

Exhibit A - Port Application Form & Schedule

COMMUNITY INVESTMENT PROGRAM SAMPLE APPLICATION

SCHEDULE

The Port of Oakland accepts applications four times a year on the following timeframes:

- 1) Jan 1- Jan 30
- 2) April 1- Apr 30
- 3) July 1- July 31
- 4) October 1 – October 30

ORGANIZATION INFORMATION

Are you a Fiscal Sponsor? YES or NO

If **YES**, please complete all the below sections as they relate to your organization, not the organization you are sponsoring for this grant.

Federal Tax ID: _____ Organization Official Name: _____

Organization Address: _____

(Address)

(City, State)

(Zip Code)

Mailing Address: _____

(Address)

(City, State)

(Zip Code)

Phone: _____ Fax: _____ Email: _____

Organization Executive Director: _____

(Prefix)

(First)

(Last)

Port of Oakland Representatives (Additional): _____

If you have discussed this proposal with a Port representative, please list name above

Board of Directors: _____

Please list any Port of Oakland representatives/employees who are on your Board of Directors

CONTACT INFORMATION

This section includes two contacts: A) The *ORGANIZATION* Contact is the primary day-to-day contact for your organization; B) The *REQUEST* Contact is the person that is making this grant request on behalf of your organization. This may be the same or different depending on your organization's structure.

Organization Contact:

Name: _____ Title: _____

(Prefix) (First) (Last)

Phone: _____ Email: _____

___ Check this box if the Request Contact is the same as the Organization Contact listed above

Request Contact:

Name: _____ Title: _____

(Prefix) (First) (Last)

Phone: _____ Email: _____

PROPOSAL INFORMATION

Request

Request Date: _____ Request Amount: \$ _____

Past Support:

Date of Sponsorship: _____ Project Description: _____

Request Amount: \$ _____

Grant Description Title: _____

This should be the descriptive title or name of your project

Focus Area:

- ☐ **Economic Vitality:** The Port of Oakland is committed to economic development and supports programs that promote community and economic viability by helping small businesses create and sustain jobs. We focus on programs that expand access to Port opportunities for small and local business as well as organizations that provide technical assistance. Examples include, but not limited to, activities with chambers of commerce and trade associations.
- ☐ **Workforce Development & Education:** The Port of Oakland promotes equitable community access to employment and is committed to developing a workforce pipeline for Port careers. We support programs that prepare individuals to participate successfully in an increasingly global society and to contribute back to the communities in which they live. Specifically, we focus on supporting programs that increase access to high-quality education, and prepare individuals for careers in Port related industries. Examples include, but not limited to, training and education in the logistics, Science Technology Engineering & Math Education, aviation, and the building-construction trades.
- ☐ **Environmental Sustainability & Healthy Communities:** The Port of Oakland is committed to sustaining healthy communities through leading edge environmental stewardship. We support programs that promote our goal of sustainable and healthy communities that surround the Port of Oakland. Specifically, we support environmental awareness, sustainability, environmental justice, and health education.

1. Project Description: (300 Words Max)
 - This should be the detailed description of the project or program for which you are requesting funding.
 - What are the intended outcomes for this support? Please provide details on how you will measure and report on these goals.
 - How does this project or program support the Port's goals and objectives in your specified focus area?
 - How many people are served by your project or program as stated in your description?

2. Please tell us how the Port funds will be used to support your project or program? For example, the majority of funds will go to support which of the following:

- ☐ Project or Program
- ☐ General Operating
- ☐ Capital
- ☐ Event

Description: (50 Words Max)

3. In what county or area will this grant **primarily** be used? - Please state the county or the city (if applicable) where the MAJORITY of the funds will be used. If your project is regionally based or is statewide, please state the area that best represents where the funds will be used.
4. How will the Port of Oakland be recognized for this donation throughout the upcoming year?

A. Please give specific examples such as:

- ☐ Public recognition on website
- ☐ Newsletters
- ☐ Media advisories
- ☐ Event signage
- ☐ "Host Title" event opportunities
- ☐ Other:

B. Please list project deadlines for advertising, collateral, and event participation.

C. The Port of Oakland may request the following from its grant recipients:

- Copies of all event/program materials that mention the Port's sponsoring role
- Dissemination or distribution of Port announcements to the organization's mailing database
- Ability to make a Port presentation at one of the organization's events
- A feature article in the organization's newsletter or e-newsletter
- A meeting to present proposal to Port of Oakland representatives, including a description of how Port funds will be used

5. Does this grant request offer opportunities for Port of Oakland employee volunteers? If so, please list project deadlines for event and volunteer opportunities.

6. ATTACHMENTS

We require a current W-9 be attached to your application. The W-9 form must be **SIGNED** and **DATED** to be accepted. Make sure your W-9 is:

1. Signed by an official of the organization.
 2. Dated no more than 12 months from the submission date of this application.
 3. A match to what is on file with the IRS.
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COMPLIANCE AND CERTIFICATION

Nondiscrimination and Equal Opportunity Clause

The Port of Oakland Community Investment Award Recipient/Organization agrees, subject to applicable laws, rules, and regulations, not to discriminate in the performance of any event, activity, or project against any employee or applicant for employment on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, AIDS, HIV status, age disability, handicap, or veteran status.

Compliance with the Americans with Disabilities Act of 1990 shall be the sole responsibility of Sponsorship Award Recipient/Organization, and Award Recipient/Organization shall defend and hold the Port of Oakland harmless from any expense or liability arising from Award Recipient/Organization's non-compliance therewith.

Signature & Date