

RESOLUTION NO. 2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
DEFINING A NON-PROFIT AND CIVIC ORGANIZATION CONTRIBUTIONS
POLICY**

WHEREAS, the City of Los Altos has historically allocated funds to a number of non-profit and civic organizations every year in the budget ;and

WHEREAS, City Council expressed a desire to create a formal process ;and

WHEREAS, The purpose of this policy is to establish a process for non-profit and civic organizations to request funding contributions from the City Council ;and

WHEREAS, The policy is intended to allow the City Council to fully evaluate all funding requests at one time with budget appropriation.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the following policy:

City of Los Altos requires all organizations interested in funding to provide the completed “City of Los Altos Non-Profit and Civic Organization Contribution Application” and all other required documents to City staff by January 1st of every year for consideration in the next budget cycle. These applications will be considered annually as part of the budget process.

1. Applicant Criteria
 - a. The organization must be a non-profit or civic organization.
 - b. The organization must provide a direct benefit to the Los Altos community.
 - c. Current recipients may be given priority.

2. Application Availability and Deadline
 - a. Applications for the next Fiscal Year (July-June) will be available on the City’s website annually in October.
 - b. Completed applications will be due annually on January 1st of every year.
 - c. For example, organizations that are requesting a contribution for FY 23-24 must submit by January 1, 2023 in order to allow time for staff review and preparation of the appropriate budget documents.

3. Review and Approval Process
 - a. Applications will be reviewed by City staff.
 - b. Funding applications and details will be included annually in the budget development or mid-cycle budget review process.
 - c. The City Manager will make recommendations on funding to the City Council based on established Council priorities and funding constraints.

- d. The City Council shall award and include final funding within the budget.
- e. Once approved, the City and the organization will enter into a contract, where the organization must meet all requirements outlined in the contract.

4. Reporting Requirements

- a. An annual report must be submitted by July 30 for the prior fiscal year from the organization.
- b. The report shall include a record of the use of City funds and information that provides details on the organization's impact to the community.
- c. City Council or staff may impose additional reporting requirements as necessary.
- d. If an organization does not submit their annual report, funding will be withdrawn for the next fiscal year.

5. Contribution Length

- a. The organization may either apply for a one-year or multi-year contract, which requires that the organization only apply when their contract runs out.
- b. Organizations that select longer than one year will still be required to submit their annual report on the prior fiscal year's the use of City funds annually.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK