not applicable to our organization

9. Does your organization have a written strategic plan that includes specific, measurable, attainable, relevant, and time-based goals objectives developed by board and staff members?
- Yes
 - No
 - Partial - Please Explain:
10. Does your organization have written policies and procedures reviewed and approved by the board and shared with/explained to the staff to govern the organization in the following categories (check all that apply)?
- Finance/accounting
 - Human resources
 - Fund development
 - Communications
 - Equipment
 - Travel
 - Conflict of Interest
11. Please rate your organization's grant writing capacity (capabilities, knowledge, and resources).
- No capacity
 - Mild capacity
 - Moderate capacity
 - High capacity
12. Our organization seeks grants based on organizational and/or community needs rather than in response to funding availability
- Disagree
 - Mostly Disagree
 - Neutral
 - Mostly Agree
 - Agree Completely
13. Please rank your organization's partnership development capacity:
- No capacity
 - Some capacity
 - Moderate capacity
 - High capacity
14. Our organization spends a sufficient amount of time meeting, interacting, and collaborating with community members, program participants, and leaders for the purpose of learning about what is going on in the community.
- Disagree
 - Mostly Disagree

- Neutral
- Mostly Agree
- Agree Completely

15. Our organization actively participates in key partnerships, alliances, or networks with a shared mission and/or vision.

- Disagree
- Mostly Disagree
- Neutral
- Mostly Agree
- Agree Completely

16. Does your organization have insurance?

- Yes
- No
- Partial – explain:

Infrastructure & Information Technology Capacity Survey Questions

17. Please select the statements below that fit your organization.

- Our organization has the needed facilities (office or other) to operate, implement our programs, and achieve our mission.
- Our organization has the right amount of equipment and supplies.
- Our organization has the expertise (via staff, volunteers, or consultants) to manage our technology systems.
- Our organization has the necessary hardware (computers, video cameras, printers, scanners, modems, hard drives, etc.) to achieve our mission.
- Our organization has the necessary software (word processing systems, database systems, Adobe Suite, etc.) to achieve our mission.
- Our organization has project management software.
- Our organization has customer relationship management (CRM) software?
- Our organization has payroll and timekeeping software.
- Our organization has the GIS or other mapping/database software that it needs.

18. Please briefly describe the facilities, equipment and computing systems you are currently using, and discuss your organization's facility, equipment and computing capacity needs.

Staffing or Training Development Capacity Survey Questions

(If you do not have staff, please complete questions in terms of board members or volunteers).

19. Please select the statements below that fit your organization.

- Our organization has documented positions with written duties, and qualifications.
- Necessary positions are filled, or is there an up to date/current recruitment plan
- Our organization has a documented plan for supervision, staff reporting, and performance reviews.

- Trainings, conferences, and professional development opportunities are available to staff and program teams
- Our organization's staff have the required knowledge, and skills to implement our programs/services in a manner that will achieve the greatest positive affect.

20. Please provide details about the items from the previous question (selected or not selected) that will give a clear picture of your organization's staff training and capacity.

Volunteer Management Capacity Survey Questions

21. Which items below describe your organization's use of volunteers? *Select all that apply.*

- NA – Our organization does not have volunteers
- We would like to have volunteers but do not yet have any.
- We have volunteers but do not yet have volunteer policies and procedures.
- Our volunteer policies and procedures are in process.
- Our organization has a policy for recruiting and selecting volunteers.
- Our organization has procedures to train volunteers.
- Our volunteers are provided position descriptions.
- Our volunteers are consistently guided and supervised.

22. If your organization uses volunteers, please describe your process for recruitment, and the types of training and supervision that volunteers receive. If your organization does not use volunteers, please describe the reason, and discuss whether you are interested in volunteer development.

Outreach & Communications Capacity Survey Questions

23. Which items below describe your organization's process for outreach and communication? *Select all that apply.*

- Our organization has an up-to-date logo.
- Our organization has a style guide and associated templates to facilitate consistent creation of organizational materials and publications.
- Our organization has an up-to-date website that reflects our organization and the services that we provide.
- Our organization has a community outreach and engagement plan.
- Our organization has basic information brochures, flyers, or materials that share about our mission, programs and services provided and contact information.
- Our organization has an outreach kit with the supplies and materials needed to table at community events.
- Our organization has a social media presence that reflects our organization's mission and amplifies our work.
- Our organization has an up-to-date external communications plan that addresses strategy for crisis communications, marketing, and public relations.

