

# CITY OF PACIFIC GROVE, CALIFORNIA

## COUNCIL POLICY

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Consideration and Approval of Requests for Funding from Community Groups and Organizations	000-16	Feb. 5, 1997	1 OF 2

### PURPOSE:

The intent of this policy is to establish a procedure by which community groups and organizations may request funding support from the City of Pacific Grove. And, to identify standards to be applied by the City Council in allocating such funding assistance.

### POLICY:

1. In order to be eligible for funding consideration, the requesting group must be non-profit. The group must also be from Pacific Grove or, if it is not a Pacific Grove community organization, clearly demonstrate that it serves Pacific Grove residents.
2. Eligible groups must complete and submit to the City Manager's office a Funding Request Form by March 1. The Funding Request Form will be distributed to eligible groups who sought funding assistance the previous year or upon request by those groups who did not apply the preceding year. The Funding Request Form shall be distributed by the City Manager's office no later than February 1 of each year.

Groups deemed eligible by the City Manager shall be invited to attend a City Council meeting, prior to budget deliberations, for the purpose of introducing or reintroducing themselves to the City Council. There will be no further presentations to the City Council following this session, unless directed otherwise by the City Council.

3. The Funding Request Form shall require the following information:
  - a. Name of organization
  - b. Location of organization
  - c. Contact person
  - d. Amount of funds requested
  - e. Description of how funds will be spent
  - f. Quantify how funds will benefit Pacific Grove residents
  - g. Listing of other funding sources that support the applicant organization
  - h. Other information as deemed appropriate by the City Council and/or City Manager

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4. The City Council shall apply, at a minimum, the following standards when prioritizing funding requests from eligible organizations:
    - a. The applying group meets eligibility requirements identified in this policy
    - b. Is the group a Pacific Grove-based community organization (If no, where are they located)
    - c. The number of Pacific Grove residents served by the applying group
    - d. The percentage of Pacific Grove residents served versus total of client population served by applying group
    - e. Has the group received funding support from the City in prior years (If so, what is the amount)
    - f. Does the group rely on a variety of funding sources (If so, what are those sources and the percentage of funding requested from Pacific Grove compared to all funds sought for the group)
    - g. Has the group adequately quantified how it serves Pacific Grove residents
  5. The prioritized funding list would be prepared according to the following procedure:
    - a. The City Council will review all funding requests and, on an individual basis, submit a prioritized list to the City Manager
    - b. The City Manager shall review the lists submitted by all Council Members and develop a single priority list for Council consideration and action
    - c. The list prepared by the City Manager shall represent the results of a mathematical calculation and shall not reflect the subjective bias of the City Manager or any other staff member
  6. The final action of the City Council shall be accommodated in the operating budget and shall constitute the level of support afforded eligible community groups for a given fiscal year.
  7. The amount of funding recommended for allocation to eligible groups shall be determined by the City Manager and will be conveyed to the City Council by the second regular City Council meeting in April of each year.
  8. Those groups approved for funding shall be required to execute an "Agreement Regarding Use of Public Funds by Community Organization" before the dispersal of any funds. The Agreement is appended to and is part of this policy

Adopted by Minute Motion on February 5, 1997



# CITY OF PACIFIC GROVE

## COMMUNITY ORGANIZATION FUNDING REQUEST FORM

REQUEST FOR FUNDING (TOTAL OF \$ \_\_\_\_\_)

This application is submitted for consideration for funding for Fiscal Year \_\_\_\_\_

\_\_\_\_\_  
Name of Project/Program

\_\_\_\_\_  
Name of Applicant/Legal Entity

\_\_\_\_\_  
Name of Parent Corporation (If Applicable)

\_\_\_\_\_  
Address of Applicant (Street, City, Zip Code)

\_\_\_\_\_  
Location/Address of Project/Program (If Different)

\_\_\_\_\_  
Contact Person (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number (Day)

\_\_\_\_\_  
Telephone Number (Evening)





6. What are your actual or proposed operating hours, if applicable?

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THE FOLLOWING ATTACHMENTS MAY BE REQUIRED BY THE CITY MANAGER:

1. A Resolution of Intent by your governing board, council or commission.
2. Full disclosure financial statements for prior completed fiscal year, estimated current fiscal year and proposed fiscal year to include:

All operating expenditures, revenues, capital acquisitions, other sources of funding and a statement of assets, liabilities, and reserves.
3. Performance Indicators which focus on how well the organization is meeting its stated mission. Indicators of efficiency and effectiveness, as well as information of the number of people served from both distant (out of City) and local areas, if applicable.
4. Copies of Internal Revenue Service non-profit forms or other appropriate documents providing tax exempt/not for profit status.

## AUTHORIZED AGENTS

The following individuals are authorized agents for \_\_\_\_\_  
\_\_\_\_\_ (Applicant Name) for the year ending \_\_\_\_\_  
\_\_\_\_\_. Contracts, invoices and correspondence signed by  
individuals other than those listed below are not authorized by this organization.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

# AGREEMENT REGARDING USE OF PUBLIC FUNDS BY COMMUNITY ORGANIZATION

This Agreement is entered into as of \_\_\_\_\_, by and between the City of Pacific Grove ("CITY," hereinafter) and \_\_\_\_\_ ("COMMUNITY ORGANIZATION," hereinafter).

**IT IS AGREED** as follows:

1. CITY shall transfer to COMMUNITY ORGANIZATION the sum of \$\_\_\_\_\_ in payments as follows:

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____

2. The COMMUNITY ORGANIZATION shall use the funds for the purposes and in accordance with the terms, attached hereto, marked Exhibit A, and incorporated herein by this reference as though fully set forth at length.

3. The COMMUNITY ORGANIZATION shall maintain complete records of the receipt and distribution of the public funds in a form which is satisfactory to the City Manager.

4. In addition to the COMMUNITY ORGANIZATION, the following persons are personally responsible for the performance of this agreement:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

5. COMMUNITY ORGANIZATION hereby agrees to indemnify and hold harmless the CITY and the CITY's officials, officers, employees, agents, and contractors from all claims arising out of the conduct of COMMUNITY ORGANIZATION and COMMUNITY ORGANIZATION's officials, officers, employees, agents, and contractors except as to those claims which are based upon allegations of CITY's sole negligence.

6. If any funds are spent for an unauthorized purpose as determined by the City Manager, COMMUNITY ORGANIZATION shall pay to City an amount equal to all funds provided plus interest at the legal rate.

COMMUNITY ORGANIZATION

CITY OF PACIFIC GROVE

By \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_