



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. As part of establishing the City's Retail Cannabis Program, the City will receive annual Community Benefit Funds from the City's Retail Cannabis Permittees. The City Council reviewed and approved the Community Benefits Grant Program Funding Policy on August 12, 2024, revised it on October 13, 2025, and may revisit the Policy in the future based on changing needs of the City.

The City Council wishes to allocated Community Benefit Funds received of the City's Cannabis Permittees in the following manner, subject to terms and conditions as provided herein:

- ❖ City Events and Programs – 35% of received funds
- ❖ Community Benefit Grant Program – 55% of received funds
- ❖ Chamber of Commerce – 10% of received funds

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 amounts of \$2,000-\$40,000.

CITY EVENTS AND PROGRAMS

The City shall retain 35% of Community Benefit Funds received from Cannabis Permittees each year to continue funding City community events, programs, and needs for the benefit of residents and businesses within the City. Community events, programs, and needs include, but are not limited to: the International Street Fair and Diversity Festival, National Night Out Against Crime, Public Safety Expo, 4th of July, Crossing Guard Program, public service center including Sheriff Deputies, on-campus drug free campaigns, Red Ribbon programs, and other Law Enforcement activities.

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 and ongoing operations for at least two consecutive years prior to the application period.
2. The organization must serve and publicly benefit the City of Artesia and its residents and/or Artesia's business community. The organization will need to show that more than 50% of the program beneficiaries are Artesia residents.
3. Applicants must explain how the proposed project or program will serve the City of Artesia and its residents or business community.
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 or partisan political activities.
6. Applicants must identify other sources of funding if the program requires funding in a greater amount than the grant award.
7. Grant Awardees shall recognize the City for awarding grant monies for the project or program.
8. Grant Awardees must submit a report on the use of funds by the second Monday in December of the grant cycle year, marking the conclusion of the funding period. Awardees are also required to present a report to the City Council by the January City Council meeting (second Monday of January). The report must be submitted prior to being awarded subsequent rounds of grant funding. The report on use of funds must include the following:
 - A financial report outlining how the grant funds were expended, including how many Artesia residents or businesses were served. All funds must be expended by the first Monday in December unless otherwise approved by the City Manager. If funds were not fully expended, please specify when they will be used;
 - If funds were not expended, confirmation that they were returned, or that a request for extension was submitted;
 - If revenues were collected from the program (for example ticket sales or program registration fees), the disposition of said proceeds generated by the project or program and how they will be used by the organization;
 - A summary of the overall outcome of the project or program, including photographs;
 - Copies of all promotional materials distributed in the marketing of the project or program; and
 - Following Staff review, additional clarification may be requested.
9. All awarded funds must be expended within the calendar year of the award. An Awardee may request an extension if a project requires additional time, such as in the case of capital projects or when funds are being leveraged with other fundraising efforts. To be considered for an extension, the Awardee must submit the report

required in Item 8, along with a written justification and the requested extension period. The City Manager may, at their discretion, review the request and authorize an extension of the grant agreement.

Failure to provide the report or make the presentation will make the entity ineligible for future funding until the report on the use of funds is received and the presentation is made. The City retains the right to audit the use of the grant funds for a period of two years from the award of the grant. Therefore, grantees must retain all records relating to the grant, including, without limitation, receipts and invoices, for a period of two years from the award of the grant. Grantees shall submit relevant documents to the City for an audit within thirty (30) days of the City's written request. Failure to comply with a City audit, including, without limitation, providing relevant documentation to the City that the City may request during an audit, may make the entity ineligible for future funding, in the City Manager's sole and absolute discretion.

PRIORITY FOR ARTESIA-BASED ORGANIZATIONS

501(c)(3)s that are located in the City of Artesia shall receive priority funding each application period. Applications received from Artesia-based organizations shall be reviewed first. After all eligible Artesia-based organizations with a proposed project meeting the program criteria are funded, applications from all other community-based organizations will be reviewed for potential funding based on availability of funds.

CHAMBER OF COMMERCE

To be announced.

