POLICY #28

TITLE: **COMMUNITY GRANT PROGRAM POLICY AND PROCEDURES**

POLICY:

1. Mission Statement

The purpose of the City's Grant Program is to strengthen our sense of community by enhancing Economic Development, Social Services, Arts, and Community Pride/Sense of Place through partnerships with local nonprofits to administer events, services, activities, and purchases more efficiently and economically than otherwise possible through the municipal corporation.

2. Goals and Objectives

a. Use taxpayer funds in the most efficient manner to accomplish the program's mission of strengthening Coronado's sense of community.

b. Define how the level of grant funding will be determined during the annual City budgeting process.

c. Establish eligibility requirement for receiving grant funding and for how the funds are utilized.

d. Develop a process that provides for effective management of and accountability for grant funds.

e. Set fair and straightforward procedures for grant applications and consideration.

3. Funding Formula

Coronado community grant funds are to be utilized for the public purpose and the overall good of the community. The annual funding level for community grants will be included in the City budget for the upcoming fiscal year during the normal budget preparation process. The fiscal year for the City of Coronado runs from July 1 to June 30 of the following year.

The long-term goal is for community grant funding to be 1% of the total General Fund (GF) revenue for any given year. Currently, the level of grant funding is approximately 1.85% of the GF. Nearer term goals are to have grant funding levels at 1.5% of the GF within 5 years and 1.25% of the GF within 10 years.

The FY 18/19 community grant funding budget will be set at $1M, which is the general level of funding for previous years. Starting in FY 19/20, the target for grant funding will be:

- FY 19/20   1.75% of budgeted General Fund revenues
- FY 20/21   1.65%

- FY 21/22   1.60%
- FY 22/23   1.55%
- FY 23/24   1.50%
- FY 24/25   1.45%
- FY 25/26   1.40%
- FY 26/27   1.35%
- FY 27/28   1.30%
- FY 28/29   1.25%
- FY 29/30   1.20%
- FY 30/31   1.15%
- FY 31/32   1.10%
- FY 32/33   1.05%
- FY 33/34   1.00%
- FY 34/35   1.00%

The community grant budget, beginning in FY 19-20, will be $1M or the percentage of GF noted above, whichever is <u>less</u>.

4. Eligibility Requirements

The eligibility requirements for receiving City grant funds include:
   a. Organization is based in Coronado and/or program benefits the residents of Coronado
   b. Organization is a registered non-profit as approved by the IRS and State of CA
   c. Fraternal or political organizations are not eligible
   ~~b.~~ Faith-based organizations may qualify if have established a separate 501(c)(3) organization to operate the funded program, the program is offered to the general population regardless of faith affiliation and does not require faith affiliation or participation in faith-based activities.
   ~~c.~~d. Program must contribute to at least one of the community elements in mission statement, as detailed below:

<div align="center">Economic Development</div>

Economic Development Grants typically fund specific and discrete programs for Coronado-based nonprofit organizations that promote economic development beneficial to the broader community.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1) *Promote the City of Coronado as a destination for local dining, shopping, and attractions.*

2) *Contribute to a vibrant local business environment by stimulating Coronado-based commerce through the awareness and patronage of Coronado businesses.*

3) *Promote the growth and sustainability of new and existing local, small businesses by enhancing the business district through infrastructure, landscape, façade, or signage improvements.*

Social Services

Social Services Grants provide funding for local nonprofit organizations in support of youth development, relations and crime prevention activities, youth and family counseling, youth leadership programs, and/or recreation enrichment activities for youth. The grant is for the benefit of youth through age 21. Social Services Grants may also provide funding for programs and activities serving Coronado Seniors (age 50+), military veterans, and disabled residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1) *Promote leadership and engagement in the community through mentoring and social development.*

2) *Encourage friendship, equality, acceptance, compassion and empowerment in Coronado's youth.*

3) *Encourage healthy families by improving youth coping skills, family communication and parenting skills.*

4) *Decrease substance abuse through education and prevention programs.*

5) *Support prevention of suicide through mental health prevention and intervention programs.*

6) *Support recreation and empowerment activities to people of all abilities.*

Community Pride/Sense of Place

Community Pride and Sense of Place Grants provide funding to local nonprofit organizations to inspire community pride, celebrate Coronado's unique history and enhance the quality of life of residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1) *Celebrate the unique patriotism, history and traditions of Coronado.*

2) *Improve the "home-town" feeling and pride of Coronado by promoting a sense of place and community.*

3) *Enhance the quality of life of residents by decreasing isolation through relationship building and the fostering of friendships.*

<u>Arts and Culture</u>

Arts and Culture Grants provide funding to local nonprofit organizations to foster the development of sustainable, fiscally and artistically strong arts and cultural organizations, programming, and services for the benefit of the community of Coronado.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1) *Strengthen and/or diversify the arts in Coronado, encouraging excellence and providing more diverse opportunities for residential arts participation.*

2) *Build capacity of arts and cultural organizations.*

3) *Supports arts-specific festivals, celebrations, and special events.*

4) *Stimulate the creative economy.*

5. **Community Grant Types**

The City Council recognizes five different community grant types listed below:

      A. Special Events
- Purpose – To partially fund the cost of producing a one-time event.
- Restrictions – Funding is limited to a percentage of the total event cost.

