



Community Organization Grant Program Policy for Community Services, Programs and Activities

PURPOSE

The purpose of this Community Organization Grant Program Policy and application is to establish processing and evaluation criteria in a fair and equitable way for the disbursement of City funds to community-based organizations that provide community service programs to Kerman residents.

GENERAL POLICY

This Policy was created as a way to support “Community Comes First” and encourage groups to build and celebrate our unique culture by holding community events in Kerman.

All proposals for funding under the Community Organization Grant Program budget should adhere to the following:

1. Provide a public service, or otherwise promote the health, safety or welfare of the community.
2. Benefit the City of Kerman residents and businesses.
3. Applicants must successfully explain how the proposed program/project will serve the City of Kerman residents.
4. The organization must operate as a non-profit and provide verification of 501(c) (3) status.
5. Events must be held within Kerman City limits and open to the public.
6. Serve a charitable, cultural, or educational purpose.
7. Request no more than fifty percent (50%) of the total funding for the proposed activity.
8. Grant funds cannot pay for personal property, charitable donations, alcohol, faith-based activities (faith groups can apply if the project meets a community need), operational costs, items that will be donated/raffled/auctioned, or political campaigning.
9. It is the responsibility of the applicant to ensure that any activity or program that is funded is in compliance with all applicable zoning, health, building or other codes, permits and regulations.

Grant funding is not intended to be an ongoing funding source for the event. Funding in one year is not a guarantee for future funding. All applications are subject to a new review each year.

APPLICATION PROCESS

1. Applications may be submitted only during the open application period. The application period will commence on January 1, through February 28, of each year. Applications are available at City Hall and on the City's website at: <https://cityofkerman.net/>
2. The applicant must submit a completed application and all required attachments to be considered for funds.
3. The application must include a full explanation about the proposed use of the funds and include a budget of the program/project.
4. Applications must be filed with the City Clerk on or before 5 p.m. on February 28, of each calendar year. If February 28, falls on a Saturday, Sunday or holiday, when City offices are closed, the filing date shall extend to 5 p.m. on the next business day.
5. Incomplete applications or ones not submitted by the deadline will not be considered during this year's grant review process.

APPLICATION REVIEW AND FUNDING DECISIONS

1. An ad hoc committee consisting of the City Clerk, the Community Services Director, and two other appointees will review each application. The committee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period.
2. In making funding determinations, the committee will review and consider the following criteria:
 - A. Is the organization currently nonprofit?
 - B. Does the organization provide a service to the overall community of Kerman?
 - C. Will the organization use the grant funds for the benefit of the citizens of Kerman?
 - D. Does the organization receive any other discounts or benefits from the City of Kerman pertaining to this event?
 - E. Can the organization provide financial statements (prepared using an appropriate method of account) to demonstrate sound financial management?
 - F. Can the organization provide a budget demonstrating its cost –effectiveness?

The committee shall make its recommendations for funding to the full City Council at a meeting in April. Final funding will be included in the annual budget. Funding will commence after the annual budget is approved.

Not all groups meeting the Program requirements will necessarily receive a grant. Based on the number of applications, scope of project, program, activity, or event, and available funding, groups may not receive the full grant that they request, but may receive partial funding.

Grants are not to be regarded as an entitlement. The intent of the grant is to assist programs with support funding and are not meant to fund one hundred percent (100%) of the program costs.

Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

City Council will make the final grant decisions, at its sole discretion, based on the recommendations of the Internal Committee and applicant's adherence to the grant program's purpose, objectives and goals.

City Council may require additional information, choose to allocate funds in phases, require additional reporting conditions, or deny portions of requested funding. There is no appeal process regarding City Council's decision. However, applicants may submit grant application(s) in the next grant cycle.

SPECIAL EVENT PERMIT AND USE OF CITY FACILITY

All special events in Kerman must also submit a Special Events Permit Application before the event date. To learn more about the City of Kerman Special Events Permit Process, contact the Community Development Department at (559) 846-6121. Applicant will be required to obtain permits, clearances, insurance and event authorization and pay any relevant fees in a timely manner. If you are proposing to use a City facility, applicant must submit a request in accordance with standard rental procedures.

