



Community Based Grant Program Policy

I. BACKGROUND

The City Council of the City of Coachella (City) has contributed financial assistance to community-based groups, non-profit organizations, schools, private citizens and school-based organizations by making direct financial grants of money or through payment of City fees and charges, which are then funded through appropriations from the City's General Fund Reserves.

The City Council believes that non-profit agencies, schools, and school-based organizations provide valuable services and support to the City, and for this reason has established the City's Community Based Grant Program (Program) to provide financial assistance to these organizations.

II. PURPOSE

The purpose of this policy is to define guidelines and procedures for the distribution of municipal funds for the provisions of services in lieu of funds, which will fund community service programs, activities and educational activities conducted by non-profit organizations, schools, and school-based organizations that meet the requirements and guidelines set forth by the City Council. Additionally, the City Council strives to establish reporting guidelines for those entities awarded funding to ensure Council goals and objectives, for which funds are provided, have been met.

III. SCOPE

This policy applies to all organizations, groups, or individuals that apply for financial assistance or services from the City.

IV. POLICY

As part of the budget process, monies may be set-aside specifically for the funding of non-profit organizations, schools, and school-based organizations. The specific funding allocation for this Program will be determined as part of the City's yearly budget process and independent of prior funding allocations. In determining the amount of money to be designated for the Program, the City Council will consider the following:

1. Current funding requirements to meet the basic service requirements of the City and maintain a balanced budget.
2. Projected funding in the emergency and undesignated reserve funds.
3. Projected funding to maintain the City's capital improvements program.

The City cannot fund all the requests it receives each year. Therefore, the City Council will evaluate proposals on a "first come, first served" basis, and based upon availability of funds and the merits of each proposal. Funds will be awarded to those agencies which most effectively meet the City's stated criteria for this Program.

The City Council encourages a goal of self-sufficiency for all organizations seeking funding assistance from the City. Therefore, the City Council will consider no more than one funding request each fiscal year from the requesting organizations. City Council will consider proposals from organizations that will actively enhance the quality of life and/or provide educational opportunities for City residents. In addition, funds provided must be earmarked for the benefit of City residents and may not be used to cover start-up and administrative costs, such as salaries and benefits or to cover ongoing operating expenses. Program funds are not guaranteed beyond the given award.

V. PROCEDURES

A. Qualifying Criteria

1. The requesting agency must be a school, school-based/affiliated organization, or a non-profit agency as defined by the Internal Revenue Services (IRS) with a tax-exemption status of 501(c)(3) with headquarters or a branch office located within the City of Coachella. Exceptions to this requirement may be granted to organizations not located in the City of Coachella if there is no non-profit agency located in the City that serves the same purpose or need.
2. The organization must be existing prior to submitting an application requesting funds under the Program and have a track record of successfully providing the type of service for which funding is requested.
3. The requesting organization should serve a unique function and provide public or educational services which (1) are not duplicated by the City or other organization in the City and (2) are consistent with the short and long-term goals and objectives of the City Council.

4. The requesting organization should have a documented track record for effectively serving the needs of the specified target group within the City of Coachella.
5. The requesting organization should have the ability to define their proposed program, activity and/or special project in measurable terms in order for the City to assess the effectiveness of the award.
6. The requesting organization should have the financial and administrative capacity to account for the distribution and expenditure of city funds and report these allocations and expenditures to the City.
7. The beneficiaries of the proposed program, activity and/or special project must be residents of the City of Coachella.
8. Funds will not be donated to political action committees, candidates seeking election to office, to conduct any political campaigning, to support any bond, referendum or initiative campaign or to support any religious activity.
9. Matching Funds Requirement. Eligible organizations shall demonstrate a 100% (or \$1 for \$1) matching commitment toward their project request at the time of application. Demonstration of matching commitment requirement may be accomplished in two ways:
 1. Submission of proof of secured matching funds for project requested (i.e. commitment letter, bank/checking account statements, award letter, grant contract, Board approval of committed program funds)
 2. Execution of a City of Coachella Volunteer Matching Commitment Contract. In lieu of demonstrating above secured cash match, eligible organizations shall execute a contract with the City that commits the organization to volunteer a specific number of hours to satisfy the value of required cash match (reference Section E, Number 5 of this Policy).

