EPIC Grant
Information and Application Instructions

North Coast Opportunities is awarding grants to community groups for preparedness outreach and education that reaches vulnerable populations. If your community can benefit from extra support preparing for emergencies such as earthquakes, fires, or floods you are encouraged to apply.

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This document contains detailed information about the EPIC grant, and instructions for the application process. Included are sections about

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Direct questions or ideas about projects to:

Mendocino County: Megan Watson Mwatson@ncoinc.org or (707) 376-8617
Lake County: Tammy Alakszay Talakszay@ncoinc.org or (707) 263-4688 ext 404

1. Eligibility

Who is eligible? Any **Community Based Organization (CBO)** doing preparedness outreach and education that reaches vulnerable populations.

Any CBO's able to track and report their project/financial activities, having the ability to comply with data collection and reporting requirements. If you are not a 501 c3, fiscally sponsored, or meeting the requirements described in CalOES Sub Recipient Handbook, NCO will consider providing fiscal sponsorship for this grant.

Any CBO serving vulnerable populations including: Tribal, senior citizens, youth, Latino, non-english speaking, unemployed, homeless, low-income, fire survivors, geographically vulnerable, LGBTQ, medically vulnerable, disabled or differently abled, and minority ethnic-or racial groups.

Any CBO providing services within Lake or Mendocino Counties. Separate proposals must be submitted if you are working in both counties.

Any CBO completing the necessary application, timeline and budget, and obtaining approval from the eligibility committee.

Who is NOT eligible? Government agencies are not eligible to receive this funding.

What kinds of activities are eligible? Preparedness outreach, education, training and events. Your organization could partner with programs like CERT (Community Emergency Response Team) or Listos for preparedness trainings in English or Spanish, or work with experts to provide special needs trainings serving people with disabilities or dealing with homelessness. Or, your group could create an event like a block party (Neighborfest) or preparedness fair or share information at an event that's already happening. A theater performance, art contest, American Red Cross "Are you Ready" presentation at a faith-based organization event, or other creative method of outreaching to and educating your community are all welcome types of activities that would qualify.

What are eligible expenses? Any expenses related to the planning, coordination, and implementation of your training or event are eligible expenses. This could include staff time and/or stipends. Please note that unlike a stipend, reimbursement for staff time will require a functional time-sheet. Educational materials and meals over $10 per person are eligible.

What are NOT eligible expenses?   Equipment purchases like woodchippers, generators or other fire-fighting tools are NOT eligible for funding.

What is the Sub-Recipient Handbook and what are the CAL OES eligibility requirements? The Sub-Recipient Handbook,(SRH) *view online here*, is the guidebook provided by CAL OES, the state program overseeing the grant, that explains all of the rules grantees must follow. NCO, and all of its CBO grantees must follow all of the guidelines in the SRH. The SRH includes A LOT of information. If your CBO doesn't have a lot of experience with state or federal grants, please DON'T assume you can't apply. NCO, and the EPIC program are committed to working with CBO's to support important preparedness work across our counties

2. Summary of Application Questions

When you fill out your grant application online, you must fill out, and submit it in the same sitting. This means if you close the browser window, you will lose your work. The website doesn't set any hard timeout limits until around 24 hours, but certain browsers can have their own timeout limitations. You can leave the browser open for hours at a time to work on it, but there's no guarantee it would remain open overnight for example. We strongly recommend you review the summary of application questions below and have all of your information ready to enter. You may want to copy the questions as you fill them out, so you can save your own work in progress.

 GRANT APPLICATION- WHAT YOU NEED TO KNOW- please be prepared with this information

APPLICATION CONTACT, AND ELIGIBLITY INFORMATION

1   Applicant contact information including: name, email and phone number
2   Project title and $ amount of funding request
3   Be able to Identify your organization's structure. Is it a 501c3, fiscally sponsored group, or something else
4   Know your organization's EIN#
5   A thorough understanding of the eligibility guidelines in the application instructions.
6   If your organization doesn't meet those standards, consider fiscal sponsorship with NCO (only for this project) and/or have a plan to become eligible
7   Make a note if you have additional questions about eligibility

PROJECT DESCRIPTION AND IMPACT

8   Project Title
9   Be able to describe your project in a few sentences, with clear examples of your activities.
10   Know how many people you expect to reach,
11   Identify the vulnerable population(s) you are serving. Be specific, don't just say "everyone".
12   Be specific about where your project will happen
13   Be able to list organizations you're partnering with, and explain their roles.
14   Explain how the community, and the vulnerable population you're serving, are involved in your project
15   Read through the description of tiers of outcomes in the application, understand what tiers your project activities fall into.
16   If the project will continue past Dec. 2020, be specific how the project will carry forward.

