



# Richmond Department and Fund For Children and Youth

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**Participatory Grant RFP Info Session**

**Wednesday, February 4, 2026, | 4:00 PM**

Patrick Seals

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Guadalupe Morales

Nicholas Delgado

Kaitlen Burnom



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# RFCY Overview

## Grant Pilot Overview



Approximately \$500,000  
available for FY 2026–27



One-year pilot grant period



July 1, 2026, to June 30, 2027

# RFCY Grant



Core Needs-Based Funding Strategies



Adjusted Grant Amounts for Different Applicants



Collection of Client-Level Data



Affidavit for Background Check Compliance



Mandatory Evaluation Process Requirement

RICHMOND  
KIDS FIRST  
INITIATIVE  
(MEASURES  
E & K)  
(PAGE 5)

Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, on June 5, 2018.

Became Article 15 of the Richmond Charter

**Established:**

- ✓ Department of Children and Youth
- ✓ 15-member Oversight Board
- ✓ Richmond Fund for Children and Youth

# Core Needs



# What Is Participatory Grantmaking?



Participatory Grantmaking is an approach where community members, especially those who are directly impacted by the funding matters are involved in making key grant decisions.



Including community voice into the process in a meaningful way, while maintaining RDCY accountability to the Charter, Strategic Investment Plan, and Community Needs Assessment.

