

City of Solana Beach Community Grant Program

Request for Financial Assistance

FY 2024-25

APPLICATION GUIDELINES

The City of Solana Beach is soliciting grant applications until 5:00 p.m., Thursday, May 23, 2024. The City Council has a total of \$50,000 available for community organizations. A maximum of two grant applications may be submitted per community organization. Grants will be awarded with a maximum award of \$6,000.

Request for grants are limited to non-governmental, nonprofit organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, Municipal Organizations, Special or Water Districts, school districts or schools (but not their supporting organizations), and private individuals.

Grant Application & Documents Required

Applicants must complete the attached application form and provide the following documents:

- Summary of organization's (overall) budget
- Proposed program budget detailing costs which are fair and reasonable.
- Financial Statements including the Balance Sheet and Revenue/Expenditure Statement, and the Tax Statements filed for the prior year.
- W-9 Form
- California Franchise Tax Board Entity Status Letter showing nonprofit status
 - Organizations which have filed as a nonprofit with the State of California must attach a copy of either its current year 501(c)3 nonprofit certification form or determination letter pursuant to Cal. Rev. and Tax. Code Section 23701d. Note: Organizations that are recognized community-based organizations but have not formally filed, will be considered at the City Council's discretion.

Applications will be judged and selected on the following criteria:

- Must serve the residents of Solana Beach.
- Proposed program costs that are fair and justifiable.
- Preference will be given to non-profit organizations that provide either services/goods to Solana Beach groups or to Solana Beach residents with special economic needs that are not being met in the economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve these populations in need.
- Preference will be given new programs or ones that provides a new or unique aspect to an existing program.
- Consideration may be given to applications that collaborate or partner with other

- organizations.
- Consideration may be given to applications which receive matching funds from other organizations.
 - Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions by the City Council.
 - City Council has full discretion regarding any decisions made concerning the community grant process and any and all decisions are final.

Application Submittal and Deadline: NO LATER THAN 5:00 p.m. Thursday, May 23, 2024

It is the City's preference that completed forms be submitted via email to dking@cosb.org and copied to pletts@cosb.org. If email submission is not possible for an applicant, hard copies may be submitted in person at City Hall 635 South Highway 101, Solana Beach, CA. 92075, Attn: Community Grants Program. Mail applications will not be accepted. All applications must be received by the 5:00 p.m. on Thursday, May 23, 2024 and no late applications will be accepted or considered.

Please contact Dan King, Assistant City Manager, at (858) 720-2477 if you need additional information.

Grant Award:

The City Council, at its discretion, may determine the grant award to qualified applicants based on qualifying criteria, number of qualified applicants received, and purpose of request to meet areas as enumerated by the City Council that benefit the Solana Beach community. Awarded grants will be provided as a one-time, lump-sum monies to the selected organization(s). The total of all grant awards may not exceed \$35,000.

Grants will be funded after the approval by the City Council.

Final Report and Expenditures:

Grantees' expenditures must be directly related to services or materials of proposed activity during the grant award period (date of grant approval through May 31, 2025). No later than May 31, 2025, grantees are required to submit a final written report to ensure that funds were spent in compliance with the approved application. The City Manager's Office will review submitted copies of paid receipts/invoices and a written report. Grantees will be required to maintain records to support claimed expenditures and project accomplishments. Grants must not be used to replace or offset funding sources normally available for any portion of the project, nor be used by the applicant to fund/supplement its own monetary giving. Applicant(s) will be required to reimburse the City of Solana Beach all inappropriately spent funds.

PROGRAM FY 2024-25 KEY DATES:

April 25, 2024	Grant Application Program Applications available for distribution and solicitation.
May 23, 2024	<u>DEADLINE for Request for Financial Assistance Applications (5:00pm).</u> The City Manager's Office will review each application and make recommendations to City Council based upon: 1) Completed application, including required attachments; 2) Clear indication of the grant amount requested and reasons therefore; and 3) Benefit to Solana Beach community and conformity with program criteria.
June 12, 2024	<u>First Council Review:</u> All eligible grant applications for Fiscal Year 2024-25 will be considered by City Council. Review and public comment/presentations will be accepted.
June 26, 2024	<u>Final Council Review:</u> City Council makes decision and approves grant recipients. The City Manager will be directed to issue awards to recipients. Announcement of grant award recipients is made to community via public notification.
May 1, 2025	Letter will be sent to FY 2024-25 grant recipients reminding them to submit their reports and copies of receipts by May 31, 2025. (Exception to the May 31, 2025 completion date can be made with proof of good cause.)
May 31, 2025	All FY 2024-25 grant recipients must submit copies of paid receipts/invoices and written report, that includes the number of citizens served and outcome of grant funded activity. If no paid receipts/invoices are received, recipient will be required to immediately reimburse City of Solana Beach grant funds.

All grant recipients' final reports will be submitted before the City Council for approval of expenditures. If determination is made that funds were expended inappropriately, Council will direct Grant recipients to reimburse the City of Solana Beach for the designated amount of award.