



# POLICY AND PROCEDURE

<b>Subject:</b> Social Service Program Grant Funding	<b>Index:</b> Financial Services <b>Number:</b> 203-1
<b>Effective Date:</b> 3/15/95	<b>Prepared By:</b> L.Davis
<b>Supersedes:</b>	<b>Approved By:</b> Candace Haggard

## 1.0 **PURPOSE:**

To provide the policies and procedures for funding grants to Non-Profit Organizations through the annual budget process.

## 2.0 **ORGANIZATIONS AFFECTED:**

Office of Management and Budget, Community Development Department

## 3.0 **REFERENCES:**

Not Applicable

## 4.0 **POLICY:**

The City Council budgets funds from the General Fund annually to support non-profit organizations providing social and community services to residents of the City of San Clemente. A Social Service Budget Committee is made up of the Mayor or designee, City Manager or designee, two members of the Human Affairs Committee, and the Community Development Director or designee. The Community Development Director is a non-voting member of the committee. The Committee reviews the budget requests and recommends approval or denial of funding to the City Council. Grant applications which are recommended by the Committee for approval will be submitted with a grant amount. Applications which are not recommended will be submitted to the City Council with reason for denial. The City Council may approve the grants as recommended by the Social Service Budget Committee or modify the recommendation. Approved grants will be budgeted for the ensuing fiscal year beginning on July 1.

## 5.0 **DEFINITIONS:**

**Non-Profit Organization** - Non-profit organization recognized by the State to be tax exempt under the Internal Revenue Service Section 501 (c) (3). The organization must have a Charter, Articles of Incorporation, and/or By-laws. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual.

## **Social Service Program Grant Funding Policy**

**Qualifications for funding** - The non-profit organization must have proof and provide documentation upon City Staff request that residents of San Clemente are being served. The organization must have at least one San Clemente resident on its' Board of Directors or Advisory Board. The organization must have an office in San Clemente or provide outreach in the form of mailings, public meetings, attendance at local community events or civic meetings (Human Affairs Forum, Youth Task Force, or task forces of South Orange Co. Community Services Council, etc.). New organizations must provide a copy of their Articles of Incorporation and By-laws, two letters of reference from an existing local non-profit organization and/or government entity knowledgeable of the organization or services they intend to provide.

**Criteria** - The following evaluation criteria will include, but not necessarily be limited to:

- Documented need for proposed services
- Impact of proposed services to effectively meet the need
- Demonstrated organizational competence and ability to provide service
- Experience and qualifications relevant to administering proposed service or event

### **6.0 PROCEDURE:**

- 6.1 2nd week January - Letter and applications sent out to previous grant recipients. Press release sent to local newspaper, announcement at Human Affairs Forum of Social Service grant applications being accepted.
- 6.2 2nd week of February - Applications received
- 6.3 3rd week of February - Housing Coordinator compiles requests and prepares review package for Social Service Budget Committee. Preparation of Initial Decision Package for OMB.
- 6.4 2nd Meeting of February - Appointment of Social Service Committee members, Mayor or designee and 2 members from Human Affairs Committee, City Manager or designee and Community Development Director or designee.
- 6.5 3rd Week of March - Social Service Budget Committee meets applicants and makes recommendations for funding.
- 6.6 1st week of April - Submittal of Committee recommendations to Office of Management and Budget.
- 6.7 3rd week of April - Letter to applicants notifying them of recommendation for funding or denial of funding.

## **Social Service Program Grant Funding Policy**

- 6.8 4th week of May - Notification of Applicants of the date of City Council hearing.
- 6.9 June - City Council Budget Hearings
- 6.10 July - Letter to the applicants notifying them of approval or denial of funding and the funded amount.

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