RDCY staff facilitates the process and ensures City compliance

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graph TD; A[RDCY staff facilitates the process and ensures City compliance] --> B[Richmond youth-serving community members help shape design and make recommendations]; B --> C[Final funding decisions remain with the Oversight Board];
```

Richmond youth-serving community members help shape design and make recommendations

Final funding decisions remain with the Oversight Board

What Is Participatory Grantmaking?

# Purpose of the Participatory Grantmaking Pilot

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Builds on the existing RFCY competitive grant framework



Tests how community voice can be integrated into funding design and recommendations



Reflects emerging best practices in public sector grantmaking



Maintains oversight board and city council approval authority

# Key Design Principle

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Maintain continuity with the existing RFCY RFP structure



Make targeted adjustments to improve accessibility, transparency, and equity



Isolate what is being tested- *process* rather than funding priorities



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# Eligibility and Guideline Review

## Entities eligible for funding include:

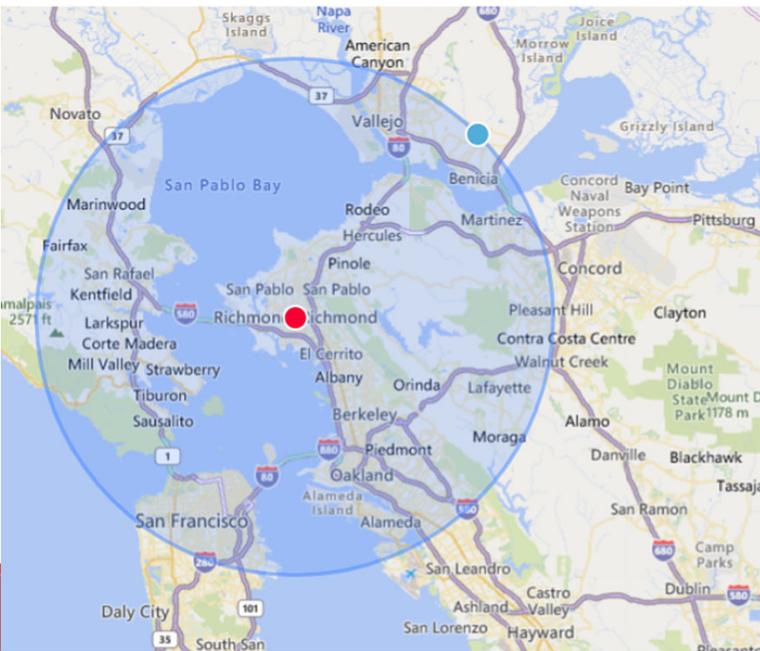
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### ELIGIBILITY

- **Organizations** that serve children, youth, and disconnected transitional-aged young adults
- **Non-profit community-based organizations**
  - Operate as not-for-profit entity with 501(c)(3) tax status
  - Current (filed) 990/990N or Audited/Reviewed Financials
  - Fiscal Sponsor may be used
- **Public Agencies**

# Location



# ELIGIBILITY

- Located in Richmond or Unincorporated North Richmond
- Located outside - but in close proximity to - Richmond (15 mile radius to City Hall Address)

- Allows organization without 501(c)(3) tax status to apply for RFCY funding
- Organizations are responsible for finding a fiscal sponsor
- Fiscal sponsor will serve as the applicant
- Signed agreement between sponsored organization and fiscal sponsor
- Fiscal sponsor will enter into a grant service agreement
- An eligible public agency must apply on its own behalf and may not use a fiscal sponsor

# USE OF FUNDS

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Pg. 8

Grant will fund programs/projects provided to:

- Children (birth to 12) and youth (ages 13 to 17) and their caregivers
  - Disconnected transitional-aged young adults (ages 18 to 24 years)
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# USE OF FUNDS

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Pg. 8

Funds may NOT be used for:

Services provided by specific public entities, except for collaborations between these entities and community-based (see the Collaboration section on page 10 of the RFP)

Any service that primarily benefits adults over 24 years

Capital expenditures for housing, or rent subsidies

Repayment of existing debt, pre-existing tax liens, obligations, endowment

Political campaigning or lobbying



# No Percentage Cap on Project Budget

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## Previous RFCY RFP

Smaller organizations struggled to meet match or scaling expectations



## PGM Pilot

Applicants may request up to 100% of the project budget

No percentage cap tied to organizational size



## What this acknowledges

Smaller or newer organizations may not yet have diversified funding streams.

Grant Level	Allocation
A (<175K) approx. 6-7 awards	~ \$166,667
B (\$175K–\$499K) approx. 3 awards	~\$166,667
C (\$499K and above) approx. 3 awards	~\$166,667

## Grant Distribution

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Grant awards will be intentionally distributed across Grant Levels A, B, and C. This prevents one group (especially large organizations) from dominating awards.

If awarded, an organization with a \$200,000 annual budget can receive their max request of \$25,000 to run their full summer program.

## Award Amounts

Organization Fiscal Size	Under \$175,000	Up to \$25,000
	\$175,000 to \$499,999	Up to \$50,000
	\$500,000 and above	Up to \$50,000

### Why this matters

Expanded to include an additional intermediate level to maintain consistency in budget-sizes

Large organizations will not receive substantially higher awards solely based on size

Creates space for broader participation

