

**CITY OF DANA POINT
COUNCIL POLICY**

SUBJECT: <u>Charitable Grant Requests</u>	PAGE: 1 of 3	ADOPTED DATE: 10/26/99 AMENDED DATE: 9/26/00 10/26/05 3/20/07 7/15/08	POLICY NO.: 116
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PURPOSE:

To establish a process for approving requests for funding for established non-profit groups, events, or organizations that benefit the Dana Point community and have a track record for fundraising and viability.

BACKGROUND:

It has been the practice of the City of Dana Point since Fiscal Year 1999-00 to allocate funds to contribute to community-based programs and activities conducted by non-profit organizations which provide valuable services to the community of Dana Point.

In order to ensure a uniform process is followed for distributing the funds, the existing guidelines need to be revised, including the implementation of an application process.

FUNDING PHILOSOPHY:

The Charitable Grant Subcommittee will consider requests for funding received from community-based non-profit organizations during the regular budget process. Due to limited resources, not all requests can be funded. Therefore, it is the Subcommittee's intention to evaluate each proposal and, based upon available funds and the merits of each proposal, provide money or other forms of assistance to those organizations which most effectively serve the needs and improve the well being of Dana Point residents.

Further, the City Council requires a threshold level of self-sufficiency for all community-based organizations seeking City funding. City grants are not intended to provide on-going funding to well-established programs or services, except where the City Council finds merit for funding consistent with the community-need philosophy stated in the paragraph above.

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POLICY:

In order to efficiently and equitably respond to requests for funding, the following guidelines shall be followed:

- The City Council will determine the level of Charitable Grant funding every two years in conjunction with the City budget process.
- All Charitable Grant requests must be submitted on an application form that is available in the office of the City Clerk or can be downloaded from the City of Dana Point website (www.danapoint.org).
- There will be two filing windows for consideration of Charitable Grant funding during the fiscal year. The fiscal year begins again on July 1st and ends on June 30th. The filing window deadlines will be on October 1st and April 1st for each year of Charitable Grant funding. Organizations may apply during both funding cycles. Pursuant to the policy, charitable grant requests will be considered of up to 50% of the highest amount raised by the non-profit organization in the prior three years. Higher amounts may be considered with a recommendation from the Charitable Grant Subcommittee to the City Council. To be considered for funding, applications must be received in the City Clerk's office by 5:00 p.m. of the filing deadline. Dispersing of grant funds may take up to 60 days following the award of the Subcommittee.
- City staff will forward all funding requests to the Charitable Grant Subcommittee and a summary report outlining the organization, event and amount of funding requested. In addition, the report will include the grant application form and any supporting materials from the organization requesting funding from the City. The Charitable Grant Subcommittee will evaluate each grant request on its own merit and award funding at its discretion, in accordance with the policy criteria and within the annual appropriation.
- All meetings of the Charitable Grant Subcommittee will be publicly noticed.

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- The City Council will receive copies of all Subcommittee agendas and minutes. City staff will prepare summary minutes of the Subcommittee's actions and place them on the Council's agenda to receive and file.
- No grants will be made for any political or religious activity.
- The grant funding for each cycle will be \$25,000; residual funds from the first filing will be carried over to the next filing cycle. At the close of the fiscal year (June 30), all City appropriations cease and any unallocated funding will not be carried over to the next fiscal year.
- A Charitable Grant Summary Report is required to be filed by each organization that receives a charitable grant prior to the next charitable grant funding cycle. The form is available on the City's website and a copy will be sent with the organization's grant check.
- The Charitable Grant Subcommittee will be comprised of three citizens and two staff members will be assigned as liaisons to provide administrative support. The citizen members will be appointed from qualified applicants and by the City Council Grant Policy Task Force, and the term for these members will be two fiscal years. Staff members will be appointed by the City Manager. The two staff members will not have voting authority.
- Two Council Members serve as the Grant Policy Task Force; the Council Members are appointed on an annual basis.