

# Frequently Asked Questions

## How much funding is available for each project?

SCAG will award up to \$15,000 to selected projects, and award amounts will vary.

SCAG encourages applicants to follow the guidelines regarding anticipated work hours and direct costs, ensuring that the project demonstrates feasibility and cost-effectiveness. SCAG staff may work with applicants to scale proposal budgets as needed.

## Are local government agencies, like cities and counties, eligible for funding?

No. This funding opportunity is designated for community-based organizations, non-profits, students, and artists. If cities or agencies are interested in projects that build community resiliency and increase the safety of vulnerable street users, please consider one of the following options:

Public agencies should consider partnering with a community-based organization that can receive the funding and implement the project.

## Can my organization submit multiple projects for consideration?

Yes. Multiple projects may be submitted for consideration. It is likely that no more than one project per organization would be selected, depending on a variety of factors including budget.

## Will there be any changes to the implementation period?

No. All funded projects must be completed by August 31, 2022 with deliverables submitted by September 9, 2022. Applicants must scale and schedule projects appropriately.

## How will social distancing measures impact projects?

We recognize that social distancing disrupts many conventional in-person engagement activities, such as workshops, events, and safety demonstrations. Applicants are encouraged to follow their local public health guidance when planning in-person engagements.

Applicants may also explore alternatives, like radio, phone banks, or flyering to address the digital divide, as well as virtual tools to engage local communities.

## How can I use a Mini-Grant to reach populations without access to virtual tools and a quality internet connection?

Applicants do not need to exclusively rely on online tools. Applicants are encouraged to propose projects that consider a variety of methods, such as radio, with phone banks or flyers. Engagement may involve developing assessments, or plans, strategically compiled, in support of street level resiliency planning, bike/ped audits, or in support of identifying safe routes for essential workers/to essential services.

## How soon will I know if my project has been selected?

Applications are due at 11:59 P.M. on Wednesday, April 29, 2022. SCAG will communicate with awardees no later than the week of May 16, 2022 if their project is awarded. Applicants will be contacted via the email address or phone number listed in the submitted application.

## How is this Call for Projects being funded?

Funding for the Mini-Grant Program is provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

## Does my project require insurance?

Mini-Grant awardees will need to provide proof of General Liability, Automobile Liability, Worker's Compensation, and Professional Liability insurance. SCAG requires insurance to manage the risk of performing work on behalf of the agency, and they help mitigate any potential financial impact to Awardees and to SCAG should an accident occur. Applicants that do not meet these requirements may be considered on a case-by-case basis. SCAG will consider the following factors:

- Does your project require the use of a car?
- Does your organization have employees?
- Is your project fully virtual?

To meet our insurance requirements, you may also consider using the insurance of a partner organization. If you are working closely with another organization, you can use their insurance. If you are partnering with your local jurisdiction, you may consider using their insurance coverage for your project.

For additional guidance regarding the insurance requirement, contact Andrés Carrasquillo at [carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov).

## **What kinds of equipment are considered eligible expenses? For instance, can permanent installations such as a blinking stop sign light be purchased with these funds?**

Purchasing of equipment and permanent installations are not eligible. However, if you are looking to rent equipment, it's most helpful to talk about the specifics of your projects, and we can discuss equipment rental that could be covered with this grant.

## **Can we submit an application for a project that has already received partial funding?**

Yes. We've seen a number of organizations using this funding in conjunction with other funding, leveraging other resources and/or grant funds.

## **What type of supporting documentation is required for labor and direct costs?**

For supporting documentation for labor costs, a copy of the payroll register or a copy of a pay stub would meet this requirement. We need documentation that verifies the rate that you are purposing in the budget in order to determine if the budget request is reasonable.

For direct costs, providing documentation of market research rates through quotes from vendors to estimate the cost of service is sufficient. For instance, if you have printing costs, providing a printing quote, or if you are purchasing paper, a screenshot of Amazon paper costs would be sufficient documentation.

If you have any issues with providing supporting documentation, please contact Andrés Carrasquillo, Community Engagement Specialist, at [carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov).

## **Our group would like to conduct a video shoot and/or host a training workshop. What kind of documentation is needed for projected costs?**

Applicants can provide current contracts or quotes from vendors to estimate the cost of services.

## **If we are looking to stipend community members for participation, how do we provide documentation of the hourly rate since they aren't employees?**

Compensating individuals through stipends is not an eligible expense. However, we understand that individual community members play a key role in the on-the-ground work. To explore alternatives to stipends, please contact Andrés Carrasquillo, Community Engagement Specialist, at [carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov).

## **Can you give examples of "virtual platform subscriptions" which are listed as an eligible expense? Would that include boosting posts on social media?**

Virtual platform subscriptions such as Zoom and GoToMeeting are subscription fees that would be covered by this grant. The Mini-Grant will only cover the portion of a subscription that

only includes the implementation period. For example, a \$149/year subscription fee will be prorated to \$34 to cover the 12-week implementation period.

Fees associated with boosting posts on social media are considered advertising costs, and they are eligible as long as they are directly related to your project (for example, promoting your project or the associated safety message).

### **Since paint is not an eligible expense, does that mean a street mural is an ineligible project?**

The Mini-Grant can cover fees, permits, planning, and coordination – all the work that goes into the planning and implementation of a street mural. We've worked with previous applicants who have used this funding for planning and supplemented the project with other grants or funds to purchase paints.

### **Are road and sidewalk improvements directly related to the project considered eligible expenses?**

Permanent improvements are not eligible costs, but you may use the *Go Human* Kit of Parts to temporarily demonstrate improvements.

The Mini-Grant is not an infrastructure grant, and we are looking for activities confined to the implementation period of a project. Oftentimes awardees use these projects to build excitement for future permanent improvements, build a case for future improvements, or bring awareness or education to where improvements are needed.

### **Are those percentages on the various criteria the percent of the weight they have when applications are scored?**

Yes. You will see on the application form that each question identifies how many points those questions are worth.

### **Will the Mini-Grant Information Sessions be available to view later?**

Yes. The recorded presentation will be available on YouTube: For English, [click here](#) and for Spanish, [click here](#).

### **How does my organization get reimbursed?**

The Mini-Grant is paid on a reimbursement basis. Should your project be awarded funds, you will receive an award letter detailing the amount of the award. At the end of the grant period, you will submit a final report, project documentation, and invoice that will be reviewed and approved. Payment reimbursement can take up to 60 days after your project is completed and upon successful completion of these grant deliverables.

### **Can previous Mini-Grant awardees apply for this funding round?**

Yes!