# Summary Table By Applicant

	<b>A</b> <i>(Budgets at or under \$175,000)</i>	<b>B &amp; C</b> <i>(Budgets over \$175,000 )</i>
Max grant request	<b>\$25,000</b>	<b>\$50,000</b>
<b>Financial Statements</b>	<b>See Information and Requirements Below</b>	



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# Online Grant Application

# New Online Submission Details

- The FY 26-27 grant application will be fully digital. All applications should be completed via the City's submittable platform.
- Submittable will follow the lifecycle of the grant. Awarded applicants will complete all reporting via Submittable. It is our new one stop shop!

**Submittable** 

**The Richmond Fund for Children and Youth Fiscal Year (FY) 2026-27 Request for Proposals and Grant Application is now open!** The deadline to submit an application and all relevant attachments is **Friday, March 13, 2026, at 11:59 p.m.**

The City will host a virtual info session on **Wednesday, February 4, 2026, at 4:00 PM**. You can join the virtual session by clicking [HERE](#).

In collaboration with community-based organizations and nonprofits serving youth and families throughout the greater Richmond region, the Department is pleased to release the Fiscal Year (FY) 2026–2027 Request for Proposals (RFP) under the **Participatory Grantmaking Pilot Project**. This RFP seeks program proposals from nonprofit organizations and public agencies to provide services to children and youth in Richmond and unincorporated North Richmond, California. Grants awarded through this RFP will support **a one-year period from July 1, 2026, through June 30, 2027**, with a total projected funding amount of **approximately \$500,000** to pilot community-informed approaches to grant program design and administration.

All funding recommendations developed through the Participatory Grantmaking Project are advisory in nature and subject to review and approval by the RFCY Oversight Board and the Richmond City Council, consistent with Article XV of the Richmond City Charter.

Applications are submitted online through the City's Submittable platform. If you have any questions, contact: [youth@richmondca.gov](mailto:youth@richmondca.gov).

To make sure you are notified of additional updates, please subscribe to the [Richmond Fund for Children and Youth E-News Sign-up!](#)

[Click Here to Apply](#)



Apply using our Submittable platform!

# Online Submission Details (Page )

Hi 🌟

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<b>Narrative Element</b>	<b>Points</b>
Organization Story and Program Summary	20 Points
Program Design	35 Points
Outcomes and Impact	25 Points
Budget	20 Points
<b>Richmond Based Organizations</b>	<b>10 Extra Points</b>
<b>Total</b>	<b>110</b>

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Review Criteria (Page 16 )

# Get Help Applying for City of Richmond Grants

## Free Workshops and One-on-One Support for ECIA and RFCY Applicants

The City of Richmond is offering **free, optional in-person grant application support** for organizations applying to the ECIA and Richmond Fund for Children and Youth (RFCY) grants.

Experienced grant writing consultants will offer hands on guidance to help applicants prepare strong, complete applications, specific to the two grants.

- Scan QR Code to sign up for workshops:



Questions?  
youth@richmondca.gov 510-620-6523

All nonprofits encouraged to register.  
**Limited spots available!**

### Registration required:

ECIA Grant Workshop  
Date: February 5, 2026  
Time: 9:30 AM -1:00 PM

RFCY Grant Workshop  
Date: February 13, 2026  
Time: 1 - 2:30 PM

Free and optional. Participation does not affect funding decisions.



# FY 2026 - 27 APPLICATION

# Creating a Submittable Profile

The City of Richmond's grants website is:  
<https://richmondca.submittable.com/submit>



**Environmental Community Investment Agreement (ECIA) FY 26-27 Categories 1 & 2**  
Ends on Fri, Mar 13, 2026 11:59 PM

Guidelines [Submit](#)

**Environmental Community Investment Agreement (ECIA) FY 26-27 Category 4 (Mini Grant)**  
Ends on Fri, Mar 13, 2026 11:59 PM

Guidelines [Submit](#)

**Richmond Fund for Children and Youth: FY26-27 Participatory Grantmaking Project**  
Ends on Fri, Mar 13, 2026 11:59 PM

Guidelines [Submit](#)

City of Richmond - Grants [f](#) [X](#) [in](#) [✉](#)

# Creating a Submittable Profile

Please either: click the sign-up button or sign in with either google or Facebook. Once completed, you will be taken to the application of your choice



## Welcome

Log in to City of Richmond - Grants to continue to Submittable.

