



CHARTER DOCUMENT FOR THE RICHMOND COMMUNITY BENEFITS ADVISORY COMMITTEE

I. Mission Statement

The mission of the Richmond Community Fund Advisory Committee (RCFAC) is to fund programs and projects that improve the quality of life in Richmond and assist residents in having a safe and healthy place to raise families.

II. Committee Members

Per the Community Benefits Agreement, signed by Chevron and the City of Richmond in July 2008, the Committee shall be made up of two members appointed from Chevron, three sitting or retired Council Members appointed by the City Council and two community members jointly chosen by the City and Chevron-appointed members.

Prospective community members must submit an application and are chosen by a majority opinion of the City and Chevron-appointed members. [See Appendix 1 for community representative application.]

The Richmond Community Benefits Agreement, page 5, Item 2.C(2), states that RCFAC members shall act as advisors and provide financial and programmatic oversight of the distribution of \$1 million, provided by Chevron, annually for ten years.

III. Committee Administrative Support

Both the City and Chevron will also provide administrative support to the RCFAC members, including, but not limited to:

- Developing draft agendas and other documents for review and acceptance by the RCFAC members
- Collecting applications from prospective organizations
- Informing applicants of the RCFAC decisions regarding their application
- Distributing checks to successful organizations
- Providing quarterly financial reports
- Collecting year-end reports from grantees
- Drafting year-end reports and public communications regarding the work of the RCFAC

IV. Term of Committee

Per the Community Benefits Agreement, signed by Chevron and the City of Richmond in July 2008, the term of each RCFAC member is four years. The first term of the RCFAC begins 1 January 2009 and terminates 31 December 2012. At the end of the first four-year term, Chevron and the City will decide whether to re-appoint sitting members from their respective organizations, or appoint new people. Every four years the reconstituted RCFAC, made up of Chevron and City representatives, will accept new applications for the community members. Current RCFAC community representatives may re-apply to serve additional terms.

If for some reason, a committee member must leave his/her appointed seat before the expiration of his/her appointment, a new member shall be immediately appointed using the aforementioned process.

The RCFAC will remain in existence from 1 January 2009 until 31 December 2018.

V. Application Procedures

A. Advertising Applications

The RCFAC will publicly announce that it will accept applications and distribute funds on a quarterly basis at the beginning of each calendar year. This announcement will be posted on both the City and the Chevron Richmond Refinery websites and a notice will appear in at least one Richmond-based publication (i.e. the Contra Costa Times). The public announcement will include: funding priorities (if any), a brief description of the application process, application submittal deadlines for the year and where applications can be found.

RCFAC applications forms and guidelines will be posted on both the City and Chevron websites. Hard copies will be made available to the public at the City of Richmond offices. The RCFAC will not accept proposals if applicants do not use the approved RCFAC application form. [See Attachment 2 attached application form and guidelines.]

B. Application Process

Per Section IV.(A) above, applications will be posted on the City website, with a link to the application on the Chevron Richmond Refinery's website. Hard copies will be available, upon request, at City offices and public libraries.

Prospective applicants should be informed that applications will not be accepted unless they have used the RCFAC application form.

Applications must be submitted to the City of Richmond. The City of Richmond will designate one department to be responsible for collecting all RCFAC grant applications. Prospective applicants should be encouraged to submit their applications on-line, through the City of Richmond's website. Hard copies will be collected at a designated place in City offices..

C. Application Submittal, Consideration, and Funding Notice

Applications can be submitted continuously throughout the year, however, they will only be considered on a quarterly basis. Collected applications will be given, once a month, to the Chevron-designated RCFAC administrative support person, to be logged into its system. Chevron will also, at this time, send out notices to all prospective applicants that their application has been received.

All applications to be considered for 1st Quarter funding must be received by March 1, 2nd Quarter funding by June 1, 3rd Quarter funding by September 1, and 4th Quarter funding by December 1. Copies will be made for each RCFAC member by the Chevron administrative support and provided electronically at least seven working days before that quarter's RCFAC meeting to determine proposal funding.

Grant recipients will be notified that they will be awarded a grant by the last day of each quarter (i.e. 31st of March, 30th of June, 30th of September). December grant winners will be informed by the 15th of January of the following year (i.e. December 2009 winners will be notified by January 15, 2010). Unsuccessful applications will be informed of the Committee's decision within 30 days of the Committee's decision.

VI. Decision-Making

A. Reviewing Proposals

Each RCFAC member should evaluate all proposals in accordance with the project selection criteria outlined below. RCFAC members shall meet to discuss each proposal and their funding recommendations. The RCFAC will store proposal evaluations at the Chevron offices, after the process has been completed.

B. Selection Criteria

The process of selecting potential projects to receive Community Benefits funds involves two levels of assessment:

- Screening criteria to make an initial determination about whether the proposed project will be considered for funding.
- Differentiating criteria to determine which of the qualified projects will actually receive funding.

Both levels of criteria will be made public, in order to exhibit transparency in the use of community investment funds, to discourage funding requests that do not meet the criteria, to encourage results-based partnerships and to demonstrate to community members RCFAC's commitment to funding high-value projects that make a difference in the Richmond community.

