



*City of Camarillo*

***CITY COUNCIL POLICY***

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Section: City Council

Date Adopted: November 1996

Last Amended: November 14, 2012

Subject: **Community Service Grants**

Number: 1.12

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**PURPOSE**

To establish policy guidelines for the City's annual Community Service Grants.

**POLICY**

In addition to its fiduciary responsibility to provide essential services, the City desires to support a limited number of special community programs and activities of direct benefit to Camarillo residents. Annually, the City will consider requests for Community Service Grants to be funded from the Community Service Grant Fund. Grants are awarded on a one-year basis, and do not obligate the City to subsequent or ongoing funding.

A. **Community Service Grant Fund**

1. The Community Service Grant Fund will receive monies from:
  - a. The General Fund, an amount for the following fiscal year as approved by the City Council at the mid-year budget review. The guideline for staff to calculate the recommended amount of funds available will be .0005 of 1% of citywide property assessed valuation, as reported by the Ventura County Assessor for the current fiscal year. Funding will only be available in those fiscal years in which the citywide property assessed valuation has grown at least 2% over the previous year. All funds do not need to be expended. The unexpended portion of the General Fund calculated contribution for the current year will not carry over from year to year.
  - b. Private corporations which use the City as a conduit to obtain private tax exempt bonds for private development. These corporations will be required to contribute to the Community Service Grant program. Companies will pay, in addition to costs incurred by the City, an initialization fee of ½ of 1% of the bond principal amount plus annually 1/10<sup>th</sup> of 1% of the original bond

principal amount. The initialization fee will be due at the closing of the bond issue. The annual fee will be payable at the closing of the bond issue for the first year (prorated if less than one year) and July 1 each year thereafter in advance.

- c. Miscellaneous donations.
2. The City will publicly acknowledge the contributing companies and donors when disbursing donations or conduit financing to the receiving organizations or agencies.

**B. Eligibility**

1. The City will consider requests for Community Service Grants to community service organizations, nonprofit corporations, and parent/teacher groups that directly serve or benefit Camarillo residents.
2. Funding will be provided only to legitimate non-governmental organizations that have a valid and current 501(c)(3) registration.
3. Grant award eligibility will include:
  - a. Community service activities sponsored by Camarillo area organizations that benefit Camarillo residents, including enhancement of established events and programs.
  - b. Capital expenditure projects of eligible organizations that serve Camarillo residents.
4. Grant award eligibility will not include:
  - a. City-sponsored projects or annual community events.
  - b. Programs of other governmental agencies, including federal, state, county, city, special districts, and school districts.
  - c. For-profit organizations.
  - d. Foundations connected with or established to support public agencies.
  - e. Funding for on-going operations or salaries.
  - f. Funding for programs with more than a quarterly frequency.

C. Application and Funding Process

1. Grant requests will be submitted by January 31 of each year. Requests will be submitted on a form provided by the City that will include program description, budget, other revenue sources, prior year-end balance, estimated number of Camarillo residents served, and other requested supporting information. Applicants will be encouraged to work with staff prior to the application deadline to confirm that all required information is provided so that the application will be complete when formally submitted. Any application that is incomplete as submitted by the deadline for submission will not be considered for funding.
2. Requests will be forwarded to the City Council for action in March. Applicants will be invited to be present to respond to questions. Community Service Grants and Community Development Block Grants (CDBG) will be items on the same City Council agenda.
3. Before funding, each grantee will certify in writing, on a form provided by the City, that funds will be spent in accordance with the grant awarded by the City Council.
4. The City reserves the right to distribute the grant in installments. Unless authorized by the City, the funds will be used in the fiscal year for which they are granted, or will be returned to the City.