The City will require evidence that the matching funds have been spent or that the Volunteer Commitment has been completed before city funds will be released to the grantee.

B. Submitting an Application

1. Eligible organizations may make formal request to the City Council by filing an application (Attachment A) for Program funding. Applications forms may be picked up at City Hall, located at 1515 6th Street, Coachella, CA 92236, during normal business hours, or request an electronic copy by calling (760) 398-3502.
2. Application may be filed after City Council adopts the City's annual budget and if funding was allocated to the Program for the forthcoming fiscal year (July 1st – June 30th). City Council will make two application cycles available to consider requests beginning the new fiscal year contingent upon monies being available under the Program:
 - First cycle: July 1 – Dec 31
 - Second cycle: Jan 1 – June 30

Eligible organizations may submit only one application per fiscal year.

3. Application requests for financial assistance, for both grant funds and waiver of City fees, are not to exceed \$1,000 during a fiscal year period (July 1st – June 30th).
4. Funding requests will only be granted where the applicant has shown to the City that the City's financial contribution will improve the quality of life for City residents.
5. Funding for a program, activity and/or special project will not constitute a precedent for contributions in subsequent years.

C. Criteria for Evaluating Proposals

1. Specifics of the proposed program, activity or special project and how such will help meet an identified community need. Whether or not a public need will go unmet without the City's financial contribution.
2. Consistency with City Council goals and objectives including programs for our youth, health and safety, education, neighborhood improvements and community wide safe environment.
3. Uniqueness of community need met as contrasted by duplicative types and levels of service.

4. Whether or not the contribution could expose the City to civil liability.
5. Preventive nature of the program, activity or special project to protect our citizenry and, in the long run, to reduce future public agency expenditures due to focuses and prevention.
6. Performance history of the agency. Degree to which funding is requested. Leverage potential of requesting funding. Criticality of requested funding to the agency.

D. Proposal Evaluation

1. City Staff will assume responsibility for reviewing and ranking all applications against the established criteria. Those applications not deemed to be complete or consistent with qualifying criteria noted in this policy (Section V. A) will be returned to the requesting agency for clarification.
2. Funding recommendations will be presented to City Council during a regular scheduled Council Meeting for City Council's consideration and approval.

E. Post-Award Requirements

1. Organizations receiving allocation under this program must complete a report, within 30 days of fund expenditure, describing how the agreed upon services or programs met the specified community need. Failure to submit the required report will make the agency ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposal from the agency.
2. The organization receiving financial assistance through grant funds is responsible for submitting a funds request to the City and shall allow the City up to 30 days to process the request.
3. Funds must be requested and spent during the same fiscal year in which the award was approved by City Council.
4. Return of Program funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the

approved program proposal.

5. Volunteer Commitment in lieu of Matching Requirement. Representatives from eligible organizations may elect to enter into a Volunteer Matching Commitment Contract to volunteer at a City Event, or at a City Park, in lieu of demonstrating a secured matching commitment at time of application.

The value of a Volunteer Matching Commitment Contract is based on number of hours the eligible organization is required to volunteer to satisfy application matching commitment.

One volunteer hour represents 60 minutes. The monetary value of one volunteer hour is \$10. Upon approval from City Staff, an eligible organization may propose multiple representatives to share in completion of volunteer hours.

Should an eligible organization be granted permission to enter into a Volunteer Matching Commitment Contract with the City and not fulfill their volunteer obligations, then said organization shall not be eligible to receive the appropriated funds.

Refer to the following Volunteer Matching Commitment Contract scenario for additional clarification:

Eligible organization applies for an \$800 grant and requests a Volunteer Matching Commitment Contract to satisfy required \$800 match. City Staff drafts Contract to require eligible organization to commit to at least 80 hours of volunteer time (80 hours x \$10/hour = \$800) to specified event. Eligible organization agrees to contract terms and proposes eight representatives to volunteer at a City Event for 10 hours. City Staff approves organization's proposal and organization completes required volunteer hours. Evidence of completion is provided to the city and appropriated funds are released to the organization.