



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/02/2020

ITEM NO: 4

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DATE: June 2, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve the Scoring Rubric for the Town's Community Grant Program

**RECOMMENDATION:**

Approve the scoring rubric for the Town's Community Grant program.

**BACKGROUND:**

The Town of Los Gatos has been awarding grants since 1992 to support community groups working toward the benefit of Los Gatos residents. The program was administered by the Town's Community Services Department until the Department was dissolved in FY 2011/12. In that year, program administration was transferred to the Town Manager's Office with review of applications and award recommendations passing through the Arts and Culture Commission (ACC) and the Community and Senior Services Commission (CSSC) before final approval from Town Council. In 2018, the ACC and CSSC revised and streamlined the application process.

On February 4, 2020 the Town Council approved revisions to the Community Grant program which had been recommended by Town staff working in conjunction with the ACC and the CSSC. These changes included establishing the total funding amount for community grants as part of the regular budget process; moving the application cycle to begin after approval of the annual budget; allowing grant applications for projects addressing Community Vitality and Events in addition to the traditional categories of Human Services, Arts, and Education; and, establishing three classes of grants: one-time grants focusing on assisting new projects for non-profits, 2-year grants for sustaining non-profit projects that have been receiving funding consistently for the past five or more years, and one-time innovation grants to assist individual community members in launching a project for the community.

**PREPARED BY:** Ryan Baker  
Library Director

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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BACKGROUND (continued):

The revisions also included using a standardized fair and competitive process for scoring and ranking applications. As part of that approval, Town Council requested a scoring rubric, once developed, be brought back before Council for review.

DISCUSSION:

A committee consisting of two members of the CSSC and two members of the ACC worked together to develop standardized rubrics (Attachment 1) to be used for ranking community grant applications going forward. One rubric was developed for the one-time grants for non-profits, a second rubric for the 2-year sustaining grants, and a third for the innovation grants for community members. Applications (Attachment 2) were updated where needed to coincide with the rubrics.

The scoring rubrics for the one-time grants for non-profits and innovation grants for community members focus on the applicants' ability to address the following areas in regard to their proposed grant project: innovation, project sustainability, background (capacity to complete the project), approach (project methodology), feasibility, budget, and project outcome assessment methodology. These rubrics also award a small bonus for grant proposals that align with stated Council priorities. The scoring rubric for 2-year sustaining grants incorporates several of the areas listed above and additionally takes past performance of the organization into account.

The rubrics are designed to be used consistently for all applications. Application scoring will be done by a committee consisting of an equal number of members of the ACC, CSSC (recently renamed to the Community Health and Senior Services Commission), and one representative from the Youth Commission. Each committee member will score all community grant applications individually, with the average of all individual scores giving the final scoring rank. Grants will be awarded to the top scoring applicants in each of the three classes until budgeted funds are fully allocated.

The scoring rubrics will be made available to the public when the application period opens in order to assist grant applicants in crafting their proposals.

FISCAL IMPACT:

Approval of this item does not impact or alter funding already proposed in the Town's FY 20/21 budget for Community Grants.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

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**Attachments:**

1. Los Gatos Community Grant Scoring Rubrics
2. Community Grant Applications