



COMMUNITY GRANT POLICY

PURPOSE

To establish a standardized process to award grants to qualifying:

- 501(c)(3) non-profit community organizations;
- Youth athletic groups or organizations;
- Educational groups or organizations; and
- Individuals,

that demonstrate a financial need for grant funding for the use of supporting high impact events, activities, programs, community projects (collectively referred to in the Policy as “Community Events/Activities”), and youth competitions and performances in which the main purpose is to directly benefit the City of Santa Clara (City) and its residents, students, and schools.

POLICY

Annually, and subject to availability of funds, the City Council shall establish grant appropriation(s) as part of the budget approval process. Community grants, subject to availability of funds, shall not exceed \$10,000 per applicant, per fiscal year. All grant requests, including those made directly to a member of the City Council, shall be referred to the City Manager’s Office for review. Applications will be evaluated by the City Manager’s Office on a case-by-case and “first come-first served” basis, throughout the fiscal year.

The City Manager’s Office shall approve or deny an applicant’s request based upon the eligibility criteria, adherence to procedures set forth below, and subject to funding availability as approved by the City Council through the adoption of the budget. Additionally, if the event or activity being requested for funding has been previously supported by the City, the City Manager’s Office may evaluate the event or activity’s past success, measured by the applicant’s ability to meet attendance and/or grant goals, fundraising projections and the applicant’s ability to satisfy the requirements of this policy, when considering approval or denial of a request.

An applicant that receives grant funds (grant recipient) may be required to return awarded grant funds, in part or in full, and considered ineligible to submit a new grant request after the conclusion of their Community

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Event/Activity/ or Youth Competition/Performance should any of the following occur:

- Misuse of grant funds,
- Failure to provide documentation demonstrating that grant funds were spent in the manner approved by the City,
- Failure to follow the terms outlined under this Policy and in the approved grant application; and
- Material changes to the Community Event/Activity, or Youth Competition/Performance without prior City approval.

Grant recipients that are ineligible to apply for a Community Grant in the future due to noncompliance with this Policy, may apply again one year after resolution of outstanding issues.

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, wholly or in part, at any time, without penalty. In all cases, the City reserves the right to reject any and all applications in the event the City Manager's Office identifies a potential conflict of interest or the appearance of a conflict of interest. Staff shall report any distributions in accordance with applicable tax law.

Grant recipients, regardless of the type of activity, shall maintain sufficient books and records in accordance with generally accepted accounting principles. The City shall have the right to audit the books and records of the grant recipient for up to four (4) years from the date of disbursement of grant funds for the purpose of verifying any and all reimbursement requests made by the grant recipient.

ELIGIBILITY CRITERIA FOR COMMUNITY EVENTS / ACTIVITIES

In addition to a timely and complete application, the applicant must demonstrate that the Community Event/Activity submitted for consideration for the City's grant will satisfy all of the following criteria:

- a) Must be held within the City of Santa Clara
- b) Contributes positively to the recognition and image of the City of Santa Clara
- c) Provides a community benefit to the residents of Santa Clara

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- d) Must be open to the general public, and does not discriminate on the basis of race, gender, religion, sexual orientation, or any other protected characteristic under state or federal law
- e) Aligns with one of the following grant focus areas:
 - Santa Clara Identity/Culture/Representation/Equity
 - Santa Clara Youth
 - Community Service
- f) Must be consistent with applicable federal and state laws regarding limitation on use of public funds. Public funds shall not be used for the following:
 - Religious Purposes. Grant funds shall not be used to conduct religious services or ceremonies. A grantee shall not spend any portion of the grant to inhibit or promote religion, nor to convey a religious message.
 - Political Purposes. Grant funds shall not be used for political purposes, such as political advocacy efforts whether for or against a political candidate, ballot measure, or bill.
- g) If the event or activity is a fundraising event, the proceeds from the fundraising activity will support programs, services or events for residents of the City of Santa Clara.

Grant funds may only be used for the following eligible expenses for the Community Event/Activity:

- Permits, fees and services from the City of Santa Clara and other public agencies
- Venue rental fees and related insurance
- Food and non-alcoholic beverage (Food and beverage costs should not exceed 15% of the total grant request amount)
- Trash and recycling
- Rental of stage, tents, and similar equipment
- Marketing and promotion of the Community Event/Activity, such as printing expenses of promotional materials and fees

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related to advertising to the public (excluding third-party services to design marketing materials)

- Incidental, one-time expenses purchased specifically for the Community Event/Activity

Grant funds shall not be used for other costs, including but not limited to the following:

- Gifts and giveaway items such as gift cards, raffle baskets, and prizes
- Programmatic expenses such as staff time, overhead costs, consultant services, and payment of hired staff

Additionally, grants for Community Events/Activities shall not be provided for waiver of or reimbursement for already discounted permit fees nor shall they be provided to organizations that receive separate annual funding from the City.

