

## **POLICY**

1. Non-profit organizations may file an application for the Community Sake Grants Program. Applications must be submitted by July 31, 2023 for funding for the 2023/24 fiscal year, and May 23, 2024 for fiscal year 2024/24 for funding the following fiscal year. Applications must be submitted to the Finance Department prior to each deadline. Application forms may be obtained from the Finance Department, 7:00 A.M to 5:00 P.M., Monday through Thursday, or the City website page ([www.cityofcolusa.com](http://www.cityofcolusa.com)).
2. Public funds shall be made available only when the funds are to be expended for a community program, project or event, that will contribute to the quality of life for Colusa residents.
3. No organization may apply for funding if it failed to meet any of the post application requirements from the prior year (see paragraph 12, 13 & 14).
4. Funds will not be allocated to:
  - a) Political action committees, political candidates, or political campaigns;
  - b) Any organization conducting a religious activity;
  - c) For the rental of the City owned facilities.
5. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
6. Funding requested from youth sports group will be considered only if the request is to support the youth sports group in a regional, state or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Colusa residents.
7. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
8. Funding of a program will not constitute a precedent for contributions in subsequent years.
9. All applications will be submitted to the Finance Department for analysis and recommendation to the Budget Subcommittee and ultimately to the City Council. In its evaluation, the Budget Subcommittee shall consider and evaluate the following criteria:
  - a) The non-profit status of the organization.
  - b) The number of citizens within the community that will benefit directly by the expenditure as well as the

ratio of Colusa residents served to the total number of individuals served.

- c) Adherence to the stated policies of the City of Colusa
  - d) Whether or not a public need will go unmet without the contribution
  - e) The degree to which the goodwill of the City of Colusa will be promoted.
  - f) The degree to which the cause has been recognized as a contribution to the community
7. Whether or not the contribution could expose the City to civil liability
8. The amount of the request.
9. Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
11. After review, the Budget Subcommittee shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
12. Post Application Requirements:
- a) Not discriminate in employment or in clients served because of race, religion, national origin, or sex.
  - b) Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant's expense may be required, with the results available to the City of Colusa upon request.
  - c) Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
  - d) Provide the City with an interim end of the year full financial accounting and narrative report by the close of May 31.
  - e) The year-end report shall be submitted in writing and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program. The end of the year shall be within 30 days after May 31. This report must include a complete financial statement detailing all expenditures of the City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.

13. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.

14. Any funds returned in accordance with the policy shall be returned to the City ARPA Fund, to be allocated in accordance with the policy.

11. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.

16. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Sake Grant Funding:

a) Parks and Recreation, including but not limited to:

- i. Outdoor Recreation
- ii. Youth services and athletics
- iii. Hospitality Program

b) Arts and Cultural, including but not limited to:

- i. Event and Tourism Resources
- ii. History and Culture Education
- iii. Music & Theater Events

c) Environmental Quality and Sustainability, including but not limited to:

- i. Clean air quality / pollution control
- ii. Climate action initiative
- iii. Go Green! Support

d) Health & Community/Human Services

- i. Health and Safety, Food / Nutrition
- ii. Crisis Intervention Facilities
- iii. Senior Citizen Resources

e) Economic Vitality

- i. Workforce training
- ii. Business development, incubation or acceleration
- iii. Business attraction, retention / expansion program