Continue

Don't have an account? [Sign up](#)

[Help](#)

OR

 Continue with Google

 Continue with Facebook

# Grant Application - Section 1

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## 2026 - 2027 Richmond Fund for Children and Youth: Participatory Grantmaking Project

Project Name: *(required)*

### Section 1: Organizational Overview

Name of Organization or Lead Organization: *(required)*

Organization EIN *(required)*

Organization Address: *(required)*

Country *(required)*

Address *(required)*

Address Line 2 (optional)

City *(required)*

# Grant Application - Section 1

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State, Province, or Region <small>(required)</small>	Zip or Postal Code <small>(required)</small>
<input type="text"/>	<input type="text"/>
<b>Executive Director Name:</b> <small>(required)</small>	
First Name <small>(required)</small>	
<input type="text"/>	
Last Name <small>(required)</small>	
<input type="text"/>	
<b>Program Manager Name (primary contact for grant):</b> <small>(required)</small>	
First Name <small>(required)</small>	
<input type="text"/>	
Last Name <small>(required)</small>	
<input type="text"/>	
<b>Program Manger Phone Number:</b> <small>(required)</small>	
 <input type="text"/>	<input type="text"/>
<b>Program Manager Email:</b> <small>(required)</small>	
<input type="text" value="email@example.com"/>	

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# Grant Application - Section 1

Type of Applicant: *(required)*

Select...



Program Summary *(required)*

Total Program Budget: \$ *(required)*

\$

USD

Amount of Grant Funds Requested: *(required)*

Proof of 501(C)(3) Status *(required)*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wps

Please upload a PDF version of your letter from the IRS stating your 501(C)(3) status.

Board of Directors *(required)*

Choose File

## Grant Application - Section 1

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Will you be using a Fiscal Sponsor? *(required)*

Yes

No

**Fiscal Sponsor Information (Organization with 501(c)(3) tax status):**

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# Grant Application - Section 2 (20 points)

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## Section 2 : Organization Story and Program Summary (20 points)

1) How did your group get started, and what are you most proud of? (required)

Limit: 500 words

2) Describe your organization's experience providing services for children and youth, including: years of service in the community and experience with diverse youth and communities (required)

Limit: 500 words

3) RFCY Core Needs (Check all that apply): (required)

- Mental/Behavioral Health & Wellness
- Physical Health & Wellness
- Learning Needs
- Community Safety & Belonging
- Connective and Supportive Services
- Other

## Grant Application - Section 2 (20 points)

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### 4) Age Group to be served (Check all that apply) *(required)*

- Early Childhood (0–5)
- Children (6–12)
- Youth (13–17)
- Transitional-Aged Youth (18–24)
- Caregivers/Parents
- Other

### 5) Services/Activities you will Provide (Check all that apply): *(required)*

- Mentoring/tutoring
  - After-school enrichment
  - Arts/music/dance
  - Sports/recreation
  - Counseling/support groups
  - Job readiness/skills
  - Other
-

# Grant Application - Section 3 (35 points)

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## Section 3: Program Design (35 points)

1) What is the purpose of your program? (required)

Limit: 300 words

2) Who does your program serve and why? (For example: Low-Income youth, Justice impacted or LGBTQI+ youth? Children with disabilities, Undocumented families, etc.) (required)

Limit: 250 words

3) Describe the components of your program. (Activities, timelines, etc.) (required)

Limit: 250 words

# Grant Application - Section 3 (35 points)

4) Describe your staffing plans for managing the program: (required)

	A	B	C
1		Staff Name	Roles and Responsibilities
2	1		
3	2		
4	3		
5	4		
6	5		
7	6		
8	7		
9	8		
10	9		

5) How often will services happen? (required)

Limit: 100 words

## Grant Application - Section 3 (35 points)

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Limit: 100 words

6) Where will services take place? (Site(s)/Location(s)) (required)

Limit: 100 words

7) Collaboration with other organizations / systems of care? (For example: Shared spaces, recruitment, school sites, etc.) (required)

Limit: 250 words

