INTERLOCAL MASTER AGREEMENT
Texas State # A 2022-0002
Task Order #2
Non-profit Grant Capacity Building

Project Background:

Throughout the year, The City of San Marcos (City) receives requests for assistance or partnership on grants or other funding applications from various nonprofits and other similar agencies throughout San Marcos. Many of these agencies rely on external funding as a primary source for delivering much needed services and programming. While there are some agencies that meet eligibility criteria to apply for funding, others may not.

The City would like to provide resources, training and technical assistance to nonprofits and similar entities to understand the way funding works and what is needed to qualify for funding such as grants. Additionally, the City would like to provide guidance on how to identify and secure financial support through additional strategies, such as partnerships or collaborations with other organizations.

One of the City's current Strategic Initiatives is to conduct an "Assessment of Community Assistance." The initiative's purpose is to assess the state of community agencies' needs and identify means to connect those needs to potential solutions, one of them being financial support.

The City works in collaboration with community organizations to provide community assistance, and this project will equip those organizations with the knowledge and tools to pursue needed resources. Areas of interest include:
• Determining nonprofit need and matching it to appropriate resources
• Optimizing social service agency application process.

To be successful grant recipients, nonprofits need to know how to identify, apply, manage, and comply with funders' guidance and requirements. Improving the ability of nonprofits to successfully understand external funding and apply for grants will help those organizations (1) establish the fundamental elements necessary for good grants management, making them grant-ready; (2) sustain and/or expand their array of services available for the public and (3) help grow the number of local agencies/organizations ready to apply for external funding.

City staff presently do not have the internal capacity to develop the information, tools, and training to accomplish their goal of creating a robust safety net of local social service providers. Outside assistance is available through collaboration with faculty and students at Texas State University from the Sociology Department and the Institute for Government Innovation. This collaboration will be a multi-phase, multi-semester plan which is outlined below.

Texas State Tasks:
Faculty, staff, and students from Texas State University (TXST) will complete the following tasks to improve the grant receiving capacity of local nonprofit organizations:

1. **Environmental Scan:** (Fall 22) TXST will engage Social Service nonprofits identified by the City to understand what their leadership perceives would be most helpful to them in identifying, applying for, managing, and evaluating grant program results. This may be

a survey or focus group or both. This environmental scan will also include input from City staff on issues seen on previous grant applications.

2. **Grant Template:** (Fall 22) TXST will develop a sample grant application for a real nonprofit, including annotations and additional explanation to explain critical elements as to what grant reviewers typically look for.

3. **Training:** (Spring and Summer 22) Training will be provided for up to 20 recipients. Topics will include (a) how to identify potential grant makers, (2) how to apply, (3) how to manage grant funds and submit reports, (4) how to evaluate compliance and grant program results. The exact format of training will be determined during the project based on observations and input from recipients and City staff. Training might be handouts, a manual of tips, a recorded webinar, in-person training sessions, or something else.

4. **Personalized Assistance:** (Summer 22) TXST will provide up to 80 hours of one-on-one customized help to nonprofits to help improve their grant applications.

San Marcos Responsibility:
- Provide relevant data relating to the City's non-profit grant applicants and feedback on previous grant applications
- Provide coordination assistance with non-profits and City staff
- Be available to provide guidance as needed during the project

Texas State Responsibility:
- Hold a kickoff meeting with relevant City staff
- Provide brief written monthly email status reports to Project Manager
- Hold quarterly meetings with staff to discuss project progress in more detail, plan, etc.
- Make a project close-out presentation to relevant project staff

Deliverables:
1. Sample grant template (e.g., Grant Toolbox or Toolkit to include following topics: Agency Requirements, including Internal Controls and Grant Readiness Tool; Sample Grant Narrative; Budget; Performance Measurement; Documentation; Staffing; Collaboration; Communication with Funder)
2. Training for up to 20 participants including handouts
3. Up to 80 hours of one-on-one guidance and technical assistance to nonprofits or other social service agencies or entities
4. Documentation of type of guidance/service provided, identification of location of nonprofit or agency

Project Schedule:
This project will start upon signature by both Parties and be complete in 12 months.

The San Marcos Project Contact may unilaterally extend the time for Texas State to complete the tasks and provide the deliverables to allow for extenuating circumstances in writing without the necessity of amending this Agreement.

Project Budget:
$23,200 to be equally billed at the end of the Fall '22, Spring '23, and Summer '23 semesters.

San Marcos Project Contact:
Sandra Valenzuela (Co PC)
City of San Marcos
Grants Coordinator
svalenzuela@sanmarcostx.gov
512-393-8078

Hayden Migl (Co PC)
City of San Marcos
Assistant to the City Manager
hmigl@sanmarcostx.gov
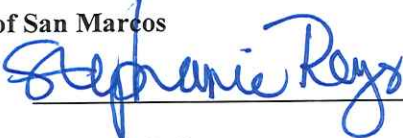512-393-8095

Task Order Principal Investigators:
Rebecca Davio, PhD (Co PI)
Institute for Government Innovation Director
512 431-9119
rebeccadavio@txstate.edu
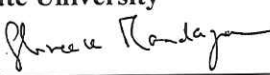
Toni Watt, PhD (Co PI)
Sociology Department Chair
512 245-2113
tw15@txstate.edu

Texas State Fiscal Oversight
Marivel Alvarez
Director, Post-Award Research & Support Services
512-245-2102
grants@txstate.edu

Task Order #2, Non-profit Grant Capacity Building, is executed by:

City of San Marcos	Texas State University
BY _Stephanie Reyes_	BY _Shreek Mandayam_
NAME Stephanie Reyes	NAME Shreek Mandayam, PhD
TITLE Interim City Manager	TITLE Chief Research Officer
DATE 10/24/2022	DATE Oct 12, 2022

Approved for signature by Joanne Palmer