Projects must pass the initial screening criteria in order to be considered for funding:

- ❖ Answers a community need in Richmond
- ❖ Applicants must be a registered 501(c)(3) organization
- ❖ Target population/target geography – must be limited to Richmond and in some special cases, to communities immediately surrounding Richmond
- ❖ No political, military or religious organizations
- ❖ No individual requests
- ❖ No sports teams sponsorships

If a project meets all of the above criteria, it can then be evaluated for the differentiating criteria.

- ❖ Quality of proposal – justified and supported by data and results-oriented
- ❖ Capacity of organization to implement the proposal
- ❖ Communication plan
- ❖ Cost-effective
- ❖ Monitoring and evaluation plan
- ❖ Demonstrates high potential for success
- ❖ Commitment to partnership with the City and Chevron
- ❖ Generates positive feedback from community
- ❖ Sustainability of project benefits
- ❖ Builds social, human or organizational capability
- ❖ Is innovative – generates new knowledge, standards or technology

C. Scoring

Each RCFAC member will use the attached project selection scoring matrix to evaluate the merits of each proposal. [See Attachment 3.]

D. Due Diligence

Before awarding a grant, it is prudent to confirm that the applying organization is a responsible one. Information on the organization's past performance will be verified during the proposal review process. At the due diligence stage, it may be necessary to review the information that the organization has provided to substantiate its financial solvency, to demonstrate its record of integrity and adherence to accepted business ethics, and to confirm that it has (or has access to) the necessary equipment and facilities to implement the project.

For organizations with well-known reputations, the RCFAC may choose to do nothing more than review the information provided by the organization. For organizations with reputations that are less well known, RCFAC members may wish to arrange for a pre-grant audit or a visit with the organization.

If problems with an organization turn up during the due diligence process, the RCFAC members will need to decide whether it is in the interest of the RCFAC to assist the organization to address the due diligence concerns.

VII. Grant Making

Grantees will be informed the last day of each quarter if their applications will be funded (i.e. 31st of March, 30th of June, 30th of September). December grant winners will be informed by the 15th of January of the following year (i.e. December 2009 winners will be notified by January 15, 2010). If a grant application had been denied funding, an organization can resubmit an application for consideration during a subsequent quarter. Applications submitted for consideration in one quarter will not be automatically considered at a later date, only new and revised applications will be considered.

Checks will come directly from Chevron's corporate account.

Grants will be made quarterly throughout a given calendar year, until the \$1 million has been spent. A public announcement will be made when the funding has been exhausted for that calendar year and no more new proposals will be accepted.

A list of successful grants will be made publicly available within 30 days of awarding the grants on the City's and Chevron's website. The RCFAC may also consider holding a public event to announce the winners. This can be decided on a case-by-case basis by the RCFAC.

A. Grant Limits

Chevron's grant requirements states that permission is required by the Chevron Corporation (located in San Ramon, CA) for grants in excess of \$25,000. Therefore, RCFAC will submit any recommended grants requests in excess of \$25,000 to Chevron's Corporate Headquarters and receive written approval, before the organization can be informed of the RCFAC's decision.

B. Multi-year Grants

Currently, Chevron's grant requirements stipulate that grants can only be given on a year-to-year basis (i.e. they do not allow for multi-year grants). Organizations that have received funding can reapply in the following calendar year for continued funding.

C. Organizations Applying for More Than One Project

The Committee will consider multiple applications from an organization within the same calendar year, provided they are for different projects. If a grant has already been given to an organization within that calendar year, a Project Report Form on the progress of that grant must accompany a new application, in order to be eligible for additional funding.

VIII. Grantee Reporting and Annual Submittal of Project Report Forms

Grantees must fill out a Project Report Form, which is due by February 28th of the calendar year after they are granted funds. If grantees want to apply for additional funding, then they must submit a Project Report Form prior to or along with an additional application. The Project Report Form, submitted with another application, must indicate the status of the currently funded project. If the grant money for the currently funded project has not been spent, then the Project Report Form will be considered interim and a final Project Report Form is still required prior to the applicable February 28 deadline.

January grant recipients must submit a Project Report Form by February 28th of the following calendar year, or before they apply for additional funds. If the grant money for the currently funded project has not been spent, then the Project Report Form will be considered interim and a final Project Report Form is still required prior to the applicable February 28 deadline.

If not all the grant money has been spent or the data collected to evaluate the outcome of the grant expenditures has not been collected by the February 28 deadline, then the Project Report Form will be considered interim and grantees should provide a final Project Report Form when the grant money has been spent and the data has been collected to evaluate the outcome of the grant expenditures.

Organizations will not be granted repeat funding if they have not produced a Project Report Form.

These reports will be collected by Chevron. Chevron's administrative support will then produce an annual report by May of each year, which will highlight the outputs and outcomes produced by the organizations. This report will help the RCFAC review the progress it has made on achieving its mission.

IX. Resolution of Disputes Amongst Committee Members

RCFAC members shall attempt to resolve any disagreements through dialogue and negotiation and agree to reach decisions by consensus among the group.

