

# REQUEST FOR APPLICATIONS

2025 TOT Grants Program  
(FY 2025-26)



## Submission Deadline

TOT Grant  
Applications are due:

**Friday, April 25, 2025  
@ 3:00pm**

[www.cityofepa.org](http://www.cityofepa.org)

## 1. Introduction

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The purpose of the City of East Palo Alto Small Grants Program-Transient Occupancy Tax Fund (TOT) is to provide grants to support non-profit organizations that provide enrichment programs and services to Children, Youth and Families, including Seniors.

### About TOT

At the general municipal election held on November 5, 2002, voters in East Palo Alto modified the Transient Occupancy Tax (TOT) ordinance to provide a dedicated revenue stream for Children, Youth and Family services, including Senior citizens (CYFS). The TOT revenue is collected through a hotel tax which is submitted to the City on a monthly basis. 10% is set aside for CYFS. For 2025-26, the City Council preliminarily approved a total amount of \$350,000 in funds available and increased the grant amount for programming to a not-to-exceed \$75,000 per grant organization for those that meet the criteria requirements. A single season (four months or less) request may not exceed \$20,000. The funds are exclusively to be used by Community-Based Organizations and non-profits that serve East Palo Alto residents.

“Children are one third of our population and all of our future.” ~Select Panel for the Promotion of Child Health, 1981

Historically TOT funds have been directed into summer programs for youth. As the program has evolved and the TOT grant fund has remained steady, Council has desired to expand the TOT Grants program beyond the original scope of summer-based programming into possible year-round activities. Qualified applicants are welcome to apply utilizing a variety of activities that ultimately benefit the City of East Palo Alto residents!

## 2. Timeline and Important Elements

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Funding Timeline (staff anticipates the following timeline)	
Notice of Funding Availability (NOFA) Released	March 24, 2025
Mandatory Pre-Submission Applicant Orientation	April 4, 2025
Question Submission Ends	April 9, 2025
<b>Applications Due (Late Applications will not be accepted.)</b>	April 25, 2025 @ 3:00pm
Applicant Review Process	April 28-May 1, 2025
Award Announcement	May 20, 2025

## **Mandatory Pre-Submission Information Session**

Interested applicants **MUST** have attend ONE of TWO Informational Sessions. Each session will be held remotely via Zoom on **Friday, April 4, 2025 at 1:30pm and 6:00 pm.**

The purpose of the Pre-Submission Applicant Orientation:

- Describe the Transient Occupancy Tax (TOT) Grants Program and program requirements
- Respond to questions from potential applicants
- Review the application process

## **Questions and Inquiries**

To ensure all applicants have access to the same information, grant staff will only answer application questions submitted via email by **Wednesday, April 9, 2025**. All questions will be responded to in writing and shared with session attendees by **Friday, April 11, 2025**. Submit questions to Maurice Baker at: [mbaker@cityofepa.org](mailto:mbaker@cityofepa.org).

## **3. Grant Details**

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**Funding Available:** The City Council has authorized up maximum grant amount of \$75,000 per grant application for fiscal year 2025-26 for a grand total of \$350,000 which is contingent on the quality and number of proposals received plus funding available.

The City is specifically interested in programs that specifically serve the following demographics:

- **Children/Youth**
- **Family Services**
- **Seniors**

**Eligible Applicants:** **Must be registered and up to date** Non-profit 501 (c)(3) organizations from East Palo Alto or organizations that serve it's residents.

Applicants are required to submit proof of non-profit status. Current or past grant recipients may apply for grant funding.

TOT grants are competitive and must demonstrate an increase in both quality and access to programs for East Palo Alto children, youth and families, including seniors, and have to be publicly funded/supported programs that **promote measurable improvement** and a supportive community environment for families and/or seniors. Details regarding this promotion of measurable improvements will be provided at the Mandatory Pre-Submission Applicant Orientation on **Friday, April 4, 2025**.

#### 4. Contractual Requirements and Reporting:

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All grantees will be required to list:

- Service category area;
- Track the number of clients served (Example: Sign-in/Out sheets or digital versions);
- Demographics (Example: race, age, language);
- Total service hours provided;
- Length of programming (e.g. ten weeks or sessions etc.)
- Program impacts; and
- All grantees, regardless of the type of grant, will be required to conduct a client satisfaction survey during the grant term and submit that feedback with the Closeout paperwork.
- Closeout reports are due 30 days after the close of your grant. Any funds not expended by the end of your grant are required to be returned to the City of East Palo Alto along with your Closeout Report.

