

RESOLUTION NO. 18-8605

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA
ADOPTING A COMMUNITY GRANT POLICY AND RESCINDING
P&P 014 FUNDING REQUESTS – CHAMPIONSHIP
TEAMS/INDIVIDUALS**

BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

WHEREAS, establishing a policy on community grants will provide guidelines for the application and evaluation of grant requests submitted by non-profit organizations, athletic groups or organizations, educational groups or organizations, or individuals, for events, activities, and competitions;

WHEREAS, establishing the Community Grant policy will help ensure that community grants will be awarded to qualifying organizations or groups in conformance with the outlined eligibility criteria in the policy;

WHEREAS, the Community Grant policy details the process for athletic groups and organizations to apply for grants and thus will replace P&P 014 Funding Requests – Championship Teams/Individuals;

WHEREAS, the Community Grant policy, attached hereto as Attachment 1, provides guidance for evaluating community grant application submissions and establishes a standardized process to award grants to qualify non-profit organizations, athletic groups or organizations, educational groups or organizations, or individuals, for events, activities, and competitions that provide a public benefit for the City of Santa Clara and its residents.

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:

1. That the Community Grant Policy, attached hereto as Attachment 1, is hereby approved and adopted, and the City Manager is directed to number (and renumber, as appropriate) the Council Policy Manual such that they are organized in a logical fashion.

2. That P&P 014 Funding Requests – Championship Teams/Individuals is hereby rescinded.

3. Effective date. This resolution shall become effective immediately

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 18th DAY OF SEPTEMBER, 2018, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Kolstad, Mahan, O'Neill, and Watanabe and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: Davis

ABSTAINED: COUNCILORS: None

ATTEST: 

JENNIFER YAMAGUMA
ACTING CITY CLERK
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Community Grant Policy
2. P&P 014 Funding Requests – Championship Teams/Individuals



COMMUNITY GRANT POLICY

PURPOSE

To establish a standardized process to award grants to qualifying non-profit community organizations, youth athletic groups or organizations, educational groups or organizations, or individuals, for events, activities, and competitions that provide a public benefit for the City of Santa Clara and its residents.

POLICY

Annually, and subject to availability of funds, the City Council shall establish grant appropriation(s) as part of the approval of the budget. Community grants, subject to availability of funds, shall not exceed \$10,000 per applicant, per year. To receive grant funds, grant applications must be submitted at least ninety (90) days before the planned event/activity being funded, regardless of the form of the grant, and will be evaluated by the City Manager's Office on a case-by-case and "first come-first served" basis, throughout the fiscal year. Applicants are encouraged to submit their applications at the beginning of the fiscal year, for events or activities occurring at any time during that fiscal year, to maximize opportunity for availability of funds.

The City Manager's Office shall approve or deny an applicant's request based upon the eligibility criteria set forth below, and subject to funding availability as approved by the City Council through the adoption of the annual budget. Grants for community events shall not be provided for waiver of or reimbursement for already discounted permit fees.

Grants for attendance at youth state, national, or international competitions or performances shall be limited to costs of registration, hotel, transportation and food for participants and coaches/chaperones only. Due to short notice to advance to state, national, or international competitions, applicants shall submit an application within one week of advancing to such competitions.

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. 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.

COMMUNITY GRANT POLICY (cont.)

ELIGIBILITY CRITERIA

In addition to a timely and complete application, the applicant must demonstrate that the event or activity being funded (other than competition funding, described below) by the City's grant will satisfy all of the following criteria:

- a) Provides a benefit to Santa Clara residents
- b) Contributes positively to the recognition and image of the City of Santa Clara
- c) If the grant is for an event, then the event will 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
- d) Aligns with established Council goals
- e) Grant funds will not be used for political or religious purposes
- f) If the event or activity is a fundraising event, that the proceeds from the fundraising activity will support programs, services or events for residents of the City of Santa Clara

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 established Council goals
- d) Grant funds will not be used for political or religious purposes
- e) The grant funds requested will only be used for a specific state, national, or international title or performance
- f) The grant funds requested do not exceed 20% of the allowable expenses (registration, hotel, transportation, and food) 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) The student-to-coach/chaperone ratio is six students to one coach/chaperone

COMMUNITY GRANT POLICY (cont.)

PROCEDURE

1. City Council approves an annual budget item for City grants, to be administered by the City Manager's Office
2. Applicants submit timely and complete grant applications to the City Manager's Office for review
3. City Manager's Office reviews application for compliance with eligibility criteria and availability of funds. City Manager may seek additional information from applicant as necessary.
4. If an application is approved by the City Manager's Office, then the approved application marked accordingly shall be transmitted to the applicant with additional instructions, if any.
5. If an application is not approved by the City Manager's Office, the City Manager shall notify the applicant in writing.
6. If the applicant has received a grant for an event/activity other than competition attendance, then applicant shall submit proof that the grant funds have been spent in the manner and for the purposes stated on the application within thirty (30) days after the event/activity.
7. If the applicant has received a grant for competition attendance, then proof of all allowable expenses actually incurred, as well as allocation of grant funds, shall be submitted to the City Manager's Office by the applicant within thirty (30) days after the competition.
8. 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 City Manager's Office for application and review in accordance with this policy.
9. Staff shall report any distributions in accordance with applicable tax law.

