Fiscal Policies – Community Funding Grant Policy

PURPOSE

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including: Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

SCOPE

All requests for funding must comply with this policy.

POLICY

During the annual budgeting process, the City Council will determine the amount to appropriate for the Community Funding Grant Program. The Administrative Services Department shall approve or deny an applicant's request based upon the eligibility criteria set forth below. Community Grants, subject to availability of funds, shall not exceed $20,000 per applicant, per year. In all cases, the City reserves the right to reject any and all applications in the event the Administrative Services Department identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, for any reason, at any time.

Eligibility
To receive consideration for a Community Funding Grant, grant requests must:
- Be made or sponsored by a 501(c)(3) non-profit organization with experienced staff capable of implementing and managing the program/project/event.
- Identify how the funds will be used to benefit the Cupertino community.
- Be for one-time, project specific needs and not ongoing, operational costs.
- Have more than 75% of the requested funds allocated for direct service costs versus administrative costs.
- Be complete and submitted by the application deadline.

Evaluation Criteria
- Impact on and benefit to the Cupertino community
- Community need for the program/project/event
- Alignment with City priorities
- Uniqueness of the program/project/event
- Qualifications and experience of the organization and its staff
- Reasonable cost

- Demonstrated effort to secure funding from other sources
- Clarity, completeness, and accuracy of grant application
- Past performance and compliance with requirements if a recurring applicant
- Additional financial or in-kind support from the City (e.g. fee waivers) for program/project/event

Applications will be evaluated using a tiered structure based on the dollar amount requested for award as follows:
- *< $500*
- *$500.00 – $999.99*
- *$1,000.00 - $4,999.99*
- *$5,000.00 – $9,999.99*
- *≥ $10,000*

Restrictions/Guidelines:

- Proceeds generated from the funded activity may only be used for the conducted activity.
- Recipients must provide full financial statements for the organization.
- Admission to or participation in the event must be "free of charge" unless approved by Parks & Recreation Commission.
- If an applicant makes a grant request directly to a member of the City Council, whether individually or as a group, the Council shall refer the applicant to the Administrative Services Department for a Grant application to be reviewed in accordance with this policy.
- Any use of the City logo must be approved by the City's Public Information Officer.

Procedure
1. Applicants submit timely and complete grant applications by March 1 to the Administrative Services Department for review.
2. The Administrative Services Department reviews application for compliance with eligibility criteria and availability of funds. Staff may seek additional information from applicant as necessary.
3. Eligible applications will be reviewed by the Parks and Recreation Commission for a recommendation to the City Council regarding grant approval and funding amounts.
4. City Council will make the final decision on grant amounts for each applicant as part of the budget adoption which typically happens in June.
5. Within 45 days after the conclusion of the program/project/event, applicant shall submit a written report to the Administrative Services Department to show proof that the grant funds have been spent in the manner and for the purposes stated on the application, including information about the number of persons served and other results that benefit Cupertino.