



CITY GRANTS AND SPONSORSHIPS

COUNCIL POLICY

**Adopted: 11/14/2018
Last Revised: 4/16/2019**

The purpose of this policy is to provide guidelines and procedures for the City's Grants and Sponsorships Program. This policy outlines the mission and operating parameters of the program and provides guidance on the application process, qualifications for funding, approval process, and the role of the City/CDBG Grant Sub Committee in this program. All grants and sponsorship funds will be held in reserve until specific funding requests and recommendations are reviewed and approved by the City Council.

A. School-Based Activity Sponsorship Requests

The City may provide sponsorships of school-based activities for special programs and projects not fully funded by other funding sources. The City Council gives preference to sponsorship requests that benefit large groups of students or students who need financial assistance in order to participate in the activity. As part of the annual budget process, the City Council determines the amount of funds each year to support school-based activities as it deems prudent and reasonable. These funds are held in reserve until specific funding requests and recommendations are reviewed and approved by the City Council. Awards are granted on a first come, first serve basis. Each sponsorship program approved by the City Council is designed to serve a specific purpose, meet a community goal, or fill a gap in programs and services available to residents. Typical school-based activity sponsorship requests include Grad Nite, Homework Club and special school-based events and programs that arise during the school year such as Destination Imagination or Robotics competitions.

1. Grad Nite

Each year, both Aliso Niguel and Dana Hills high schools provide Grad Nite activities for graduating seniors. This event is planned by parents, with no funding from the School District. The event is intended to provide a safe and sober way for teens to celebrate their graduation. The City's contribution helps to keep the cost to the graduating students as low as possible and provides funding for scholarships for those who cannot afford to attend.

The City Council has traditionally granted \$2,000 to 3,500 per year, per school, to the Dana Hills High School Grad Nite Committee and the Aliso Niguel High School Grad Nite Committee. Both committees annually send letters to the City requesting these funds. When the letter is received, a

staff report is prepared and placed on a future City Council agenda for City Council consideration of the funding request.

2. Homework Club

Homework Clubs at Niguel Hills Middle School, Aliso Viejo Middle School, Dana Hills High School and Aliso Niguel High School provide after school homework assistance for students. Teachers stay after school to provide this tutorial assistance. The City provides funds to the schools based on the actual cost of payments paid to teachers for participating in this program, in a not to exceed amount determined during the annual City grant process. CUSD provides periodic billing to the City for these services.

Traditionally, this has not been a competitive program and no grant application has been required. Historically, \$22,000 per year is for this program.

3. Holiday Parade Band Sponsorship

Traditionally, each Capistrano Unified School District high school band that participates in the annual holiday parade receives \$1,000. The sponsorship covers the cost of transportation to the parade route, uniform cleaning and miscellaneous instrument repairs. The parade is enhanced by having the bands that provide variety to the parade lineup for the enjoyment of all.

4. Special School-Based Events and Programs

From time to time, various non-profit and school groups approach the City Council for funding for a variety of special programs, activities and projects (i.e., Destination Imagination). These requests are generally placed on a City Council agenda, with a presentation from the requesting organization. The Council generally grants these requests, with sponsorships usually ranging from \$750 - \$1,500. Funding is provided for these requests each year through the annual budget process.

B. Community Services and Cultural Arts Grants

The Laguna Niguel City Council recognizes the importance of the many human service, cultural and emergency assistance programs and organizations that serve community residents. As part of the annual budget process, the City Council appropriates funds as it deems prudent and reasonable to award grants to non-profit community service organizations.

1. Policy

- a. Organizations must provide services in Laguna Niguel for City residents, and/or provide services for students attending schools that serve City residents.
- b. Organizations must have a current non-profit status to be considered for funding.
- c. Grants shall not be available to organizations who intend to directly or indirectly act as a conduit to provide the grant funding to other organizations. Grants to organizations that are primarily philanthropic in nature, i.e., those who fundraise on behalf of other organizations, shall be considered restricted grants to be used solely for the purposes for which the grant was made. Exceptions may be granted if the organizations can demonstrate that grant funds will be used by the requesting organization for a specific project benefiting Laguna Niguel residents.
- d. Requests for funding for capital improvements and ongoing operation, and maintenance activities shall generally not be awarded. Exceptions may be granted at the discretion of the City Council.
- e. Applications may be submitted at any time prior to the annual submission deadline. Late applications will be held over to the next funding period.

2. Procedures

- a. The City Council shall appoint two of its members to serve on the City/CDBG Grant Sub Committee. This Sub Committee reviews all applications and funding requests and presents its recommendations to the full City Council.
- b. Following adoption of the annual City budget and meeting of the Sub Committee, the
- c. City Council shall consider the Sub Committee recommendations and approve final grant awards.

C. Community Special Events Grants

The City Council recognizes the importance of community-wide special events that bring various cultural and recreational opportunities to the City. As part of the annual budget, the City Council shall appropriate funds as it deems prudent and reasonable to award grants to charitable and non-profit organizations that wish to offer special events for the benefit of the community.

1. Policy

- a. Organizations must be a charitable or non-profit organization to be eligible for funding.
- b. The event must be a major community event primarily for the benefit of Laguna Niguel residents.
- c. The number of events funded under this program shall be limited to three per fiscal year.
- d. Events will be considered for funding on a first come, first serve basis.
- e. No more than \$5,000 per fiscal year shall be awarded for any event.
- f. Funding shall first be used to offset the costs of City-incurred expenses, such as Police and Public Works costs. Remaining funds may be used to defray other event related expenses.
- g. Upon being awarded funding, an organization shall provide insurance certificate naming the City of Laguna Niguel as additionally insured.
- h. If the event includes the service of alcohol, awardee shall comply with all applicable laws and regulations.

2. Procedures

- a. A completed application form must be submitted to the City prior to consideration for funding.
- b. The City/CDBG Grant Sub Committee shall review all applications and present its recommendations to the City

Council.

- c. The City Council shall consider the Sub Committee recommendations and approve final grant rewards.