



City of Aliso Viejo

COUNCIL POLICY

SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
Grant Funding for Travel Expenditures on Community Promotional Activities	2005-056	100-5	10/19/2005	1 of 1

BACKGROUND

Since incorporation, the City has received several requests for funding from not-for-profit and civic organizations for partial reimbursement of travel expenditures. On June 4, 2003, City Council adopted Resolution No. 2003-014 for civic organization promotion which will provide partial funding to not-for-profit and civic organizations for their programs or activities that promote the City of Aliso Viejo.

PURPOSE

The purpose of the policy is to provide a fair and equitable way for the disbursement of City funds to not-for-profit and civic organizations; and grant funding will be evaluated on a case-by-case merit under specific criteria.

POLICY

1. All proposals for funding under the Community Promotional Grant should:
 - a. Promote the City of Aliso Viejo.
 - b. Be submitted by a not-for-profit organization or civic organization.
 - c. Serve a charitable, philanthropic, cultural, or educational purpose.
 - d. Identify the direct expenditures of a specific program or event for the funding by submitting a letter of request to the City Clerk.
 - e. The majority of members of a requesting organization must be residents of the City of Aliso Viejo. Funding will only apply to the direct expenses of those individuals who are actual residents of Aliso Viejo and will be prorated accordingly, not-to-exceed \$1,000 per occurrence, per fiscal year.
 - f. Carry adequate insurance under the City's guidelines.
 - g. Submit request no later than 30-days after the event and provide original receipts directly related to the City promotional program or activity.

2. A request shall be ineligible if:
 - a. Political action committees (PACs) or to any candidate seeking election neither to office nor for conduct of any religious activity.

Reference: Resolution No. 2003-014