

REVISED — SUPERSEDES THE AGENDA PREVIOUSLY CIRCULATED

TOWN OF LOS GATOS — FINANCE COMMISSION

Community Grant Program Review

Phase 1 — The duty to know your applicant

Discussion agenda · August 10, 2026 · 100 minutes

Purpose. To settle the scope of the Commission's review of the Community Grant Program and adopt it as the work plan; to hear from staff how the program is administered today; and to take up the first phase of the review — whether the Town knows enough about an applicant, before any money is awarded, to judge that the organization is run to a standard the public would expect of anyone receiving public funds.

Materials. Scoping Memorandum dated August 5, 2026; draft motion adopting the scoping memo as the work plan; Application Eligibility and Scoring Card (Proposed) — Form A-1, Form A-2, and Form B; staff Attachment 1 (FY 27 Community Grant rules and eligibility) and Attachment 2 (Sustaining Grant rules and eligibility). Form B is included so the Commission can see the whole of what an applicant faces; it is issued as it stands and is not proposed for amendment at this meeting.

#	Item	Min.
1	Public comment — Comment from members of the public on the Community Grant Program review.	10
2	Scope and authority — Review the Scoping Memorandum dated August 5, 2026. Discuss it and amend it in any way that would improve the review. — Review and discuss the separate draft motion — Motion to Approve a Work Plan to Review the Town's Community Grant Program — and act on it.	15
3	The Community Grant Program as it stands today — staff overview — Staff overview of the Community Grant Program as it is currently administered. — Update of the August 19, 2025 Council allocation — which lists both sustaining and competitive grants — brought forward to show the grants awarded for FY 26 and FY 27. — Attachment 1 (staff) — rules and eligibility for the FY 27 Community Grants. Walk the Commission through it. — Attachment 2 (staff) — rules and eligibility for Sustaining Grants. Walk the Commission through it. — How the scoring rubric is used in practice — who scores, what the score decides, and what it does not. — Who makes the final determination of grant awards, and what the approval process is today from application through award and contract.	20
4	The duty to know your applicant — Why eligibility comes before scoring: every step that follows — scoring, ranking, awarding, contracting — assumes the Town already knows who it is dealing with. — What the proposed forms are for, and how the three of them fit together.	5

#	Item	Min.
5	Form A-1 — the applicant's certification — One process for both grant types. Every applicant completes Form A-1 — sustaining and competitive alike. An award may be made without competition; eligibility is not established without it. — Section 1 legally able to receive the money; Section 2 governed by a real board; Section 3 can handle the money and account for it; Section 4 disclosures. — Whether the certification is proportionate — calibrated to the size of the grant and the size of the organization, with a floor that holds at any dollar amount. — Whether A-1 goes out with the application packet or is requested after filing, and whether a sustaining recipient files a full A-1 the first year and confirms it thereafter — the vetting is largely a one-time cost, gathered once and confirmed each year after.	20
6	Form A-2 — the staff determination and the disqualifying findings — What staff verify, and what ends an application. — Review the disqualifying findings item by item, and the distinction between what is curable within five business days and what is not curable within the cycle. — Who signs as second reviewer, and the Town Manager reconsideration window. — The same determination is made for sustaining applicants. These are the largest and steadiest awards the Town makes, and none has been confirmed against a standard of this kind — exempting them would leave the biggest dollars unexamined. — Point to put to staff on the sustaining side: Form B Criterion 2 scores a continuing established program at zero, which cuts against the steady service providers sustaining grants exist to fund.	20
7	What Phase 1 does not cover, and the open items — Form B is issued as it stands and is not proposed for amendment. — Blanks to be filled: version and adoption date, program cap, the Part 5 funding threshold, and the Council Strategic Priorities list. — Action — ask the Town Attorney to advise whether each community grant must be individually approved by the Town Council in order to conform to state law, and what the Town must do to establish that each grant serves a public purpose before public funds are awarded.	5
8	Actions requested, and the scope of Phase 2 — Direct that Forms A-1 and A-2, as amended by the Commission, come back for adoption at the next session. — Recommend that every organization staff recommends for an FY 27 grant be run through the eligibility forms before the FY 27 awards are finalized. — Identify what staff are asked to bring back, and by when. — Phase 2 — the rental assistance program. Materials to follow before that meeting.	5
	Total	100

Note on time. The times are a guide, not a limit. If items 2 and 3 run long, items 5 and 6 carry over rather than being cut short — the review is expected to take three sessions and can take more if the work requires it.