

2026-27 Town of Los Gatos Sustaining Grant Rules for Non-profit Organizations

General Information

- Deadline for submission for first processing: Friday, July 10, 2026, at 11:59 p.m. Applications received after this time will still be awarded, but may have processing delays.
- You must complete your application in one sitting. There is no option to save an unfinished application to complete later. We recommend reviewing the list of questions at the end of this document, writing your responses beforehand, and copy/pasting into the application fields when you are ready to submit.
- Your organization must be a registered non-profit organization at the time of application to be eligible. Your organization must be current (or stated exempt) in its filings with the California Office of the Attorney General's Registry of Charitable Trusts.

General Rules

- If your organization is selected to receive a Community Grant, your organization will be required to obtain/renew a Town of Los Gatos Business License prior to distribution of grant funds.
- Record-keeping requirements of grant recipients include copies of all invoices, receipts, and expenditures of grant funds with supporting documentation showing that the expenditures were used directly for the grant project as proposed and conforming with all other rules of the grant.
- In the case of grant funds used for staff costs for the project, payroll records must be submitted showing the payment of funds to the assigned staff persons clearly coded with the time spent working on the grant project at an hourly rate not exceeding the staff person's regular hourly pay rate.
- Records of grant expenditure must be included with your organization's final report and additionally must be kept by your organization for five years if needed for further Town review or audit.

- Grant funds may not be used for lobbying or for endorsing political candidates or parties.
- Grant funds may not be used for purchases of alcohol.
- Grant funds must be spent by June 30, 2027 regardless of the date of receipt of the grant funds. Grant funds awarded that remain unspent by June 30, 2027, must be returned to the Town. Grant funds may be used for reimbursing project expenditure prior to receipt of grant funds so long as the expenditure takes place after July 1, 2026 and the expenditure fits directly within your project as described in your application.
- Grant funds spent by the organization that are found to be either outside the scope of the proposal in the application or not in compliance with the rules stated here, must be returned to the Town.
- Grantees are required to submit a final report consisting of a narrative section, expenditure details including expenditure documentation, and a 90 second video presentation by July 31, 2027.

The following questions will be found in the application:

1. Name of Organization
2. Address of Organization
3. Name of Coordinator for this Application/Project
4. Contact Phone Number for Project Coordinator
5. Contact Email for Project Coordinator
6. Name of Organization's Executive Director/President
7. Contact Email for Organization's Executive Director/President
8. Organization's EIN

9. Title of Project/Service

10. Funding Amount (please refer to your grant notification email for your allocated amount)

11. Provide a concise one sentence overview of your project/service (maximum 120 characters).

12. Briefly describe how this project/service fits within the goals and mission of your organization.

13. Fully describe your project/service, what you intend to deliver, and how you plan to accomplish it.

14. Please describe how the project/service need, the target audience, the approximate number of people that will participate, and the direct benefit to the Los Gatos community.

15. Please give a breakdown of how these grant funds will be spent to support your project/service.

16. Please articulate how your proposal and/or the mission of your organization aligns with the Town of Los Gatos commitment to Equity, Diversity, and Inclusion.

17. Optional - Please select if one of the following Council Priorities is supported with this project:

Emergency Preparedness

Preserve charm and/or provide housing opportunities

Transportation safety, including for bicyclists and pedestrians

Conserve the natural environment

Foster vitality of local businesses

Enhance a welcoming, family-oriented, safe, and/or inclusive community

Meet the needs of unhoused residents

Meet the needs of older adults

If you wish to apply for supplemental funding in addition to the amount already allocated to your organization, the supplemental funding application continues the following questions:

1. Name of Organization
2. Name of Coordinator for this Application
3. Contact Phone Number for this Application
4. Contact Email for this Application
5. If your organization had the ability to obtain additional one-time funds from the Town of Los Gatos for fiscal year 2026-27, what amount, out of a total pool of \$20,000, would you request?
6. If your organization received those additional one-time funds, what additional project, service, or initiative could you accomplish for the benefit of the Los Gatos community?
7. Has your organization experienced new financial constraint or hardship in the last year that has impacted your ability to deliver services?