INSURANCE

As a condition to being awarded a grant, each grantee shall provide a certificate of liability insurance to the City, with an amount, issuer, coverage, and endorsements deemed acceptable by the City. The grantee 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 this program, the grant, and the use of the grant funds.

FUNDING PROCEDURES

This is a voluntary program, and final grant decisions are made solely by the City Council, in its absolute discretion and will be made for each grant funding cycle. Submission of an application does not guarantee a grant award, and in addition to denying a grant award, the City Council may also choose to not fund any grants and/or approve a lesser amount than requested on a grant application. Receipt of a grant in one cycle does not guarantee receipt of funds in any other grant cycle. Total funds available will be determined by the City Council, annually. Funds must be expended and the report of the use of funds must be received prior to applying for additional funding.

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 denial of future funding for the organization. However, the City Manager may, but is not required to, allow an applicant to correct an application deficiency. The City Manager, in their sole and absolute discretion, may administratively cancel, postpone, extend, or modify a grant cycle. The City reserves its rights to modify the terms and conditions of this Program at any time for any reason.

APPLICATION PROCESS

Applicants must apply by using the Community Benefits Grant Program application. Applications may also be requested by email at reception@cityofartesia.us.

Application periods will open in October of each year and close in November of each year. Following review, grants will be awarded based on available funding at the January City Council meetings each year, subject to the terms and conditions herein.

APPLICATION DEADLINE

Completed application forms along with supplemental documents must be submitted by 5:00 p.m. on November 20, 2025, addressed to:

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

Or emailed to reception@cityofartesia.us with "Community Benefit Grant Program Application" in the subject line.

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 determine which non-profit organizations best meet the social service and cultural program needs 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. The organization is an Artesia based 501(c)(3);
2. Whether the project or program meets all the objectives and requirements of this Policy;
3. The number of Artesia community members who are expected to benefit, participate in, and be positively impacted by the project or program;
4. Performance of each applicant in prior years, including demonstrated fiscal

- responsibility and compliance with applicable regulations and requirements;
5. The amount of grant funding and/or resources previously awarded to project or program in prior years; and
 6. The amount of funding and/or resources requested as a proportion of the total cost of the project or 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 and a Chamber of Commerce will be required to sign and execute an Agreement with the City of Artesia prior to the release of funds ensure the proper use of funds.



CITY OF ARTESIA
COMMUNITY BENEFITS GRANT PROGRAM FUNDING
APPLICATION

APPLICATIONS OPEN: OCTOBER 16, 2025

APPLICATION DEADLINE: NOVEMBER 20, 2025

Organization/Agency Name: _____

Proposed Project or Program: _____

Funding Amount Requested: _____

(Grant Awards may be made from \$2,000 to \$40,000)

Community Benefits Grant Program Application

Organization's Name: _____

Contact Name: _____

Phone: _____ Cell: _____

Address: _____ City: _____ Zip: _____

Email: _____

Project Title: _____

Total Project Cost: \$ _____

Amount Requested: \$ _____

If total project cost is greater than grant amount requested, please provide other funding sources:

Please answer the questions below in the space provided or attach additional sheets, if needed.

1. Briefly state the mission or purpose of the organization.

2. How will this project or program benefit the City of Artesia and its residents?

3. Briefly describe the project or program and the specific purpose for which you are requesting funds.

4. What exact results do you hope to achieve and how will those results be sustained after the grant period?

5. Describe your organization's capacity to conduct this project or program, and list your recent accomplishments.

6. **Attach** a detailed budget for your project or program. The budget must specify the time frame covered and provide a clear breakdown of how requested funds will be used, if awarded. Applicants shall also disclose any other sources of funding, including grants, sponsorships, or in-kind contributions, and indicate how such resources align with and support the proposed budget.

7. How do you propose to involve the community in the project or program?

8. How will you evaluate the success of your project or program? And how will you report that success to the City after the project or program is complete?

Note: Per policy, awardees must submit a written report by the second Monday in December and present to City Council in January.

Signature of Officer: _____ Date: _____

Print Name and Title: _____