

What is Participatory Budgeting?

Participatory Budgeting (PB) is a unique method of asking city residents to get involved in their government and identify real project proposals they would like to see on the ballot.

Anyone can submit an idea for a project proposal: new parks, street repair, job training programs, band instruments for schools, etc.

All the ideas submitted before October 7, 2018 are sifted through by resident volunteers who turn ideas into actual proposals that can appear on an April 2019 ballot. Many project proposals require non-city partners if recommended by voters and approved by City Council for funding, such as the school district, county agencies, and 501(c)3 nonprofit organizations.

How much money is available?

City Council sets aside a maximum 20% of the PB allocation from Measure B sales tax revenue – or approximately \$200,000 – for programs and services that will require non-profit partners. Individual project proposals can seek grant funding from \$30,000 to \$75,000.

Why should a non-profit organization prequalify?

Only 501(c)3 nonprofit organizations who prequalify on or before November 15, 2018 are eligible to be listed as a partner on a project proposal.

How can a non-profit organization participate?

Anyone – including representatives from non-profits – can attend a meeting and submit an idea for a project proposal. Now is the time for new and innovative ideas to better serve Vallejo's residents!

How long do non-profits remain qualified?

Non-profits that successfully prequalify (or that prequalified in 2015) will remain qualified for 3 years.



Since 2013,
Vallejo residents
selected
47 projects
totaling
\$8.3 MILLION



SHARE YOUR IDEA NOW!



Para asistencia
en español llámame
(707) 648-4041

Call (707) 648-4577
Submit an idea in person at the
City Manager's Office
555 Santa Clara Street

 **Prequalify by November 15
to be a Non-Profit Partner for a PB Project!**

Prequalification Requirements*

for Non-Profit Organizations

Organizational Information

- Narrative of organization mission & vision
NOTE: Mission/vision must match proposed project
- Overview of organizational structure
Include:
 - 1) Key personnel list & resumes
 - 2) List of board of directors and bios
- Organization's written fiscal policies/procedures
- Organization's written personnel policies/procedures

Legal Documents

- IRS 501(c)3 designation letter
- Articles of incorporation
- Bylaws
- Authorizing governing board resolution (and roll call vote) – authorizing organization's signatory
- Liability, Auto & Worker's Comp insurance certificate(s)

Financial Records

- Current year (plus 2 previous years) pro forma financial statements
 - Income & Expenses (P&L), Cash Flow, Balance Sheet
NOTE: Pro forma statements must demonstrate the following four requirements:
 - 1) No operational deficits in current year
 - 2) No debt service deferment or forbearance in last 3 years
 - 3) Maximum 30% average administration/overhead over 3 years
 - 4) Balance sheet must show assets equal to or greater than liabilities*NOTE: Organizations are eligible to submit proposals for project funding up to 150% of 3-year average annual revenues*
- IRS Form 990 (previous 2 years)

Experience

- Narrative of organization history & legacy
 - Number of years in existence, growth, etc.
- Narrative of experience (e.g., serving low/moderate income populations)
- 2 letters of reference (or reference contact info)

To apply, go to:

<https://cityofvallejo.formstack.com/forms/prequalification>

* Prequalification does not guarantee funding.

For a detailed Participatory Budgeting rulebook, visit:

<http://www.ci.vallejo.ca.us/common/pages/DisplayFile.aspx?itemId=8255348>