

# **Community Service Grants Policy**

## **General Policy**

Each fiscal year, the City of Jurupa Valley may allocate funds toward the Community Service Grants Program to serve as a funding resource to nonprofit organizations that provide programs or services which benefit Jurupa Valley residents. The purpose of this Policy is to establish application procedures and evaluation criteria for funding requests received from community-based organizations that provide community service programs to Jurupa Valley residents. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that recipients are held accountable for providing the agreed upon services within the specified time frame.

Due to limited resources, not all requests can be funded. It is not the City's intention to fund each request received but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improves the well-being of the residents of Jurupa Valley.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing grants to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

## **Eligibility**

Organizations applying for Community Service Grants shall have current tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

An organization shall not be eligible for Community Services Grants if the funding will be used for the following purposes: (1) salaries; (2) scholarships to high school or college students as part of their funding request; (3) satisfaction of debts; (4) mass mailing in violation of the mass mailing provisions of the Political Reform Act; (5) religious purposes; (6) political purposes; or (7) mass mailings in violation of the Political Reform Act.

An organization shall not be eligible for Community Services Grants if: (1) one or more members of the City Council are members of the board or officers of the organization; (2) the organization is currently involved in a law suit adverse to the City; (3) the organization engages in uses or activities prohibited by law or City ordinances; (4) the organization engages in

activities that create a conflict of interest for the City; or (5) the organization engages in activities that are adverse to the health or safety of the community.

By law, all Community Service Funding may only be spent for a public purpose for the City of Jurupa Valley and must comply with all applicable laws. The program or service eligible for funding must be social welfare, educational, charitable, athletic, cultural, or recreational programs which benefits the general community of Jurupa Valley residents, including promotion of the City.

The City Council adopted Resolution No. 2014-48 establishing a policy for the waiver of City fees. This Policy does not, therefore, address the waiver of City fees.

## **Procedures for Processing and Approving Applications for Community Services Funding**

1. All eligible organizations shall submit an application for Community Service Grants. Applying for funds does not ensure that the request will be granted. Funding for the City's Community Service Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.
2. The Applicant shall submit the following information to the City in support of its request for Community Services Grant on an Application form in substantially the form of Exhibit A, attached hereto:
  - A. Name of organization;
  - B. Organizational history
  - C. A description of Project/Program, including a physical address of project/program/event;
  - D. Project/Program benefit;
  - E. Organization objective;
  - F. Project/Program budget;
  - G. Areas served;
  - H. Population served;
  - I. Financial information on the requesting organization;
  - J. Compliance documentation up-to-date for any previous Community Service Funding grants awarded to your organization; and
  - K. A signed acknowledgement by the recipient that should the grant be awarded the Applicant agrees to the following:
    - (1) The responsibilities of the organization with respect to the use of the Community Service Funding grant;
    - (2) Full accounting with documentation on the use of awarded funds.
    - (3) Non-discrimination clause
    - (4) Compliance with all laws and ordinances; and
    - (5) Compliance with conditions of approval of the grant.

3. Applications shall be submitted to the City Manager in September of each year. The City Manager will review the Application for completeness and may request further information in order to allow the Council to evaluate the Application under this Policy.
4. The City Manager shall review the Applications and make a report to the City Council of the amount of Community Service Grants requested so that the City Council can establish the amount of funding for Community Services Grants as part of the City Budget.
5. Following adoption of the City Budget, the City Council shall approve, conditionally approve or disapprove the applications for Community Services Grants within the budget established in the City Budget.
7. Upon finding that special circumstances exist, the City Council may approve, conditionally approve or disapprove a request for Community Grant Funding submitted to the City outside of this time frame.

City Manager may delegate his or her responsibilities under this Policy. City Manager is authorized to modify the Application in order to efficiently support the requirements of this Policy.

## **Criteria**

In determining whether to approve, conditionally approve, or deny an Application for a Community Services Grant, the City Council shall consider the following criteria:

1. Is the organization currently a 501(c)(3) nonprofit organization?
2. Does the organization provide a service to the overall community of Jurupa Valley?
3. Will the organization use the City of Jurupa Valley Community Service Funding Grant for the benefit of the citizens of Jurupa Valley?
4. Is the size and make-up of the organization equipped to provide the Project/Program to the overall community?
5. What is the public reaction to the group?
6. Does the organization have a high quality level of fiscal management?
7. Is the group well organized to ensure longevity in the City of Jurupa Valley?
8. Is there evidence of satisfactory service provided to the City's citizens?
9. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
10. Does the organization require attendance or participation in any political, religious or social activity?
11. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
12. Can the organization provide a budget demonstrating its cost-effectiveness?
13. Does the organization make its services available to all?
14. Does the organization possess ongoing program evaluation tools?

## **Compliance Verification**

Each organization receiving a Community Services Grant shall submit full accounting and documentation to substantiate that Community Services Grant funds were spent appropriately. The documentation shall include invoices/receipts, a narrative that explains each expenditure including how it specifically benefited Jurupa Valley residents, a schedule of the Project/Program's revenues/expenditures, and such other information as the City Manager deems necessary to evaluate the organization's compliance with the requirements of the Community Services Grant. The organization shall file an Expenditure Report in substantially the form of Exhibit B, attached hereto. City Manager is authorized to modify the Expenditure Report in order to efficiently support the requirements of this Policy.

If funds are not spent in accordance with the approved purpose, the organization will be required to refund the amount of funds. Failure to provide proper documentation may jeopardize any future funding. The City of Jurupa Valley reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

## **More Information**

If you have any questions, please contact Terri Rollings (951) 332-6464 Ext. 214