      B. Services
- Purpose – To fund the execution of specific, non-profit services.
- Restrictions – Applications requesting funding over multiple years through a single grant cycle will not be accepted. Applications can be submitted for the same programs on a yearly basis.

      C. Seed Money
- Purpose – To partially fund the cost of starting a new event, program, or service that intends to exist for multiple years.
- Restrictions – Funding is limited to no more than three consecutive years and must include reductions in City funding each year.

D. One-Time Purchases
- Purpose – To fund all or part of the cost of a capital good.
- Restriction – Funding is for a one-time purchase only. Organizations may not apply for one-time purchase grants for consecutive years. Applications for phases of the same project are not eligible.

E. Recurring Event/Activity
- Purpose – To fund all or part of the cost of a recurring event.
- Restriction – The event must be free, or of nominal cost, to attendees and serve the broader community.

6. Grant Evaluation and Selection

All nonprofits that meet the eligibility requirements stated in Section 4 are eligible to apply for a community grant.

Applications will be scored on a 100-point rubric.

The Council will establish their priorities for the use of grant program funds by setting the evaluation criteria for each community element.

For FY20-21 staff will recommend preliminary evaluation criteria for Council review no later than the first Council meeting in February. Draft program documents reflecting Council direction will be made available to the public for a 30-day comment period. The Council will finalize the grant evaluation criteria for each community element at a Council meeting in April.

Upon Council establishment of grant evaluation criteria, staff will issue program documents, establishing key dates and requirements, as well as the grant applications within a week after adoption.

Funding awards shall be made annually at a Council meeting following the adoption of the budget. After the FY 20-21 grant program, the Council may amend the evaluation criteria at any time via the established procedure in this section.

7. Grant Evaluation and Recommendations

All compliant grant applications, excluding Arts and Culture, will be evaluated by anonymous, unaffiliated field readers and rated using the Council-adopted criteria. Field readers will be selected based on their expertise in grant review, knowledge of grant subject matter and be unaffiliated with the applicants. Field reader scores for the economic development, social services, and community pride/sense of place categories will be compiled by staff and submitted to the Council for consideration.

Grant applications under the Arts and Culture community element will be reviewed by anonymous, independent, unaffiliated field readers, and the scores provided to the Cultural Arts Commission for recommendation to the City Council.

The Council may, at its discretion, budget specific amounts within the grant line item for specific community elements or other council priorities, during the budget process. The Council will consider the scores and adopt final funding allocations for each application and all grant categories at a meeting following the Budget Adoption Council meeting in June. Any funds remaining after Council consideration will be available for discretionary allocation among the categories and applicants.

Applications for multi-year agreements will not be accepted, however applicants can apply each year to receive new funding for programs awarded through past cycles.

8. Application Submission

The application process for requesting community grant funds is the submittal of:

a. Applicant Cover Page
b. Community Grant Program Application, including:
   o Current summary and full IRS Form 990 or prior year if current year not yet available (if the current year form is not available, it should be submitted as soon as available, information will be made available via a link on the City's website)
   o Most recent three years of organization financial statements
   o A program budget for each grant requested

For organizations receiving grant funds in the previous year, the required grant reporting must be submitted prior to the consideration of a new grant request.

Late or incomplete applications will not be considered. Key dates for the Community Grant Program will be issued with the annual program documents and made available on the City's website by ~~January 31~~the end of February.

Grant agreements over $50K are disbursed in two increments (July and January).

i. Reporting Requirements

Once a grant is awarded, the following reports are required:

$1 to $50,000 – annual report from July 1 to June 30

$50,001 and above – midyear report from July 1 – Dec 30; annual report from July 1 – June 30

All reports are due within 15 days of the end of the reporting period.

The City, at its discretion, may review grant expenditures including, but not limited to, an Agreed Upon Procedures (AUP) review conducted by the City's auditor.

Organizations unable to perform programs as outlined in their grant application may, by written request to the City Manager, request a grant modification that will be considered and approved on a case by case basis by the City Manager.

If an organization receives more than $~~150~~100,000 in City of Coronado community grant funding across all activities in a fiscal year, an independent audit of the organization's finances will be required to be submitted to the City within six months from close of the organization's fiscal year in which the grant funds were utilized.