PROCEDURE FOR COMMUNITY EVENTS / ACTIVITIES

1. Applicant submits timely and complete grant application to the City Manager's Office for review at least ninety (90) days and no more than six (6) months before the planned Community Event/Activity. The application must include an itemized budget for the Community Event/Activity, which must detail how the requested grant funds will be spent on eligible expenses, if awarded.
2. City Manager's Office reviews application for compliance with eligibility criteria and availability of funds. City Manager's Office may seek additional information from the applicant as necessary.
3. If an application is approved, the approved application, marked accordingly, shall be transmitted to the applicant with additional instructions, if any.
4. If an application is not approved by the City Manager's Office, the applicant will be notified in writing.
5. Grant recipients shall submit within in thirty (30) days after the Community Event/Activity documentation of:
 - Proof of all allowable expenses incurred (e.g., receipts and invoices) submitted in an organized fashion that

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clearly demonstrates that the grant funds have been spent in the manner and for the purposes stated on the approved application and identifies. Unspent grant funds, if any, should be identified.

- Attendance numbers
 - A community impact statement that describes how the event impacted the Santa Clara community (not to exceed five hundred words). The community impact statement may be used for the purposes of posting on the City's website.
 - Fundraising actuals, if applicable
6. City Manager's Office will review the submitted documentation outlined above for compliance and notify the grant recipient to confirm if any funds must be returned to the City. It is the responsibility of the grant recipient to submit the required documentation within the required timeframe and return any grant funds to the City within thirty (30) days after the City's confirmation. A grant recipient may be deemed ineligible to apply for future grant opportunities through the Community Grant Program for late or incomplete documentation, failure to submit documentation, or late return or failure to return grant funds as required by the City.

ELIGIBILITY CRITERIA FOR YOUTH COMPETITIONS/ PERFORMANCES

If the activity being funded is individual or group attendance at a youth competition or performance, then the applicant must demonstrate that the activity being funded by the City's grant will satisfy all of the following criteria:

- a) Funding the activity provides a benefit to Santa Clara residents, students or schools
- b) Contributes positively to the recognition and image of the City of Santa Clara
- c) Aligns with one of the following grant focus areas:
 - Santa Clara Identity/Culture/Representation/Equity
 - Santa Clara Youth
 - Community Service

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- d) Must be consistent with applicable federal and state laws regarding limitation on use of public funds. Public funds shall not be used for the following:
- Religious Purposes. Grant funds shall not be used to conduct religious services or ceremonies. A grantee shall not spend any portion of the grant to inhibit or promote religion, nor to convey a religious message.
 - Political Purposes. Grant funds shall not be used for political purposes, such as political advocacy efforts whether for or against a political candidate, ballot measure, or bill.
- e) Grant funds requested will only be used for specific state, national, or international titles, competitions, or performances
- f) Grant funds requested should not exceed 20% of the allowable expenses (registration, hotel, transportation, and food for participants and coaches/chaperones only) and comport with the other requirements stated in the application
- g) Individuals, teams, or groups should either be from Santa Clara schools or have at least 50% of the students from the teams or groups be residents in the City of Santa Clara.
- h) Grant funds for travel related costs shall not be spent on more than one coach/chaperone for every six students.

PROCEDURE FOR YOUTH COMPETITIONS/ PERFORMANCES

1. Applicant submits timely and complete grant application to the City Manager's Office for review. Due to short notice of advancement to state, national, or international competitions/performances, applicant shall submit an application within one week of advancement.
2. City Manager's Office reviews application for compliance with eligibility criteria and availability of funds. City Manager's Office may seek additional information from the applicant as necessary.
3. If an application is approved, the approved application marked accordingly shall be transmitted to the applicant with additional instructions, if any.
4. If an application is not approved, the applicant will be notified in writing.

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5. Grant recipients shall submit within in thirty (30) days after the Youth Competition/Performance documentation of:
 - Proof of all allowable expenses incurred (e.g., receipts and invoices) submitted in an organized fashion that clearly demonstrates that the grant funds have been spent in the manner and for the purposes stated on the approved application. Unspent grant funds, if any, should be identified.
 - Attendance numbers confirming the number of students and coaches/chaperones that attended the youth competition/performance.
 - A community impact statement that describes how the competition/performance impacted the youth groups/organizations or individuals (not to exceed five hundred words). The community impact statement may be used for the purposes of posting on the City's website.

6. City Manager's Office will review the submitted documentation outlined above for compliance and notify the grant recipient to confirm if any funds must be returned to the City. It is the responsibility of the grant recipient to submit the required documentation within the required timeframe and return any grant funds to the City within thirty (30) days after the City's confirmation. A grant recipient may be deemed ineligible to apply for future grant opportunities through the Community Grant Program for late or incomplete documentation, failure to submit documentation, or late return or failure to return grant funds as required by the City.