



City of Temecula

City Manager's Office
41000 Main Street • Temecula • California 92590
TELEPHONE (951) 506-5100

COMMUNITY SERVICE FUNDING REINVESTMENT IN TEMECULA GRANT PROGRAM POLICY AND APPLICATION

Each Fiscal Year, the City of Temecula may allocate funds in its Operating Budget for community service program(s) ("Project/Program") within the City of Temecula.

PURPOSE

The purpose of this Policy and Application is to establish processing and evaluation criteria for funding requests received from community-based organizations that provide community service programs to Temecula residents. Each fiscal year, the City of Temecula may allocate funds toward the Community Service Funding Grant Program ("Community Service Funding") to serve as a funding resource to nonprofit organizations that provide programs or services which benefit Temecula residents. For FY22-23, the allocated amount has been increased to \$1,100,000, as approved by the Temecula City Council on March 8, 2022.

The City's annual nonprofit organization grant program entitled Community Service Funding has historically awarded up to \$5,000 per nonprofit organization, for a total of \$100,000 budgeted annually. This Fiscal Year, beginning July 1, 2022, and next Fiscal Year, beginning July 1, 2023, the program will be revitalized as Community Service Funding - Reinvestment in Temecula and the budgeted amount will be increased by \$1 million to \$1.1 million each year, for a total of \$2.2 million over two years. The program will be administered by the City Manager's Office and eligible nonprofit organizations are invited to apply for a grant up to \$50,000 each year to fund services or programs that serve Temecula residents. Grant funds are not anticipated to be used for large capital projects, such as building improvements, but rather to pay for expenses associated with charitable goods and services that specifically benefit those who live in Temecula.

GENERAL POLICY

This policy provides a statement of guidelines and criteria for distributing Community Service Funding grants. Community Service Funding is intended to augment the efforts of nonprofit organizations to benefit residents, neighborhoods and communities in Temecula. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that recipients are held accountable for providing the agreed upon services within the specified time frame.

FUNDING PHILOSOPHY

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests can be funded. It is not the City's intention to fund each request received but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improves the well-being of the residents of Temecula.

Special consideration is given to proposals that replace or enhance services the City is responsible for providing. The City also puts a higher priority on Projects/Programs that have broad community appeal.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing grants to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

ELIGIBILITY

To be eligible for funding, organizations:

- Must be:
 - ✓ Tax exempt
 - ✓ A Nonprofit with 501(c)(3) status form
 - ✓ Providing a project/program/service that benefits the general community of Temecula residents
- Cannot include as part of the funding request:
 - ✗ Salaries
 - ✗ Scholarships to high school or college students
 - ✗ Debt

GUIDELINES

By law, all Community Service Funding may only be spent for a public purpose for the City of Temecula and must comply with all applicable laws. The program or service recommended for funding must be a social welfare program which benefits the general community of Temecula residents, including promotion of the City. Funds can only be granted to tax exempt IRS 501(c)(3) corporations. Expenditures which will involve a mass mailing cannot violate the Political Reform Act regulations involving mass mailings. The City Council authorizes the City Manager to make administrative modifications to the Community Service Funding Grant Program and Application to assist with maintaining proper compliance with applicable laws.

The Project/Program should benefit the general community of Temecula residents.

Community Service Funding-REINVESTMENT IN TEMECULA grant shall not exceed \$50,000 per organization per fiscal year.

Grant funds are not anticipated to be used for large capital projects, such as building improvements, but rather to pay for expenses associated with charitable goods and services that specifically benefit those who live in Temecula.

PROCEDURE

All eligible entities shall complete an application for Community Service Funding. Any nonprofit agency/organization located or providing services in the City of Temecula may apply for Community Service Funding. The Application must include a full explanation about the proposed use of the money and include a budget of the Project/Program. The Application shall be submitted to the City, who will review the Application for completeness. Applying for funds does not ensure that the request will be granted. Funding for the City's Community Service Funding Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.

Community Service Funding is limited to organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date and submitted as requested on the Application. Applicants must be in good standing. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

CONTENTS

The contents of the Application shall be completed in full. This includes, but is not limited to, the following:

- Organization's
 - name
 - mission/objective
 - history (date of incorporation)
 - financial information
 - a signed acknowledgment by recipient and authorized signature of what is required of them
 - up-to-date compliance documentation for previous Community Service Funding grants award(s) if not previously submitted
- Project/Program/Service
 - description
 - physical address
 - budget
 - benefit
 - areas served
 - population served

Applicants who sign the Application enter into a written agreement with the City that specifies the responsibilities of the organization with respect to the use of the Community Service Funding grant; stipulating that the expenses will be documented and the organization must provide a full accounting of expenditures to substantiate that City funds were spent appropriately. Additional records may be requested by the City to ensure the funds were (or will be) used appropriately. Once approved, the Community Service Funding award will be processed by City staff.

