

CITY OF ST. HELENA
RESOLUTION NO. 2015-130

**RESOLUTION ADOPTING A NONPROFIT
FUNDING POLICY AND RELATED PROGRAM
APPLICATION GUIDELINES**

RECITALS

- A. The City of St. Helena is committed to providing financial assistance to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
- B. The Nonprofit Funding Policy establishes guidelines and criteria for the City to fund programs and also clarifies the roles and responsibilities of both the nonprofit agency and the City of St. Helena.

RESOLUTION

The City Council of the City of St. Helena hereby resolves as follows:

- 1. Adopts Exhibit A to this resolution as the official policy to set forth parameters and establish guidelines for annual grant funding of nonprofit agencies based on availability of funds and award by the City Council.

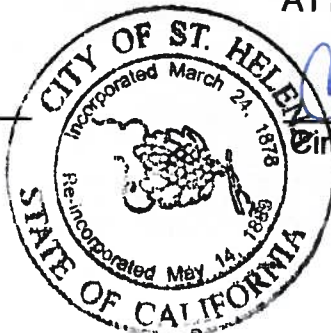
Approved at a Regular Meeting of the St. Helena City Council on October 13, 2015, by the following vote:

Mayor Galbraith:	<u>Yes</u>
Vice Mayor White:	<u>Yes</u>
Councilmember Crull:	<u>Yes</u>
Councilmember Dohring:	<u>Yes</u>
Councilmember Pitts:	<u>Yes</u>

APPROVED:

ATTEST:


Alan Galbraith, Mayor




Cindy Black, City Clerk



City of St. Helena Council Policy

Policy Type:
Council
Reso No. 2015-130

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Policy Title: Nonprofit Funding Policy		Approved by City Council 10/13/2015	
Effective Date: 10/13/2015	Supersedes: N/A	Policy Section: Revenue and Finance	Policy Number: 4.03 A.

PURPOSE

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of nonprofit agencies based on availability of funds and award by the City Council.

POLICY

The City of St. Helena is committed to providing financial assistance to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.

A. Eligibility Requirements

1. All organizations seeking grant funds need to demonstrate that they are currently operating as a nonprofit organization. The most common documentation will be an IRS tax exempt letter confirming 501(c)(3) status. If the organization does not have 501(c)(3) status, other reasonable proof of nonprofit status may be accepted.
2. A nonprofit agency must have been in operation for one year by December 31st of the year preceding the application deadline.

B. Accountability

Nonprofit agencies shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

- all financial requirements including submission of proof of expenditures as specified by the grant agreement
- program performance measurement requirements including submission of a Final Report by the end of the fiscal year
- all other terms of the policy and grant agreement including meeting all deadlines

C. Funding Eligibility

1. Only one application per agency will be considered each year
2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Practices (GAAP) as operating costs
3. The City will not fund the purchase, maintenance, or repair of any capital assets

D. Application Procedure

1. Timeline

1. A public notice will be posted and available on City of St. Helena's website with the current Program Guidelines and Grant Application at least six weeks prior to the application due date.
2. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.

2. Application Requirements

A completed Grant Application is required, by the advertised deadline along with all required documentation as identified in the current year's Program Guidelines and Grant Application.

3. Grant Awards

The posting of program guidelines and application for Nonprofit Funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.

4. Funding Award

1. The Mayor will review applications for completeness and eligibility and forward all complete and eligible applications to the City Manager.
2. The City Manager will schedule review of the grant applicants before the City Council and notify qualified applicants of the specific Council meeting date. The City Manager will prepare a brief staff report and attach all complete and eligible applications. Applicants are strongly encouraged to attend the Council meeting to respond to Council questions regarding applications.
3. The City Council will approve final funding for nonprofits when the Annual Operating Budget is adopted.
4. Applicants will be notified of the final funding amount no later than June 30th.
5. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed and approved by the City's Administrative Services Manager prior to contract execution.
6. Any non-profit agency awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the agency Director and the City Manager. The agreement and other contract requirements shall be signed by the agency and received by the Finance Department no later than August 31 of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. **Compliance**

The consideration, award and funding of any non-profit agency pursuant to the Nonprofit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.

6. **Grant Reporting and Invoicing**

Each funded agency will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the agency's Executive Director. Non-profit agency shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

E. Updates to Program Application and Guidelines

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Nonprofit Funding Policy.

