

COMMUNITY BENEFIT GRANT FUNDING POLICY



Community Benefit Grant Policy	Total Pages: 3
Delegating Authority: City Clerk	Date Accepted: 7/14/14

**PURPOSE**

The City of Artesia recognizes the value of other agencies and organizations in providing services that benefit the community and its residents. The Community Benefit Grant Funding Program is intended to provide guidance on how monetary grants may be awarded to eligible community non-profit organizations. Grants will be awarded in maximum amounts of no more than \$500.00 with a total of \$4000 per budget cycle (The annual maximum may be changed as part of the annual budget process).

**ELIGIBILITY AND POLICY**

To be eligible to apply for grant monies under the City's Community Benefit Grant Funding Program, a community non-profit organization must satisfy the following standards: (1) serve and publicly benefit the City of Artesia; (2) operate as, and be able to prove it is a non-profit organization 501(c) serving the City of Artesia; (3) applicants must explain how the proposed project or program will serve the City of Artesia and its residents; (4) directly provide the social service, educational or cultural program(s) for which grant monies are sought in the City of Artesia (5) not propose to use grant monies for specifically religious activities; (6) applicants must identify other sources of funding. The City will not be the sole funding source for a project or program; (7) the recipient of the funds shall provide recognition that the City awarded a grant for the program; (8) a financial report showing expenses and revenues generated, and disposition of any proceeds generated by the event shall be provided to the City Clerk within 60 days of completion of the program; and (9) a copy of promotional materials distributed in marketing the program shall be provided to the City Clerk within 60 days of completion of the program.

**INSURANCE**

The applicant shall provide a certificate of liability insurance to the City, in a form, amount, with an issuer, and with coverage and endorsements, deemed acceptable by the City. The applicant shall defend, indemnify, and hold harmless the City and its officials, officers, employees, contractors, and agents from and against any claims made with respect to the approval by the City of the applicant, application, the event, and/or any permit or approval issued by the City with respect to any of the foregoing, regardless of the nature any such claim.

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### **FUNDING PROCEDURES**

Final grant decisions are made solely by the City Council and will be made one year at a time only. Additional years of support are not guaranteed. Total funds available will be determined by the City Council annually. Funds must be expended within the grant year (July 1 through June 30) or they will revert back to the City. Failure to submit a complete application or to comply with any of these procedures may remove an application from funding consideration. Failure to abide by the rules and procedures as set forth in this document will result in the organization being denied funding in the future.

### **APPLICATION PROCESS**

Applicants must use the Community Benefit Grant Funding application form. Forms are available on the City website at [www.cityofartesia.us](http://www.cityofartesia.us) and at Artesia City Hall in the City Clerk's Office, 18747 Clarkdale Avenue, Artesia, CA, 90701. Applications may be requested by email at [pelayath@cityofartesia.us](mailto:pelayath@cityofartesia.us).

### **APPLICATION DEADLINE**

Completed application forms along with supplemental documents must be submitted 5:00 p.m. on or before August 21<sup>st</sup>. Applications may be delivered or mailed to:

City of Artesia  
Attn: Community Benefit Funding Program  
18747 Clarkdale Avenue  
Artesia, CA 90701

### **EVALUATION OF APPLICATION AND SELECTION PROCESS**

Following the application deadline, a Committee comprised of City staff members will be appointed by the City Manager and the committee will review and consider proposals. Applicants may be asked to attend a meeting to address the Committee, answer questions, clarify their use of funds, etc. All proposals will be evaluated to ascertain which non-profit organizations best meet the social service and cultural program needs that the City seeks to satisfy. In the case of multiple grant applications that are competing for limited available funds and resources, consideration will be given to applications based on the following criteria:

- a. Whether the proposal meets all the objectives and requirements of this Policy.
- b. The number of Artesia residents who are expected to benefit, participate in or be positively impacted by the program.
- c. Performance of each applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable regulations and requirements.
- d. The amount of grant funding and/or resources previously awarded to the

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- event or program in prior years.
- e. The amount of funding and/or resources requested as a proportion of the total cost of the program.

Following the Committee screening and review process a recommendation will be presented to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations.

### **EXECUTION OF AGREEMENT**

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Artesia.