COMPLIANCE

As follow-up to Community Service Funding, each awarded entity shall submit proper back up documentation to substantiate that funds were spent appropriately. This includes invoices/receipts, a narrative that explains each expenditure including how it specifically benefitted Temecula residents, and a schedule of the Project/Program's revenues/expenditures.

If your organization is awarded a Community Service Funding Grant - REINVESTMENT IN TEMECULA in FY2022-2023 by the City of Temecula, all grant funds received must be expended anytime on or between March 20, 2020 and June 30, 2024. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any funding. City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent. If the funds are not spent in accordance with the approved/awarded application, the organization may not receive and/or will be required to return said amount of funds to the City. To substantiate that grant funds from the City are spent appropriately, proper back-up documentation including the table below with accompanying receipts/invoices, must be submitted to the City. See **COMPLIANCE REPORT** in the application for specific requirements.

To the extent possible, it is strongly encouraged that all purchases made to support projects/programs that are funded by this grant be made at retail/businesses located within the City of Temecula to support our local businesses and economy.

CRITERIA

In making funding determinations, the City considers the following criteria:

- A. Is the organization currently nonprofit?
- B. Does the organization provide a service to the overall community of Temecula?
- C. Will the organization use the City of Temecula Community Service Funding Grant for the benefit of the citizens of Temecula?
- D. Is the size and make-up of the organization equipped to provide the Project/Program to the overall community?
- E. What is the public reaction to the group?
- F. Does the organization have a high quality level of fiscal management?
- G. Is the group well organized to ensure longevity in the City of Temecula?
- H. Is there evidence of satisfactory service provided to the City's citizens?
- I. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
- J. Does the organization require attendance or participation in any political, religious or social activity?
- K. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- L. Can the organization provide a budget demonstrating its cost-effectiveness?
- M. Does the organization make its services available to all?
- N. Does the organization possess ongoing program evaluation tools?

TIMELINE

- **Friday, July 1, 2022** - Applications are available at City Hall and on the City's website at: <http://temeculaca.gov/grants>
- **Monday, September 12, 2022** - Deadline for submitting applications.
- **November 2022** - Award recipients will be announced.

DIRECTIONS

- A. Detach the Application from the Policy.
- B. Complete the Application, filling in all of the blanks.
Secure any attachments with staples or clips.
- C. Do not attach more than is requested.
- D. **Submit the original Application to:**
City of Temecula
Community Service Funding
Attn: City Manager's Office
41000 Main Street
Temecula, CA 92590

QUESTIONS

Stacey.Brown@TemeculaCA.gov (951) 694-6413
Betsy.Lowrey@TemeculaCA.gov (951) 693-3959

CITY OF TEMECULA

**FISCAL YEAR 2022 - 2023
COMMUNITY SERVICE FUNDING - REINVESTMENT IN TEMECULA
PROGRAM APPLICATION**

(Please Print or Type)

DUE ON OR BEFORE: MONDAY, SEPTEMBER 12, 2022

PROJECT/PROGRAM INFORMATION

Amount Requested: \$ _____ MAXIMUM ALLOWABLE: \$50,000 PER ORGANIZATION

Project/Program Title: _____ Start Date: _____ End Date: _____

Physical Address of Project/Program: _____

INCLUDE IF DIFFERENT THAN ORGANIZATION'S MAILING ADDRESS

If Grant is Awarded, Make Check Payable to: _____

Mailing Address: _____

ORGANIZATION AND GEOGRAPHIC AREA SERVED

Name of Applicant

Organization: _____ Year Founded: _____

Website: _____ Social Media: _____

Number of Paid Staff: _____ Number of Volunteers: _____

Geographic Area(s) the Organization Serves: _____

Geographic Area(s) the Project/Program Serves: _____

NOTE: COMMUNITY SERVICE FUNDING GRANT PROGRAM FUNDING MUST BE EXCLUSIVELY USED TO SERVE TEMECULA.