In addition, recommended applicants must provide the following as a condition of grant award:

- **Memorandum of Understanding (If you are partnering with another organization – not required for Small Grants):** Partnering organizations are required to define their partnership by written agreement in the form of a Memorandum of Understanding (MOU). In addition to expressing a convergence of will between the parties, indicating an intended common line of action, roles and responsibilities; the MOU must identify a lead organization to represent the collaborative and receive payments on its behalf. The Lead Organization **may** be required to provide all requested legal documents including insurance to cover the work of the group. **Lead organizations are required to submit proof of current non-profit status.**

#### 5. Proof of Insurance

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Organizations seeking to submit an application with the City will be required, at time of application, to provide evidence of insurance and maintain coverage throughout the life of the grant. Costs for required insurance may be included in the proposed program budget. **Outlined below is the comprehensive list of insurance requirements that will be required for review of application. Organizations are encouraged to reach out to City PRIOR to application due date if any questions/concerns arise.**

- A. Commercial General Liability Insurance: Contractor's General Liability insurance shall include contractual liability coverage. Contractor shall take out and maintain during the life of this

Agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the Contractor's operations under this Agreement, whether such operations be by Contractor or by any sub-Contractor or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000), in aggregate or Three Million Dollars (\$3,000,000) combined single limit bodily injury and property damage for each occurrence.

B. Automobile Liability Insurance: CONTRACTOR shall procure and maintain

Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.

C. Worker's Compensation and Employer's Liability Insurance: Contractor shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement".

D. Professional Liability Insurance: Contractor shall take out and maintain during the life of this Agreement a policy of professional liability insurance, protecting it against claims arising out of the acts, errors, or omissions of Contractor pursuant to this Agreement, in the amount of not less than One Million Dollars (\$1,000,000) per claim. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

## II. ADDITIONAL REQUIREMENTS

A. Broader Insurance Coverage: In the event that Contractor maintains broader coverage and/or higher limits than the City's minimum requirements, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. The limits of

insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the City before the City's own insurance shall be called upon to protect it as a named insured.

- B. Additional Insured Status: The City of East Palo Alto, its subsidiary agencies, directors, officers, employees, agents, independent contractors and volunteers shall be named as additional insureds on any such policies of comprehensive general and automobile liability insurance.
- C. Primary and Non-Contributory Coverage: Except for professional liability and worker's compensation insurance, the policies shall also contain a provision that the insurance afforded to the City, its subsidiary agencies, and their directors, officers, employees, agents, independent contractors and volunteers based on additional insured status shall be primary and non-contributory insurance to the full limits of liability of the policy, and that if the City, its subsidiary agencies and their directors, officers, employees, agents, independent contractors and volunteers have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. Verification of Coverage: Contractor shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause).
- E. Notice of Cancellation: Contractor shall provide thirty (30) days' notice, in writing, to the City, at 2415 University Avenue, East Palo Alto, CA 94303, of any pending change or cancellation of the policy.
- F. Deductibles or Self-Insured Retentions: Prior to the execution of this Agreement, any deductibles or self-insured retentions must be declared to and approved by City.
- G. Breach: In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, City, at its option, may, notwithstanding any other provision of this Agreement to the

contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

## **6. Review, Evaluation, Selection Process, and Ranking:**

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**Eligibility Review:** City staff will review applications to ensure they meet minimum eligibility requirements and submittal standards. Only applications that are complete, meet eligibility requirements, and submittal standards will be forwarded for further considerations. Applicants not meeting these standards will be notified.

After a preliminary review by City staff, eligible proposals are presented to a Community Grants Review Panel (CGRP) for further review and ranking. The CGRP will present their rankings and recommendations for funding to the City Council. The City Council, which has final approval authority, then selects the slate of projects to be funded and informs the staff of its decision. The Community Services Manager is responsible for administering the grants for the approved projects.

**Application Format and Submission:** Applications must be no longer than ten (10) pages plus attachments. **Applications will not be available online.** All submissions are due by **3:00 pm. on Friday, April 25, 2025.**

**Electronic submissions are required.** Allow plenty of time for the system to upload documents. Submit applications:

- Via email to [commservices@cityofepa.org](mailto:commservices@cityofepa.org)

**Attachments should be in PDF format.** All documents should be titled with the attachment designation followed by the applicant name. For example: Attachment A: ABC Organization: Application. Attachment B: ABC Organization: Narrative. **If the file size is too large, break up the documents and send them in smaller groupings.**

