



PARKS AND RECREATION DEPARTMENT

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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: March 6, 2025

Subject

Fiscal Year 2025-2026 Community Funding Grant Applications and Program Evaluation Process

Recommended Action

Review Fiscal Year 2025-2026 Community Funding Grant Applications and Program Evaluation Process

Discussion

Grant Applications

The Community Funding Grant application process opened on January 1, 2025, and closed on February 1, 2025. The City received 15 applications for the FY 2025-2026 Community Funding Grant Program application cycle. Staff reviewed all submitted applications for completeness and eligibility, determined by compliance with the Community Funding Policy (Attachment A). Staff concluded that 15 applications fully met eligibility requirements. A summary of the application project, funding requested, funding tier, new or returning applicant, and prior funding is provided (Attachment B). All submitted applications will be provided to the Commission for review, as well as staff's evaluation of each application's eligibility (Attachment C). Applicants have been notified of the Commission meeting and will have the opportunity to provide any clarification regarding Commissioner's questions.

Evaluation Process

At the April 3rd regular meeting, the Commission will facilitate the evaluation process and will provide a funding recommendation to City Council. Prior to this meeting the Commissioners should prepare their preliminary evaluation scoring for the organizations using the Commission Evaluation Form (Attachment D). Commissioners will have the opportunity to discuss organization eligibility and ask clarifying questions. After receiving public comment on the item, the Commissioners

will complete their evaluation form before providing their total out of 100 for each application. Staff will take the totals from each Commissioner and compile them into the evaluation totals form (Attachment E). The Commission will continue the discussion of the data utilizing the evaluation totals form, will have the opportunity to adjust rankings accordingly, and will determine a funding recommendation for City Council.

Eligibility

Staff concluded that 15 applications fully met eligibility requirements, which is reflected in the Community Funding Applications Summary. Final eligibility of applications will be determined by the Commission during the evaluation process. When completing the evaluation form, Commissioners should give a score of zero to any applicants they do not deem eligible. Any applicants deemed eligible should be evaluated according to the given criteria. The Commission will be able to review the scores during the evaluation process and discuss eligibility further as a group.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact associated with reviewing Community Funding applications and receiving staff's presentation. In April, the Commission will review application evaluations and provide a recommendation regarding funding to City Council for final approval.

Prepared by: Jacinta Liang, Management Analyst

Reviewed by: Jenny Koverman, Recreation Manager

Approved for Submission by: Rachele Sander, Director of Parks and Recreation

Attachments:

A – Community Funding Policy

B – Community Funding Applications Summary

C – Community Funding Applications and Eligibility Criteria

D – Commission Community Funding Evaluation Form

E – Evaluation Totals Form