Contact Name: _____ Title/Position: _____

Contact Person's Direct Telephone: _____ Contact Person's Email: _____

NONPROFIT STATUS

Is this organization incorporated as a nonprofit? Yes Date of Incorporation as a Nonprofit: _____

No IF NO, THEN INELIGIBLE TO RECEIVE CITY FUNDING

Federal Identification Number: _____ State Identification Number: _____

PRINT OUT AND ATTACH TO THIS APPLICATION VERIFICATION FROM FEDERAL (IRS) AND STATE (FTB) AS FOLLOWS:

1. Attach IRS Deductibility Status using this link: <http://apps.irs.gov/app/eos/>
2. Attach State Entity Status Letter using this link:
https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp
3. Attach first page only of most recent IRS Form 990 or attach print out of detailed info about your charity found on this State Registry's Search Tool: <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

APPLICATION AUTHORIZATION

Has the organization or any members of the Board of Directors of the organization been involved with any personal business transactions valued over \$500 including any business transactions, negotiations, investments, or interests in real property with a Temecula City Council Member during the past 12 months?

No Yes IF YES, BRIEFLY DESCRIBE:

Is a Temecula City Council Member a member of the Board of Directors or an Officer of the organization?

No Yes IF YES, PROVIDE COUNCIL MEMBER'S NAME AND TITLE WITHIN THE ORGANIZATION:

This Application has been authorized by the organization's:

Executive Committee Board of Directors Members-at-Large

MISSION STATEMENT OF ORGANIZATION

BRIEFLY DESCRIBE THE ORGANIZATION'S MISSION/GOALS AND OBJECTIVES.

FINANCIAL STATEMENTS

UPON REQUEST, COPIES OF THE ORGANIZATION'S CURRENT BUDGET/FINANCIAL STATEMENTS (BALANCE STATEMENT AND INCOME STATEMENT), AND IF AVAILABLE CPA'S AUDIT, MAY BE NEEDED UPON REQUEST TO DEMONSTRATE SOUND FINANCIAL MANAGEMENT. DO NOT SUBMIT NOW.

FUNDING SOURCES

CITY OF TEMECULA—SINCE MARCH OF 2020, HAS THIS ORGANIZATION RECEIVED (OR IS CONCURRENTLY REQUESTING) ANY OTHER SOURCES OF FUNDING FROM THE CITY FOR ANY PROGRAM? No Yes IF YES, PROVIDE BELOW.

NAME OF PROGRAM/PROJECT FUNDED BY THE CITY GRANT OR SPONSORSHIP	AMOUNT	MONTH + YEAR FUNDING RECEIVED	NAME OF CITY GRANT OR SPONSORSHIP
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

OTHER OUTSIDE SOURCES—SINCE MARCH OF 2020, HAS THIS ORGANIZATION RECEIVED (OR IS CONCURRENTLY REQUESTING) ANY OTHER SOURCES OF FUNDING FROM ENTITIES (NOT INCLUDING THE CITY) **FOR THE SAME PROJECT/PROGRAM IN THIS APPLICATION?**

No Yes IF YES, PROVIDE INFORMATION IN TABLE BELOW.

AMOUNT RECEIVED	NAME OF ENTITY	MONTH + YEAR FUNDING RECEIVED
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		

GRANT PROJECT/PROGRAM DESCRIPTION

IMPORTANT - RECEIPTS/INVOICES IS REQUIRED TO BE SUBMITTED TO THE CITY TO VALIDATE THE ORGANIZATION SPENT GRANT FUNDING AWARDED BY THE CITY TO SUPPORT THE PROJECT/PROGRAM AS DESCRIBED HERE

1 DESCRIBE THE PROJECT/PROGRAM THE TEMECULA GRANT FUNDING WILL SUPPORT.

--

2 DESCRIBE HOW THE ORGANIZATION WILL SPEND THE GRANT FUNDING, IF AWARDED.
ALSO, INCLUDE A LIST OF GOODS, EQUIPMEMENT, AND/OR SERVICES THIS ORGANIZATION HAS PURCHASED OR PLANS TO PURCHASE WITH AWARDED FUNDS TO SUPPORT THIS PROGRAM/PROJECT.

--

3 TEMECULA RESIDENTS MUST BENEFIT FROM THIS PROGRAM/PROJECT IF AWARDED CITY FUNDING. EXPLAIN HOW THIS GRANT FUNDING SPECIFICALLY BENEFITS TEMECULA RESIDENTS.

--

3b ESTIMATED NUMBER OF PEOPLE FROM TEMECULA EXPECTED TO BENEFIT FROM THIS PROJECT/PROGRAM:	
3c ESTIMATED NUMBER OF VOLUNTEERS INVOLVED IN THIS PROJECT/PROGRAM:	

PROJECT/PROGRAM DESCRIPTION
CONTINUED

4 SUMMARY STATEMENT – SUMMARIZE ANSWERS 1 – 3 ABOVE IN 50 WORDS OR LESS.

5 IF APPLYING FOR MORE THAN \$5,000, PLEASE EXPLAIN HOW THE COVID-19 PANDEMIC AFFECTED THIS NONPROFIT ORGANIZATION'S ABILITY TO SERVE THE TEMECULA COMMUNITY. YOU MAY ALSO INCLUDE INFLATIONARY CONCERNS.