ORGANIZATIONAL CAPACITY

17   Briefly describe your organization's mission, give examples of the work you do, and your work with vulnerable populations.
18   Share if your organization has disaster preparedness or response experience
19   Know your organization's approximate annual budget, or if you don't have one, explain why
20   Know how many people your organization serves in an average year

PROJECT MANAGEMENT AND REPORTING

21   Know if your organization can track the number of people you reach with this grant
22   Know if there might be challenges with tracking, and how you'll respond
23   Know if your organization can manage and track the reimbursement process.
24   Know if there might be challenges with reimbursement, if you need help, and how you'll respond

PROJECT STAFF, BUDGET, AND TIMELINE

25   Know who the project lead is, and have their contact information available

26   If there are other staff involved, have their names and describe their roles

27   Have a document of the project lead's resume.

28   Create your timeline spreadsheet. Have it finished and ready to attach. View included
     sample for guidance

29   Create your budget spreadsheet. Have it finished and ready to attach. View included
     sample for guidance

30   Include any questions that arise during application process.

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3. Tips for Applicants

Review before you fill out the online application.

- **Application timing out.** The website hosting the application (WUFOO) doesn't set time-out limits, BUT internet browsers generally impose their own limits on how long someone would be able to stay on a single page before it times out. Doing something like restarting your computer or closing the browser window would end up refreshing the page and therefor clear out any data entered into the form thus far. If this happened, the applicant would need to begin again from the start.   You may want to prepare the application information ahead of time (see question summary above), and/or copy your answers into another document as a back up copy.
- **Be honest about your eligibility, and any questions you have.** The grant committee won't automatically disqualify anyone with a credible project and plan to implement it. If your project is a good fit, we'll do everything we can to support you!
- **Write down your questions as you go.** There's a place to submit additional questions at the end.
- **Attaching a document**. You're asked to upload a project timeline, project budget, and It can be a word document, excel spreadsheet, pdf or jpeg. If you're working in google docs. Choose the Download option in the toolbar under FILE. You can choose to make it an xlsx. Or pdf. Either is appropriate.

4. What to Expect – after your grant is submitted

After completing the necessary application, timeline and budget

An eligibility committee will review and approve your proposal. If approved, a Memorandum of Understanding (MOU) will be signed detailing the activities, roles and responsibilities of the CBO (you) and grantor (NCO). CBO's will then:

- Attend an EPIC orientation for technical assistance and preparedness training.
- Each month report on number of people reached and money spent.
- Meet monthly in person or on the phone with program coordinator to ensure you're on track to complete your objectives, as well financial and activity reporting.
- Implement project as awarded to deliver emergency preparedness training, outreach, and/or events to diverse-vulnerable populations.

- Attend quarterly trainings events with peer-to-peer networking, to problem solve, identify of gaps of service, share successes, and find opportunities to work collaboratively.
- Work with our local CERT and Listos programs to see where we can implement more training.

5. Timeline and Budget Information – samples on following page

You are encouraged to present your timeline and project budget as you see fit, and in the format you think best conveys the project information. The application allows for uploading a variety of documents like pdf., xls., or doc.

The following pages:

- Sample of an approved project timeline that conveys the minimum level of detail the committee is seeking, and an acceptable format.
- Sample of a budget template. You may choose to replicate the format.

Example of a Project Timeline

Project Timeline   October 1st 2019 - January 7th at 5:00 PM.

Project Title: Mendocino Program Launch

Activity Type	Date	Description
Planning	15-Oct	Communicate with Listos Program in Santa Barbara about developing Listos Mendocino
	15-Oct	Coordinate schedule and outline of goals with NCCC
	20-Oct	Prepare and host community meeting about launch of listos
	25-Oct	Plan NCCC activities
	1-Nov	Plan community kick off events and secure locations
	1-Nov	Prepared Promotional materials
	Nov 8-13	Welcome and train NCCC members
Outreach	Nov 14, 15, 16	advertise listos and community kick off events in front of grocery stores
Community Kick off Events		
	19-Nov	Ukiah kick off
	20-Nov	Fort Bragg Kick off
	Nov 27, 29, 30	Advertise Listos and Community basic training
	Dec 5,10,11	Advertise Listos and Community basic training
Outreach	Nov. 19-Dec. 12	register participants for community basic training
Event	Dec. 14	Ukiah community basic training
Follow up	Dec. 15 - Jan. 7	feedback from participants and planning for future trainings

Budget Template

Organization Name: _____

Program Name: _____

Date:_____

Salaries and Stipends	% FTE	Salary w/benefits	Total projection
			$ -
			$ -
SUBTOTAL SALARIES & Stipends		$ -	$ -

*Salaried employees must submit functional timesheets

Educational equipment and Supplies- Decription	Source-Quantity	Amount	Total Amount
			$ -
			$ -
			$ -
SUBTOTAL EQUIPMENT & SUPPLIES			$ -

Travel / Training / Mileage/Other	Source-Quantity	Amount	Total Amount
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
SUBTOTAL TRAVEL / TRAINING / OTHER			$ -

Venue	Source-Quantity	Amount	Total Amount
			$ -

| | | | $ | - |
| SUBTOTAL VENUE | | | $ | - |

Other	Source-Quantity	Amount	Total Amount	
			$	-
			$	-
			$	-
SUBTOTAL OTHER			$	-

TOTAL FUNDING REQUEST		$	-