In the case of a dispute regarding a funding request by an organization, a majority vote will resolve the impasse.

In order to encourage open and honest dialogue, the RCFAC members agree to keep their discussions during RCFAC meetings private and confidential. Any comments to the public or the press will not attribute statements to specific members of the RCFAC.

X. Communication

As the community members of Richmond are recognized as important stakeholders in the Community Benefits process, the RCFAC acknowledges the importance of being open and transparent with the public.

Toward that end, application procedures, deadlines and selection criteria will all be made public. A list of successful applicants will be publicized each quarter. In addition, an annual report will be made to the public by May of each year.

ATTACHMENT 1: COMMUNITY MEMBER APPLICATION REQUIREMENTS

Richmond Community Fund Advisory Committee

The City of Richmond and the Chevron Products Company executed a [Community Benefits Agreement](#) (Agreement) on July 31, 2008.

The Community Benefits Agreement creates a Richmond Community Fund that, beginning in 2009, receives \$1,000,000 annually for 10 years to fund non-profits and community programs. The Agreement requires the establishment of a seven-member Richmond Community Fund Advisory Committee (Committee) to act as advisors and provide financial and program oversight. The Committee is comprised of three City Council members, two Chevron-appointed representatives, and two community members. These members serve 4 year terms.

Council members Nathaniel Bates, Ludmryna Lopez, and Jeff Ritterman will represent the Richmond City Council. Mike Doyle, Chevron Refinery Manager and Dean O'Hair, Chevron External Affairs Manager will serve as Chevron representatives.

[Applications](#) for the Committee's community representatives are now available on the City's website, at the City Manager's Office, or can be requested by calling 620-6512. Applications must be submitted to Janet Schneider, City Manager's Office or

janet_schneider@ci.richmond.ca.us by March 20, 2009 at 5:00pm. After conducting interviews with top candidates, the current 5 members will select the two community representatives.

Community representatives must meet the following criteria:

- A Richmond resident for at least one year;
- Demonstrate a deep knowledge of community needs;
- Willingness to work hard, attend meetings and review proposals thoroughly;
- Cannot be a City of Richmond or Chevron employee; and
- Understands that their employers or organizations in which they are members (or affiliated) will not be eligible for funds during their 4-year term.
- Experience making funding decisions and understanding organizational budgets is not required but would be helpful.

The Committee plans to conduct interviews with top candidates by the end of March and select members soon after.

Richmond Community Representative Application

(Attach additional pages if necessary)

Name*: _____ Date*: _____

Street Address*: _____

City*: _____ Zip Code*: _____

Cell Phone (include area code)*: _____

Home Phone*: _____ Work Phone: _____

E-mail Address*: _____

Years Living in Richmond*: _____ Occupation*: _____

Employer: _____ Years with Current Employer*: _____

Highest Education Degree Obtained*: _____

Why do you want to serve on this Committee*: _____

List organizations that you have been or currently serve as a Board member*: _____

List non-governmental organizations that you currently are a member or affiliated with*: _____

Please list three references. Include Name, Relation to you, Phone Number, and E-mail Address*:

***indicates required fields.**

ATTACHMENT 2: PROJECT SELECTION CRITERIA

RCFAC PROJECT SELECTION MATRIX

DATE:

1. Applicant Information	Organization Name:	Contact:	Organization Type:		Years of Operation:
		Address:	E-mail:	Phone:	Fax:
Application Check-list	<ul style="list-style-type: none"> ○ Completed application ○ Program budget ○ Proof of IRS 501(c)(3) Not-for-Profit status ○ Financial Statements for the previous two years or IRS Form 990 Tax Returns ○ List of Board Members 			Notes:	
2. Project Description	Demonstrated need:				
	Start date:				
	End date:				
	Target population of services:				
3. Project Concept	<ul style="list-style-type: none"> ○ Project is clear and comprehensible ○ Realistic timeline ○ Activities are defined and results-oriented ○ Technically feasible 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Impact	<ul style="list-style-type: none"> ○ Extent of project's contribution to community and residents ○ Likelihood of sustainable benefits ○ Project builds social, human or organizational capability 	<input type="checkbox"/> Extremely Important <input type="checkbox"/> Significant <input type="checkbox"/> Mildly Significant <input type="checkbox"/> Not at all Significant <input type="checkbox"/> Very Likely <input type="checkbox"/> Somewhat Likely <input type="checkbox"/> Not Likely <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Project Outcomes, Evaluation and Accountability	<ul style="list-style-type: none"> ○ Project goals and objectives are clearly defined ○ Indicators to be tracked are clearly defined ○ Evaluation plan is 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			

	outlined and feasible	
6. Organizational Capacity	<input type="checkbox"/> Management and staff are qualified <input type="checkbox"/> Quality financial management system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Communication and Partnership	<input type="checkbox"/> Communication plan is present <input type="checkbox"/> Proposal demonstrates commitment to partnership with the City and Chevron	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Financial Viability	<input type="checkbox"/> Project budget is realistic and cost effective <input type="checkbox"/> All funding sources for project are accounted for	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Panel Comments:		
Total Funds Requested:		Funding Recommendation:
Reason for Funding Recommendation:		