FORMS AND DOCUMENTS ATTACHED

1. Program Application and Guidelines



City of St. Helena Nonprofit Funding Program Guidelines and Grant Application FY 2016/17

The City of St. Helena accepts applications for funding of local nonprofit agencies as a part of its annual budget process. The St. Helena City Council invites all interested nonprofit agencies to submit an application for funding. The application and evaluation process for funding is driven by the non-profit agency's mission as it corresponds to City of St. Helena's needs, priorities and strategic objectives. The Nonprofit Funding Program is designed to support the St. Helena community, improve neighborhoods or local services, and strengthen relationships among residents. All grant requests should be inclusive, accessible, and focus on broad community support.

The City Council will determine the current funding allocation during the annual budget process, which may not be determined until the end of the current fiscal year. The minimum grant request is \$1,000 and the maximum grant request is \$10,000. Applications will be reviewed by the Mayor and then presented to City Council for consideration and award.

Eligibility

Eligibility has been established by the City of St. Helena Nonprofit Funding Policy. All applicants must provide reasonable proof that they are a nonprofit organization.

- Only one application per agency will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Practices (GAAP) as operating costs.
- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget. Previous years' allocations are not a consideration for funding. Each application is approved based on its own merits. Submission of a complete application does not guarantee funding.

Timeline, Submission and Grant Cycle

Applications will be available to the public on January 1, 2016 and must be received no later than **March 1, 2016 no later than 5:00 PM.** Applications must be received by the deadline, late applications will not be accepted. It is anticipated that City Council will make the final funding determination in June of 2016. **Applications must be submitted in hard copy on paper, with a single staple.**

Please submit grant applications to:

By Mail or In-person:

Tracey Perkosky
Attn: 2016/17 NONPROFIT GRANT PROGRAM
1480 Main St.
St. Helena, CA 94574

The grant period for nonprofits approved for funding for Fiscal Year 2016/17 will be from July 1, 2016 to June 30, 2017.

Application Process

To be considered for funding, non-profit agencies must complete and submit the City of St. Helena Nonprofit Agency Funding Grant Application (Grant Application) and the required attachments by the deadline. All applications will be screened to ensure all required information and documentation has been submitted. Incomplete applications will be ineligible for funding. Upon the City Council's approval of the FY 2016/17 annual budget, applicants will be notified of their status.



Matching Funds

Matching funds are a common requirement of many grant applications and refers to funding that has been raised by the organization from a source other than the City of St. Helena. Matching funds are not required for this program however, applications demonstrating matching funds may be given preference.

Limitation on Awards

The granting of City Funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for any applicant to comply with any applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award is not authorization of use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

Grant Recipient Requirements

Organizations receiving grant funding are required to:

- Submit a revised goals, activities, outcomes and evaluation chart if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if needed;
- Complete a final report describing program outcomes and financial statements detailing expenditures.

Questions?

All questions should be submitted via email to: Tracey Perkosky at TPerkosky@cityofsthenelena.org

Grant Application Check List

Letters of support **will not** be accepted as part of the application process. Applications must be typed, including page numbers and contain only the requested information:

- 1. Grant Application and Budget (maximum of five pages single sided)**
- 2. Proof of Nonprofit Status**
- 3. Current Year's Operating Budget & Prior Year Actuals**
- 4. Provide a list of all grant funding that your organization has received in the last 12 months, including grant amount and required match**
- 5. Partnership Letter**
 - If partnering with another agency, please submit documentation demonstrating the approval or endorsement for the project or program.
 - If the project is proposed on City property, please obtain a letter from the appropriate department head. This letter should include a determination of master plan or general plan consistency as appropriate, and identify additional steps or agreements necessary to comply with the City process.



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2016/17

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: _____
Organization Mailing Address: _____
Organization Telephone Number: _____
Organization Website: _____
Federal Tax ID Number and Status: _____
How long has your organization been in operation? _____

List of Board Members and Officers: (if applicable)

Contact Information

Who is the primary contact person for your organization?

Name: _____
Address: _____
Phone: _____
Email: _____

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name _____

Signature _____

Title _____

Date _____

Grant Request

Project or Program Name: _____
Address of Project or Program: _____
Requested Grant Amount: \$ _____
Matching Funds: \$ _____
TOTAL Project or Program Cost: \$ _____

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2017 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