**The award of a contract, and any allowed renewal or extension thereof, is subject to allotments made by the East Palo Alto City Council and subject to the availability of Transient Occupancy Tax (TOT) Funds. PLEASE NOTE THAT THE EAST PALO ALTO CITY COUNCIL MAY PARTIALLY FUND ANY CONTRACT RESULTING FROM THIS SOLICITATION. ANY FUNDS NOT EXPENDED BY THE END OF YOUR GRANT IS REQUIRED TO BE RETURNED TO THE CITY OF EAST PALO ALTO ALONG WITH YOUR CLOSEOUT REPORT.**

**Instructions:** Submissions should be presented in the following order: **KEEP THIS FORM.**

<b><u>CHECK LIST</u></b>	
<b>I. Application (pp. 7-8)</b> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>TOT Compliance Policies</b> <ul style="list-style-type: none"> <li>a. <u>Conflict of Interest (COI) Certification</u></li> <li>b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> <li>• Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ul style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter</li> <li>b. <u>Form 990 or 990 Exemption:</u> Last 2 years</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget:</u> 2 years</li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds:</u> Commitment letter if applicable</li> </ul> </li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List:</u> Including titles and addresses.</li> <li>• <u>Executive Director Name:</u> Or equivalent employee.</li> </ul> </li> </ul>	<input type="checkbox"/>



## CITY OF EAST PALO ALTO –TOT

### GRANT APPLICATION

#### COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

#### Organizational Information

Legal Name Organization:	
Address of Organization:	
Website:	

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

#### Contact Information

Grant Administrator			
Email			
Phone		Fax	

#### Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ _____
Total Project Budget: <b>(For this project)</b>	\$ _____
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ _____
What is your organization's total annual operating budget?	\$ _____
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes ☐ No ☐ Year(s)? \_\_\_\_\_

Is that grant still active? Yes ☐ No ☐

If not, have you submitted your Closeout forms? Yes ☐ No ☐

Please indicate your service category: Camp ☐ Leadership Development ☐

Career/Employment/Entrepreneurship ☐ Crisis Intervention ☐

Sports/Recreation ☐ Re-Entry/Diversion ☐ Other ☐

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children ☐ | Youth ☐ | Families ☐ | Seniors ☐

Check Age Group(all that apply):

☐ under 5, ☐ 5-10, ☐ 10-15, ☐ 15-18, ☐ 18 – 24, ☐ 25 – 64, ☐ 65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:

\_\_\_\_\_

List the **total** number of Clients you intend to serve during this program: \_\_\_\_\_

## Program Timeline

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What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

## Acknowledgement

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☐ I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

☐ I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

☐ I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

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*Signature of Authorized Representative*

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*Date Signed*

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*Printed Name*

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*Title*

**NARRATIVE:** Not to exceed 2 pages (**Please use 12 PT Font with 1-inch margins on 8/12 x 11 inch paper**). Please describe:

- Your project service category;
- Goals and objectives – work plan;
- How many clients you intend to serve;
- Project partners (if any);
- Project timeline;
- How this project helps your organization fulfill its broader organizational mission; (Please include your organization's mission statement);
- How proposed program activities will increase a young person's academic achievement or help positively develop their social skills. Evidence based strategies will be viewed favorably;
- Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto;
- Your organizational history and qualifications providing direct services to the target population;
- Lead staff, their qualifications; and
- The project's proposed budget and how it supports the overall objectives and activities. Include planned efforts to leverage funds and list potential funders. Budget should be reasonable, realistic, and consistent with your work plan. **Projects that utilize matching funds will be given priority.**

**Graphic Chart/Spreadsheet:** Not to exceed 3 pages (highlighting one (1) objective per sheet of 8/12 x 11 inch paper).

Highlight up to three (3) measurable indicators/objectives focused on direct service programming and impact. The limited number makes the process simpler; more importantly, it makes everyone think hard about priorities. The chart draws a picture of your program or intervention;

In your responses, keep the following concepts in mind:

- **Outputs:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a work plan or timeline. Outputs include things like number of workshops held, number of youth tutored, health management plan completed, etc.
- **Outcomes:** Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short and long-term. Outcomes include things like the numbers of youth served that are now in college, or the measure by which their grade point average has improved.

**BUDGET:** In an Excel spreadsheet, develop a project budget that outlines the funding request. Detail: TOT funds requested; note any matching funds; and list the organization's annual budget allocation to that activity. Examples of budget items include, but are not limited to, personnel, personnel benefits, sub-contractors/collaborative partners, supplies and materials, and equipment. Staff and personnel costs may not exceed thirty percent (30%) of the total budget.