6 IF APPLYING FOR MORE THAN \$5,000, EXPLAIN HOW FUNDS HAVE OR WILL:
(1) CREATE NEW PROJECT/PROGRAM, (2) EXPAND EXISTING PROJECT/PROGRAM,
AND/OR (3) CONTINUE EXISTING PROJECT/PROGRAM.

PROJECT/PROGRAM BUDGET (do not fill in shaded areas)		
LINE ITEMS FOR PROJECT/PROGRAM	REVENUES	EXPENSES
LIST REVENUES/INCOME FOR PROJECT/PROGRAM		
Amount of money requested from this City of Temecula Community Services Grant (Not to exceed \$50,000)	\$	
Amount contributed to the Project/Program by the Applicant Organization	\$	
Other grants or funding already awarded for Project/Program, if any	\$	
In-Kind match amount or volunteer credit hours estimated amount	\$	
TOTAL REVENUE	\$	
LIST OF EXPENSES FOR PROJECT/PROGRAM		
Tools/Equipment		\$
Facilities/Rent/Insurance		\$
Supplies		\$
Marketing		\$
Services		\$
Food		\$
Other		\$
Staffing Expense	THIS IS INELIGIBLE TO BE FUNDED BY CITY'S GRANT; HOWEVER PLEASE INCLUDE.	\$
TOTAL EXPENSES		\$
TOTAL BUDGET	\$	\$

PREVIOUS* FISCAL YEAR (FY) 2021-2022 COMPLIANCE REPORT

***IF YOUR ORGANIZATION WAS NOT AWARDED A COMMUNITY SERVICE FUNDING GRANT IN FY 21/22 (LAST YEAR), THEN SKIP THIS PAGE.**

If your organization was awarded a Community Service Funding Grant in FY 2021-2022
(last year) by the City of Temecula, please submit this information.

If your organization was awarded a Community Service Funding Grant in Fiscal Year 2021-2022 by the City of Temecula, all grant funds received must have been expended anytime on or between July 1, 2021, and June 30, 2022. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any future funding. City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

If the funds were not spent in accordance with the approved/awarded application, the organization will be required to return the amount of funds to the City. To substantiate that Fiscal Year 2021-2022 funds received from the City were spent appropriately, proper back-up documentation including the completed table below with accompanying receipts/invoices, must be submitted to the City **on or before due date: September 12, 2022.**

1. Fill out table below (make additional copies if needed to explain all expenditures.)
2. Attach copies of receipts/invoices (in the same order as listed in this table.)
3. Send to: City of Temecula, 41000 Main St., Temecula, CA 92590 Attn: City Manager's Office – CSF

EXPENDITURE REPORT due on or before September 12, 2022

Organization: _____ **Name of Project/Program:** _____

FY 2021-2022 Amount of CSF Grant Fund Awarded: \$ _____ **Month & Year CSF Grant Received from City:** _____

Number of Beneficiaries Living in 92590, 92591, 92592 that Directly Benefitted from this Program/Project (approximate number of beneficiaries if you do not have precise number): _____

Attachment Number	Name of Company on Receipt or Invoice	Date on Receipt/Invoice <small>MUST BE ON OR BETWEEN JULY 1, 2021 - JUNE 30, 2022</small>	Expenditure		
			Amount	Description <small>DESCRIBE THE EXPENDITURE</small>	Purpose <small>PURPOSE OF EXPENDITURE</small>
1			\$		
2			\$		
3			\$		
4			\$		
5			\$		
6			\$		
EXPENDITURE TOTAL			\$	EXPENDITURE TOTAL MUST BE EQUAL TO (OR GREATER) THAN TOTAL AWARD AMOUNT.	

FISCAL YEAR (FY) 2022-2023 COMPLIANCE REPORT

If your organization is awarded a Community Service Funding - REINVESTMENT IN TEMECULA Grant in FY2022-2023 by the City of Temecula, follow these instructions.

If your organization is awarded a Community Service Funding Grant - REINVESTMENT IN TEMECULA in FY2022-2023 by the City of Temecula, all grant funds received must be expended anytime on or between March 20, 2020 and June 30, 2024. In addition, all grant funds must be substantiated with proper back-up documentation. Failure to provide proper documentation may jeopardize any funding. City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent. If the funds are not spent in accordance with the approved/awarded application, the organization may not receive and/or will be required to return said amount of funds to the City. To substantiate that grant funds from the City are spent appropriately, proper back-up documentation including the table below with accompanying receipts/invoices, must be submitted to the City as outlined on this page.

