



PARKS AND RECREATION DEPARTMENT

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PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: May 14, 2020

Subject

Discuss the Process and Timeline for Reviewing Community Funding Grant Program Applications.

Recommended Action

Review the new Community Grant Funding Policy and discuss the process and timeline for evaluating and recommending applications for the Community Grant Funding Program.

Discussion

City Council adopted an updated Community Funding Policy in January 2020 and approved a Community Funding Grant cap of \$20,000 per applicant per year.

The updated Community Funding Grant Program includes an updated application, an updated process, and newly developed evaluation criteria. The Community Funding Policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and Council's decision-making process. The updated Policy provides guidance on key aspects of the City's Community Funding Grant Program processes including: Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

City Council will make the final decision as part of the budget process. Eligible applications are forwarded to the Parks and Recreation Commission for a review and recommendation to the City Council regarding grant approval and funding amounts. The updated Grant application process also includes a more robust outreach method including social media, the City's website, and emails to 100+ non-profits that serve the Cupertino community.

The Parks and Recreation Commission will establish a process and timeline for evaluating the Community Funding Grant applications and will then provide their recommendations regarding approvals for applications and funding to City Council.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact is involved with discussing the policy and evaluation process.

Prepared by: Whitney Zeller, Administrative Assistant

Reviewed by: Christine Hanel, Assistant Director of Parks and Recreation

Approved for Submission by: Randy Schwartz, Interim Parks and Recreation Director

Attachments:

A – Community Funding Policy

B – Community Funding Grant Application

C – FY19/20 Evaluation Criteria Rating Sheet