Attachment: City of Santa Clara Community Grant Application



FUNDING REQUESTS – CHAMPIONSHIP TEAMS/INDIVIDUALS

POLICY

The City of Santa Clara will consider requests for funding assistance to send championship teams/individuals or sports affiliated groups to state, national and international competitions with the following conditions:

Guidelines:

1. The funds requested for the event are in association with a specific state, national or international title (event particulars and copies of supporting materials should be submitted along with the request for funding).
2. Teams or groups should either be from Santa Clara schools or have at least 50% of the students who are residents of the City of Santa Clara;
3. City support is not to exceed 20% of allowable trip expenses and may not exceed \$10,000 per year, per group, subject to availability of funds. Allowable trip expenses include the following: (a) Competition registration; (b) Competition hotel; (c) Transportation; and (d) food expenses only. Allowable trip expenses are for the participating students and coaches/chaperones. The students-to-coach/chaperone ratio is six students to one coach/chaperone. No other miscellaneous expenses are reimbursable. Original receipts are required for all expenditures.
 - a. Competition Registration – City support of 20% for team entry in the competition event itself will be provided. Any ancillary trips, event, entertainment options, etc. included in event registration would not be reimbursable. A copy of the registration material for the competition should be attached with the funding request. Original receipt required to be submitted.
 - b. Competition Hotel – 20% of competition hotel room charges for participating youth and their coaches/ chaperones are allowed. Reimbursement rate will be based on the least expensive competition hotel. A copy of the registration material listing the cost of double (or more) occupant accommodations at the least expensive competition hotel should be attached with the funding request along with the



FUNDING REQUESTS – CHAMPIONSHIP TEAMS/INDIVIDUALS (cont.)

hotel bill. Note: Other hotel incidentals, such as room service, in-room mini bars, telephone calls, movies, parking, etc. added to the hotel bill are not reimbursable.

- c. Transportation – The most economical transportation should be used to and from the competition. In case of air transportation, reservations (and 20% reimbursement) are to be on the basis of advance-purchase economy class airfare. Original receipts required to be submitted.
- d. Per Diem Food Expense - The meal reimbursement rate of \$11 per participant/per day or 20% of meal costs, whichever is lower, will be provided. Alcohol is not a reimbursable expense.

The City will make payment pursuant to an agreement between the City and the team/individual attending the competition with income and allowable expenses subject to audit.

PROCEDURE

Application process:

1. Submit applications to the City Manager's Office, 1500 Warburton Avenue, Santa Clara, CA 95050 (see attached).
2. Applications must be filled out entirely and all supplemental information requested must be submitted with the application to be considered complete.
3. Staff of the City Manager's Office will review applications received and recommendations will be forwarded to the City Council for final approval generally within two weeks of receipt. Applicants will be notified of the status of their application and the date and time of the Council meeting.
4. Upon approval by Council, selected applicants will be invited to meet with staff to enter into a contract with the City. Funding is treated as a contract for service.



FUNDING REQUESTS – CHAMPIONSHIP TEAMS/INDIVIDUALS (cont.)

Audit process:

1. Upon trip completion original receipts must be submitted within 30 days to substantiate City funds allocated for event.
2. If City funds cannot be fully justified based on the guidelines set forth, the group will be responsible for an appropriate reimbursement of City-provided funding.
3. Request for funding of allowable expenses shall be submitted to the Senior Staff Aide, City Manager's Office. All allowed costs are reimbursed or paid only upon the presentation of original receipts or suitable evidence of payment for the cost by the teams/individuals. Call City Manager's Office at 615-2210 for information

Reference:
and 5/24/05

City Council–approved policy dated 5/25/93, as revised 4/22/97

Application for Funding Assistance (attached)



City of Santa Clara
**Application for Funding Assistance through the
Championship Team Trust Fund
Organization Request**

1. ORGANIZATION INFORMATION

Name of Group or Organization

Address

Contact Person

Telephone (Day) _____ Evening _____

Describe Purpose of your organization _____

How long has your organization been providing youth activities in Santa Clara? _____

2. ACTIVITY/PROGRAM INFORMATION

Name of State, National or International title that you/your group will be competing for

Amount you are requesting \$ _____

Summary of proposed activity/project/program (include specifically where/how City funds would be used)

Identify other organizations who have provided partial funding for this activity

City of Santa Clara
**Application for Funding Assistance through the
Championship Team Trust Fund
Organization Request**

Who is predominantly served by this program?

How will the funding assistance enhance your existing program?

3. FUNDING INFORMATION

Total cost of participation in this event/contest/competition (including above amount requested)

How many students and coaches/chaperones will be participating?

Students _____

Coach/Chaperones _____

4. BUDGET SUMMARY OF TRAVEL EXPENSES

Travel Destination

Tournament/Competition Dates

Transportation:

Airline _____ \$ _____

Car (rental and/or own) _____ \$ _____

Bus _____ \$ _____

Train _____ \$ _____

Other (describe) _____ \$ _____

5. REGISTRATION/TOURNAMENT/ENTRY FEE

Cost for registration _____ \$ _____

City of Santa Clara
**Application for Funding Assistance through the
Championship Team Trust Fund
Organization Request**

6. FOOD

Number of Days _____ \$ _____

7. LODGING

Hotel _____ \$ _____

Motel _____ \$ _____

Other (describe) _____ \$ _____

TOTAL TRAVEL EXPENSES: \$ _____

The Applicant hereby proposes to provide the activity/program in accordance with the Youth Sports Assistance Fund Policy of the City of Santa Clara as stated in this application. If this application is approved for funding assistance, it is agreed that relevant Federal, State, and Local regulations, and other assurances as required by the City of Santa Clara will be adhered to. Furthermore, as duly authorized representative of the applicant organization, the applicant is fully capable of fulfilling its obligation under this proposal as stated herein.

This application and the information contained herein are true, correct and complete, to the best of my knowledge.

Date: _____ 20__

Agency Name

Representative _____

Title _____

City of Santa Clara Contact:
Jashma Kadam, Sr. Staff Aide
Carol McCarthy, Deputy City Manager
408/615-2210