8) What other supports do your participants need, and how do you connect them to these supports? (required)

Limit: 250 words

## Grant Application - Section 4 (25 points)

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### Section 4: Outcomes and Impact (25 points)

1) What impact do you hope this program will make for youth and their caregivers? What are the program goals and objectives? *(required)*

Limit: 500 words

2) How will you measure success? What are your evaluation and assessment strategies? *(required)*

Limit: 500 words

Have you done this program before? *(required)*

- Yes
- No

# Grant Application - Section 5 (20 points)

## Section 5: Budget (20 points)

Total organization budget (based on 990s, audited/reviewed financials, or income statement): **(required)**

990, 990N, Audited Financials

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Program Budget: **(required)**

### Program Budget Table

Please complete the following tables. The revenue table should highlight all funds coming into the program and how the RFCY grant would impact total organizational revenue. The expenditures table should highlight proposed line items for your grant and how each line item will be utilized.

# Grant Application - Section 5 (20 points)

## Activity Projections (required)

	A	B	C	D	E
1	Activity Projections				
2	Name of Program Activities	No. of Sessions per Quarter	Avg. No. of Participants	Avg.Length per Session (hours)	Activity Description
3	(List program activities)				(Brief description)
4					
5					
6					
7					
8					

## REVENUE (required)

	A	B	C	D
1	REVENUE			
2	Category	RFY Request	Project Budget	Revenue Status
3	(List Funding Sources)			(Approved/Pending)
4				
5				
6				
7				
8	Revenue Total	\$-	\$-	

## EXPENDITURES (required)

	A	B	C	D
1	EXPENDITURES			
2	Category	RFY Request	Project Budget	Budget Narrative
3				
4				
5				
6				
7				
8	Expenditure Total	\$-	\$-	

# Grant Application – Projections (unscored)

## Program Projections

Total Number of Unique Richmond Participants:

Female *(required)*

Male *(required)*

Nonbinary *(required)*

Other

Unknown

## Projections by Zip Code

94801 *(required)*

94803 *(required)*

94804 *(required)*

94805 *(required)*

94806 *(required)*

Unknown

## Projections by Age

Birth-5 *(required)*

6-12 *(required)*

# CONTRACT AWARD

## Grant payments

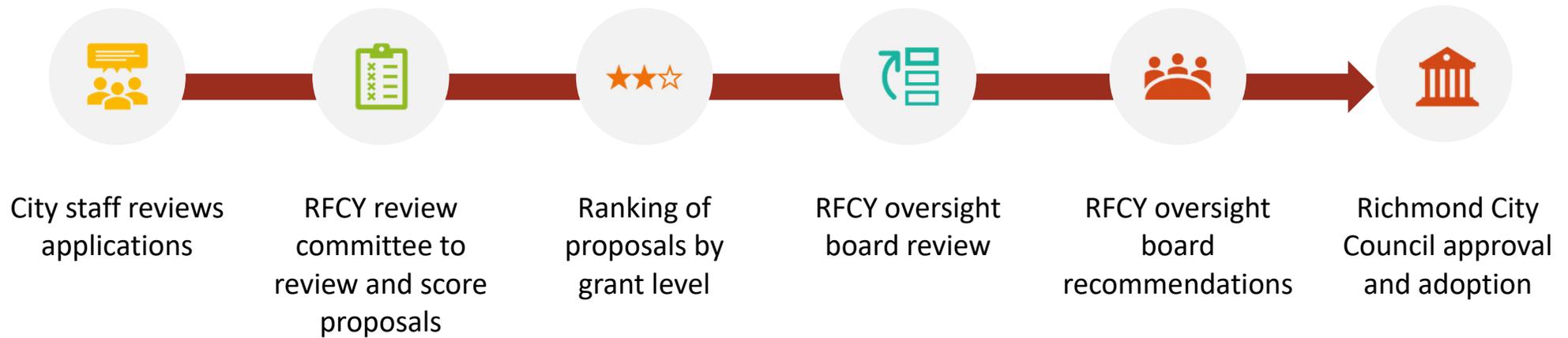
- Awarded on reimbursement basis
- Quarterly basis

## Advance Payments

- Initial advance of 25% of total award
- Additional 25% advance
- Final advance of 25%
- Remaining 25% reimbursement pending successful completion of work

# REVIEW PROCESS

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Request for Proposal (Application) Timeline	
TASK	DATE
Request for Proposal Release	January 30, 2026
Information Session	February 4, 2026
Applications Due	<b>Friday March 13, 2026 by 11:59 p.m.</b>
Application Review and Scoring	March- April 2026
Grant Award Notification	May 2026
Grant Award Period	July 1, 2026 - June 30, 2027

# Timeline

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# Grantee Requirements



Enter into a City contract (grant agreement)



W-9 and Supplemental Vendor Application



Obtain a City of Richmond Business License



Meet City's insurance requirements



Program evaluations and site visits



Submit quarterly reports/invoices

\*Reference City as a grantor on applicable material

# Grantee Requirements - Insurance

Certificate of Insurance/ Accord Form

Policy Endorsements

- Additional Insured
- Primary and Noncontributory

Waiver of Subrogation

Other Documents/Endorsements based on Type of Requirement

- Deduction and Self-Insured Retentions
- Loss Payable Endorsement
- Surety Bond



# Grantee Requirements - Insurance

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- PINS
- Central database to manage, track and preserve insurance information for all Contractors/Vendors
  - Manage: Provides a vehicle to request, enter and communicate with contractors/vendors to ensure insurance policies and documents are up to date as required
  - Track: Allows Departments a central location to track contractor/vendor insurance to ensure compliance with City requirements
  - Preserve: Stores and archives insurance policies, documents and related contracts

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Thank You!  
Any Feedback and/or Questions?



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



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