

**City of Aliso Viejo
2016-2017 Community Assistance Grant Program
Application for Funding**

**Application Deadline: Thursday, March 3, 2016 – 3:00 pm
City of Aliso Viejo, 12 Journey, Suite 100, Aliso Viejo, CA 92656-5335
Attention: Community Services Supervisor**

Name of Organization: _____ Date Submitted: _____

Mailing Address: _____ City: _____ Zip: _____

Contact Name: _____ Title: _____

Contact Phone: _____ Fax: _____ Email: _____

Proposed Program Title: _____

Brief Description of Program or Services to be provided: (Please attach separate program summary and details)

Address where services are to be provided: _____

Official to contact regarding this application: _____ Title: _____

Official(s) authorized to sign Contract and Expend Funds: _____ Title: _____

Federal Tax I.D. Number: _____

Additional Application Requirements (Please indicate if attached to this application):

- Copies of Tax Exempt Registration & Non-Profit Status Verification
- Proof of Coverage of Required Insurance
- Proposed Agency Budget
- Audited Agency Financial Statements
- Program Overview
- Additional Program Summary & Details

**City of Aliso Viejo
2016-2017 Community Assistance Grant Program
Program Overview**

Category of Activities, Programs or Services: _____
(Human/Social Services, Cultural Services, or Recreational Services)

Total Agency Program Budget: \$ _____

Amount of City Funds Requested: \$ _____

Balance to be funded by other sources: \$ _____

% of Funds to be spent that will contribute to the quality of life for Aliso Viejo residents: _____

Number of years experience in running similar programs to grant request: _____

Number of citizens in Aliso Viejo that will directly benefit from program: _____

Have you read and do you agree to comply with terms and conditions outlined in attached City Council Policy for Community Assistance Grant Funding Program dated December 6, 2006: _____

Costs of administrative overhead to implement this program: \$ _____

Ratio of overhead cost to program direct benefit cost: _____

Other sources/amounts of program funding:

_____	_____
_____	_____
_____	_____
_____	_____

Additional Information:

Community Assistance Grants Funding Calendar for FY 2016-17

January 1: Applications available.

March 31: Applications due by 3:00 pm.

April - May: Staff makes funding recommendations to Council, based on policy criteria.

May - June: Council approves Grant Funding Recipients

July: Funding agreements signed by grantees and funding distributed based on Council awards.

July 30: Funding-cycle financial reports due from grantees who were funded in FY 2016-17.

Additional Questions - Please contact Gracie Duran in writing at gduran@cityofalisoviejo.com or fax to: (949) 425-3899.

Please note that City Council revised the Community Assistance Grant Program Policy, so that applications could be given consideration during the annual budget workshop held in the Spring. Therefore, all applications are due on or before Thursday, March 31, 2016 for FY 2016-17. For your convenience and information, the policy is attached for your review.



City of Aliso Viejo

COUNCIL POLICY

SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
Funding of Community Assistance Grants for Community Services, Programs and Activities	2005-056	100-6	12/6/2006	

BACKGROUND

Since incorporation, the City has received several requests for funding from various community organizations for cultural, recreational and human service programs. Council adopted Resolution No. 2002-007, which was repealed with this revised policy adopted on December 6, 2006.

PURPOSE

The purpose of the policy is to provide a fair and equitable way for the disbursement of City funds that will provide partial funding for community service programs and activities conducted by not-for-profit organization.

POLICY

1. All proposals for funding under the Community Services budget should:
 - a. Contribute to the quality of life for Aliso Viejo residents.
 - b. Operate as a not-for-profit status organization.
 - c. Serve a charitable, philanthropic, cultural, or educational purpose.
 - d. Have experience running similar programs as requested in the proposal.
 - e. Request no more than fifty percent (50%) of the total funding for the proposed activity.
2. Categories for grant funding under the Community Services Budget are:
 - a. Human & Social Services
(Crisis intervention and/or centers; youth services; senior citizens; special and physically/developmentally disabled citizens; child day care; health and safety; youth-serving agencies)

- b. Cultural Services
Museum (artistic, historical, scientific display or education); or
Performing Arts (music and theater arts).
- c. Recreational Services
(Youth athletic organizations; civic and public service oriented
organizations; special events or occasions)

A Contingency Reserve of \$5,000 will be available for emergency or unforeseen funding requests received after the deadline.

3. A request shall be ineligible if:

- a. Application not submitted in a timely fashion by March 31st of each year of the time designated by the Administrator of the Program. If deadline falls on a Saturday or Sunday, then the deadline date will be extended to the following business day, before 5:00 PM. Applications must be submitted to the Office of the City Clerk prior to the deadline.
- b. Request not submitted on the appropriate application form.
- c. Organization or individual is not based in Aliso Viejo.
- d. Political action committees (PACs) or to any candidate seeking election neither to office nor for conduct of any religious activity.

Reference: Resolution No. 2002-007