

## **Lingafelter Program Information**

### **Program Guidelines:**

- Priority is given to assist new or start-up organizations that most clearly embrace the mission of Community Action Partnership of Riverside County (CAP Riverside).
- Funded activities must benefit low-income individuals and communities identified as having a high proportion of low-income residents.
- Grants are made in amounts ranging from \$250 to \$1,500.
- Eligible applicants must be non-sectarian and non-partisan, have a community service focus, and have or be eligible to apply for non-profit status.
- Eligible applicants must have a volunteer board or steering committee with representation from the intended beneficiaries or target community.
- Funding provides one-time assistance only.

### **Funding Should Support:**

- Maximum feasible participation of the poor.
- Strengthening local capacity.
- Better organization and coordination of community service opportunities.
- Innovative programs.
- Maximizing employment opportunities.

### **Program Procedures:**

- Contact CAP Riverside Planning Department.
- Complete one-page funding application and provide pertinent supporting documentation.
- The Planning Evaluation & Finance Committee (PE&F), a sub-committee of the Community Action Commission, reviews all applications at its regularly scheduled meeting and the committee makes recommendations to the full Community Action Board.
- The Planning Staff will notify applicants of CAP Riverside Commission's action within one week after the Commission meets.
- Awarded applicants will sign an agreement accepting the grant and committing the organization to specific funded goals.

**Each awarded applicant will submit a brief report within 6 months of award identifying how the funds were used and how the community was impacted.**