



# CITY OF CAMARILLO

## Community Service Grant

### Frequently Asked Questions

- Q. Do I need to attend the December workshop?**  
A. No, attendance is not mandatory. Pertinent information can be found on the City website at [City of Camarillo, CA](http://www.cityofcamarillo.org).
- Q. What if I am a new non-profit and do not yet have an IRS determination letter?**  
A. A determination letter is required as proof of non-profit status. Consider collaborating with another non-profit for submittal.
- Q. Who is NOT eligible for a grant award?**  
A.
  1. City-sponsored projects or annual community events.
  2. Programs of other governmental agencies, including federal, state, county, city, special districts, and school districts.
  3. For-profit organizations.
  4. Foundations connected with or established to support public agencies.
  5. Salaries or ongoing operations.
  6. Programs with more than a quarterly frequency.
- Q. Does this cover agencies within City limits or are park district limits included?**  
A. Agencies based outside Camarillo city limits are not specifically excluded from funding eligibility. However, requests from agencies located within city limits, with programs primarily benefitting Camarillo residents, are one of the primary objectives of funds awarded as part of the Community Service Grants (CSG) process.
- Q. What time period does this grant cover?**  
A. The CSG cycle is on a fiscal year basis: July 1 through June 30. Expenditures must be made between July 1 and June 30 of the applicable grant award year to qualify for reimbursement.
- Q. How much funding is available?**  
A. Funding for this program varies from year to year. Over the past five years, CSG funding has averaged approximately \$53,000. We average about 20 applications annually. You are encouraged to submit your application, however please consider the proportion you are requesting to the estimated overall amount that will be funded for the upcoming fiscal year.

**Q. Can I submit the application electronically?**

A. No, at present the City requires hard copies, duplexed preferred.

**Q. Can financial statements be attached instead of filling in the financial statement area on the application?**

A. No, please complete the financial statement area on the application. In addition, a complete financial statement needs to be attached to the application, but not in-lieu of the designated area on the application.

**Q. What are the most common errors on the application?**

- A.
1. Financial information is presented for the parent organization rather than the local agency program (Section 3 #6).
  2. Inaccurate math on the financial statement (Section 3 #6). *Ending Cash Balance* of Prior Years Actuals needs to agree with *Beginning Cash Balance* on the Current Year's Budget.
  3. Incomplete applications.

**Q. What is the most IMPORTANT area of the application?**

A. *'How do Camarillo residents benefit from this program/project?'* (Section 2, #4) Specific details to this question are very important in the grant review process.

**Q. Is there an advantage to attending and addressing the City Council at the public meeting?**

A. No, staff and Council will review the details submitted on your application, and funding decisions will be made prior to the meeting. Accurate and concise details on your applications are therefore extremely important.

**Q. When and how will I be notified on the status of my grant request?**

- A.
1. Letter confirmation of application receipt within 3-5 business days.
  2. City Council will award grants at the second Council meeting in March.
  3. Grant award notifications mailed in late-March.
  4. Final budgetary approval when City Council adopts the Annual Budget in June.

**Q. When is the application due?**

A. Complete applications are due at City Hall no later than 5 p.m. on the January due date indicated. Postmarks will not be accepted. In fairness to all, no exceptions will be made.

**Q. How many application copies are needed?**

A. Please provide one original application with attachments (with original signatures) and six copies including attachments (duplexed preferred).

**Q. When will funding be available for grant reimbursement?**

A. Funding will be available as of July 1st. Qualifying expenditures must be made between July 1 and June 30 of the applicable grant award year.