24. Please provide details about any of the items from the previous question (selected or not selected) that will give a clear picture of your organization's communications development.

25. Please select the communication channels your organization consistently uses to share information about your work. *Select all that apply.*

- Email list-serve (AKA e-blasts)
- Website
- Newsletter
- Facebook
- Instagram
- LinkedIn
- Others- Please explain:

26. Are you interested in changing the number or type of social media channels that your organization uses or developing strategies to manage social media activities? Please explain:

Capacity-Building Project Questions

27. Project Location Latitude (*Enter the latitude of your project's location. Your response must be in decimal format to six places, for example: 39.375097*)

28. Project Location Longitude (*Enter the longitude of your project's location. Your response must be in decimal format to six places, for example: -122.54454:*)

29. Please select all the areas that would be supported by this grant.

- Organization Formation and Start-Up
- Board development or training
- Strategic Planning
- Policy and Procedure Development
- Insurance
- Equipment and Supplies
- Technology Support
- Staffing or Training
- Partnership Development
- Grant Writing
- Volunteer-Related Costs
- Web & Social Media Development
- Logo Development and Updates
- Tabling and other Outreach

30. Please provide a description of how this grant will support the item(s) selected above, and what the measurable outcome will be in terms of capacity changes for each item once the grant period is complete.

31. Please describe how your organization will sustain the impacts of the capacity grant after the end of the grant term.

Documents Tab:

Please upload the following required documents if they are applicable to your organization. If using a fiscal sponsor organization, the document request applies to the fiscal sponsor.

1. IRS determination letter
2. Board of Directors contact information
3. Bylaws
4. Most recent audit (up to last five years)
5. Most recent 990 or 990 EZ

Budget Tab:

Please list all budget items that will be paid for using capacity grant funds in the table. There will be a capacity related workshop as part of the grant awards. Please budget \$1,500 or more if needed as part of your grant request to cover travel expenses and staff time for one person to attend the workshop.

Scoring Criteria

2022 CFSC Capacity Building Grant Program Scoring Criteria

Criteria 1 through 7 will be given a score from 1 to 3 based on the quality of the applicant's responses to the applicable questions. Criterion number eight is a 2-point automatic score that is applied to applications that are from a fire safe council or interface with a CFSC-funded County Coordinator Program grant.

Capacity Program Fit

(1=Low, 2=Average, 3=High) How well does the project fit into one or more of the funding categories: capacity building, volunteer mgmt. and media and communications development?

Starting Capacity of Applicant

(1=Low, 2=Average, 3=High) rate the capacity of the applicant to complete the project with available resources, staffing and support services.

Capacity Translation to Program Benefits

(1=Weak connection, 2=Moderate connection and 3 =Strong connection) how well will the proposed capacity building actions lead to more effective current or future fire hazard mitigation programs?

Community Need - Capacity Context

(1=Low, 2=Average, 3=High) Based on the application responses, rate the need for additional organization capacity in this community.

Community Need - Wildfire Risk Context

(1=Low, 2=Average, 3=High) Based on the application responses, rate the need for capacity based on the communities' wildfire risk.

Budget Detail and Content

(1=Poor, 2=Average, 3=Outstanding) rate how clearly the costs are described, are relevant, and reflect the actual costs and items necessary to complete the work.

Project Completion

(1=Challenging, 2=Somewhat Likely, 3=Very Likely) Rate how likely the project is to be completed before the deadline of June 30, 2023.

County Coordinators and Fire Safe Council Alignment

(Additional 2 points) Do the proposed capacity-building actions occur within a County that is a current recipient of a CFSC-funded County Coordinator grant or is the applicant a fire safe council?



Community Fire-Safe Capacity- Building Grant Opportunity



Map of Southern CA Edison Service Area

At least seven of the capacity grants will be awarded within the Southern CA Edison service area.



California Fire Safe Council Contact Information

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