



CITY OF ARTESIA

COMMUNITY BENEFITS GRANT PROGRAM

FUNDING POLICY

PURPOSE

The City of Artesia recognizes the value that other organizations have in providing services that benefit the community and its members. The Community Benefits Grant Program is intended to provide monetary assistance to eligible community non-profit organizations in their efforts to provide social, educational, and cultural services to the community. Grants will be awarded in maximum amounts of \$500 per non-profit organization, with a total of \$4,000 to be awarded per budget cycle.

ELIGIBILITY AND POLICY

To be eligible to apply for grant monies under the City's Community Benefits Grant Program, a community non-profit organization must satisfy the following standards:

1. The organization must operate as a non-profit and provide verification of 501(c)(3) status.
2. The organization must serve and publicly benefits the City of Artesia and its residents.
3. Applicants must successfully explain how the proposed project or program will serve the City of Artesia and its residents.
4. The project or program must directly provide the social service, educational, or cultural program(s) for which grant monies are sought in the City of Artesia.
5. Grant monies cannot be used for religious activities.
6. Applicants must identify other sources of funding. The City will not be the sole funding source for a project or program.
7. Recipient(s) of grant funds shall provide recognition that the City awarded a grant for the project or program.

8. Grant Awardees must submit financial report showing expenses and revenues generated, and disposition of any proceeds generated by the project or program within sixty (60) days of completion of the project or program.
9. Grant Awardees must submit a copy of promotional materials distributed in the marketing the project or program within sixty (60) days of completion of the project or program.

INSURANCE

The applicant shall provide a certificate of liability insurance to the City, with an amount, issuer, coverage, and endorsements deemed acceptable by the City. The applicant shall defend, indemnify, and hold harmless the City and its officials, officers, employees, contractors, and agents from and against any claims made with respect to the approval by the City of the applicant, application, as well as any permit or approval issued by the City with respect to any of the foregoing, regardless of the nature any such claim.

FUNDING PROCEDURES

Final grant decisions are made solely by the City Council and will be made one (1) year at a time. Additional years of support are not guaranteed. Total funds available will be determined by the City Council annually. Funds must be expended before **June 30, 2019** or they will revert back to the City. Failure to submit a complete application or comply with any of these procedures may remove an application from funding consideration. Failure to abide by the rules and procedures as set forth in this document will result in the organization being denied funding in the future.

APPLICATION PROCESS

Applicants must apply by using the Community Benefits Grant Program Application. Applications are available on the City's website at www.cityofartesia.us and at Artesia City Hall in the City Clerk's Office located at 18747 Clarkdale Avenue, Artesia, CA 90701. Applications may also be requested by email at esanchez@cityofartesia.us.

APPLICATION DEADLINE

Completed application forms along with supplemental documents must be submitted by **5:00 p.m. on Wednesday, October 24th, 2018** addressed to:

City Clerk, City of Artesia
Attn: Community Benefit Funding Program
18747 Clarkdale Avenue
Artesia, CA 90701

EVALUATION OF APPLICATION AND SELECTION PROCESS

Following the application deadline, a Committee comprised of City Staff members will be appointed by the City Manager. The committee will review and consider all applications. Applicants may be asked to attend a meeting to address the Committee, answer questions, and clarify their use of funds. All applications will be evaluated to ascertain which non-profit organization best meet the social service and cultural program needs that the City seeks to satisfy. In the case of multiple grant applications that are competing for limited available funds and resources, consideration will be given to applications based on the following criteria:

1. Whether the project or program meets all the objectives and requirements of this Policy.
2. The number of Artesia community members who are expected to benefit, participate in, and be positively impacted by the project or program.
3. Performance of each applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable regulations and requirements.
4. The amount of grant funding and/or resources previously awarded to project or program in prior years.
5. The amount of funding and/or resources requested as a proportion of the total cost of the program.

Following the Committee screening and review process, a recommendation will be presented to the City Council. The City Council will review the Committee's report and consider the award of funds to selected non-profit organizations.

EXECUTION OF AGREEMENT

Non-profit organizations selected to receive funds will be required to sign and execute and agreement with the City of Artesia.