If City staff time is requested (such as public safety officers, public works, etc.) please contact the relevant department to obtain a cost estimate and include the cost in your proposed budget.

ADDITIONAL INFORMATION AND REPORTING

1. Funding for the Community Organization Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.
2. Once approved by Council, the funding award will be processed by City staff.
3. All grant awardees will be required to submit a performance report to the City of Kerman within 60 days after the event was held.
4. Selection will be made by award of a contract executed by City and Grantee after the Council makes the award. The contract will be in substantial form as that attached.
5. Grant application forms may be amended and revised from time to time, as the City deems appropriate.

OTHER FUNDING

All other requests for City funding outside of the open application period, must be directed to the City Manager's office. Any recommended funding will require City Council budget approval.



COMMUNITY ORGANIZATION GRANT PROGRAM APPLICATION

_____ Fiscal Cycle

Please print or type and attach additional paper if needed.

DUE ON OR BEFORE 5:00 P.M. on FEBRUARY 28

| | | | | | |
|---|--------------------|--------------|-----------------|--------------|--|
| 1. GENERAL INFORMATION | | | | Date: _____ | |
| Applicant: | | | | | |
| Type of Applicant: | Public Agency_____ | Private_____ | Non-Profit_____ | Other_____ | |
| Contact Person: | | | Title: | | |
| Address: | | | City, Zip Code | | |
| Phone: | | | Email: | | |
| Agency website: | | | | | |
| Geographical area(s) the organization serves: | | | | | |
| Provide a description of the organization and its general functions: | | | | | |
| What is your agency's budget for the current fiscal year? | | | | \$ | |
| I have received a copy of the Kerman Community Organization Grant Program Policy. | | | | Initial_____ | |

I affirm that I am authorized by the organization to make this request and that the answers in this application are completely truthful and that the City may rely without hesitation on my answers?

Signature: _____ Date: _____

Print Name, Position: _____

2. PROGRAM DESCRIPTION

Please indicate the type of funding request:

Special Event _____

Program/Project _____

Facility Fees _____

Name the program or project for which you are requesting funding:

Amount of Funding Requested: \$ _____

Is this a new or existing program?

New _____

Existing _____

Provide a detailed description of the proposed program/project explaining what is to be accomplished with the requested funds.

Identify and describe the target population.

How will this program/project be promoted among the target population?

Identify the facility at which the proposed program/project will take place, including hours and days.

3. PROGRAM FINANCIAL INFORMATION

List the year(s), and amount(s) of past funding the program/project has received from the City of Kerman:

List funding the program receives from other sources, including any other applied City non-profit rates.

Supply the following information regarding funding the specific program/project you are proposing. For City if funding is awarded what category, would requested funds cover?

| Expenses | | Revenues | |
|---------------------------------|--------------|---------------|-----------|
| Categories | Expenditures | Other Sources | From City |
| Salaries and Benefits | | | |
| Supplies | | | |
| Rent | | | |
| Communications (phone, postage) | | | |
| Travel Expenses | | | |
| Insurance | | | |
| Other | | | |
| Total Budget: | _____ | | |

| |
|---|
| 4. ATTACHMENTS |
| Please attach the following with your application: |
| Evidence of non-profit status 501c (3) |
| Copy of Bylaws |
| Evidence of Liability Insurance; amount of \$1,000,000 |
| Evidence of Worker's Compensation Insurance (if applicable) |
| Board of Directors roster/stipend/amount |
| Copy of the agency's most recent total budget |

Funding for the City's Community Organization Grant Program is limited and some applications, while worthy, may not be funded due to limited resources.

Deadline for current fiscal year funding requests is February 28, 5:00 p.m.

Incomplete applications or ones not submitted by the deadline will not be considered during this year's grant review process.

SUBMIT ORIGINAL APPLICATION WITH ATTACHMENTS TO:

Attention: City Clerk
Kerman City Hall
850 S. Madera Ave.
Kerman, CA 93630