1. Fill out Expenditure Report table below. Make additional copies if needed to explain all expenditures.

A. If awarded \$5,000. Submit the following Expenditure Report within 60 days after spending \$5,000 no later than June 30, 2024, to demonstrate grant funds were spent in accordance with the Application. [If you were awarded less than \$5,000, submit Expenditure Report for that amount.]

B. If awarded grant funds exceeding \$5,000. A) Follow #1.A above first. B) To receive grant funds exceeding \$5,000 (between \$5K-\$50K), submit the following Expenditure Report to be *reimbursed* for the remaining balance of award to demonstrate funds were spent in accordance with the Application. This report can be submitted in \$10,000 increments (but no less than \$10,000 unless the remaining grant award funding amount is less than \$10K). This report must be submitted to the City no later than June 30, 2024 to receive remaining grant funds.

2. Attach copies of receipts/invoices (in the same order listed in table below).

3. Send to: City of Temecula, 41000 Main St., Temecula, CA 92590,
Attn: City Manager's Dept. "CSF-Reinvestment in Temecula"

EXPENDITURE REPORT DATED _____					
Organization: _____			Name of Project/Program: _____		
TOTAL FY 2022-2023 Amount of Grant Fund Awarded: \$ _____			Month & Year FIRST \$5,000 check was received from City: _____		
1. Is this Expenditure Report is to provide documentation for first \$5,000 awarded and received? Yes ___ or No ___ (already submitted).					
2. My organization has already received \$ _____ of the total FY 2022-23 Grant Fund awarded by the City					
3. Is this Expenditure Report is submitted to request reimbursement of funds? No ___ or Yes ___ If yes, Amount of Request \$ _____.					
Number of beneficiaries living in 92590, 92591, 92592 that directly benefitted from this Program/Project (approximate number of beneficiaries if you do not have precise number) _____					
Attachment Number	Name of Company on Receipt or Invoice	Date on Receipt/Invoice <small>MUST BE ON OR BETWEEN March 20, 2020 - JUNE 30, 2024</small>	Expenditure <small>MUST SUPPORT PROJECT/PROGRAM IN APPLICATION & AWARD LETTER</small>		
			Amount	Description	Purpose
1			\$		
2			\$		
3			\$		
EXPENDITURE TOTAL			\$	EXPENDITURE TOTAL	

ACKNOWLEDGEMENT/SIGNATURE PAGE

The applicant acknowledges and agrees to the following:

- Recipient is subject to all Community Service Funding Program requirements including submittal deadlines and payment disbursements.
- Every Community Service Funding application is considered individually and on its own merit.
- Awards will be given to organizations and activities that directly benefit the residents of Temecula.
- Funding is not immediately available to the recipient, and requires an award letter signature upon approval. Please allow time for checks to be processed.
- The awarding of Community Service Funding does not constitute an automatic annual allocation.
- The recognition for Community Service Funding should accrue to the City of Temecula.
- Community Service Funding must be spent as specified on the Application and records may be requested by the City of Temecula to ensure the funds were used appropriately.
- Community Service Funding grants will not be awarded or announced within the 60 days before an election in which an awarding Council Member is on the ballot.
- The recipient shall provide a full accounting with documentation on the use of awarded funds. The recipient shall return to the City any funds not spent or documented per the signed agreement.
- If awarded a Community Service Funding Grant by the City of Temecula last year, then compliance receipts must be submitted on or before this application's due date or this application may be rejected as incomplete.

I/we hereby certify the information contained in this Application is true to the best of our knowledge and belief.

ORGANIZATION NAME: _____

MAILING ADDRESS: _____ **PHONE:** (____) _____
_____ **EMAIL:** _____

PRESIDENT / AUTHORIZED OFFICER: _____
PRINT NAME TITLE

SIGNATURE: _____ **DATE:** _____
MONTH, DAY, YEAR

IF DIFFERENT THAN ABOVE,
APPLICATION PREPARED BY: _____
PRINT NAME TITLE

SUBMIT ORIGINAL APPLICATION BY MONDAY, SEPTEMBER 12, 2022, TO:

City of Temecula
Community Service Funding
Attn: City Manager's Office
41000 MAIN STREET
TEMECULA, CA 92590

Questions: Stacey.Brown@TemeculaCA.gov (951) 694-6413
Betsy.Lowrey@TemeculaCA.gov (951) 693-3959