



Community Service Funding Application

Organization

Page 1 of 10

<https://temeculaca.gov/grants>

CHECK THE BOX TO CONFIRM YOU HAVE READ COMMUNITY SERVICE FUNDING GRANT PROGRAM POLICY (link above) *

Confirm

Applicant Organization Name: *

Year Organization Founded: *

Website:

Mailing Address: *

Number of Paid Staff: *

Number of Volunteers: *

Contact Name & Title: *

Contact's Email: *

Contact's Phone Number: *

Does the nonprofit have a current City of Temecula Business License?

Yes No

Geographic Area(s) the Organization Serves: *

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

CSF GRANT MUST BE EXCLUSIVELY USED TO SERVE TEMECULA.

Previous

Next

Submit

Save as Draft

Does the nonprofit have a current City of Temecula Business License? *

Yes No

Does the nonprofit have a current City of Temecula Business License? *

Yes No

Business License No. *

A current City of Temecula Business License may be required to submit prior to fund disbursement. *

Understand

Copy of Business License *

Drag and drop up to 1 files here to upload or
Choose File

<https://css.temeculaca.gov>



Community Service Funding Application

Project/Program

Page 2 of 10

Amount Requested:*

Project/Program Title:*

\$

MAX: \$5,000 PER ORG

Start Date:*

End Date:*

Physical Address of Project/Program*

YYYY-MM-DD

YYYY-MM-DD

Preferred Payment Method:

Make Check Payable to:*

(If grant is awarded.)

Check Mailed Check Picked Up

Electronic File Transfer



Community Service Funding Application

Nonprofit Status

Page 3 of 10

Is the organization incorporated as a nonprofit? *

Yes No

Date of Incorporation: *

IF NO, THEN INELIGIBLE TO RECEIVE CITY FUNDING

Provide nonprofit status verification as follows: *

(one required, both preferred)

- State of California Entity Status Letter
- IRS Deductibility Status

State of California Entity ID: *

To find CA Entity Status Letter,

click the link below:

https://www.ftb.ca.gov/help/business/entity-status-letter.asp?WT.mc_id=akBEStatus

Attach State of California Entity Status Letter: *

Drag and drop up to 1 files here to upload or

Choose File

IRS Employer Identification Number (EIN): *

To find IRS Deductibility Status,

click the link below:

<https://apps.irs.gov/app/eos/>

Attach IRS Deductibility Status: *

Drag and drop up to 1 files here to upload or

Choose File

Provide further verification as follows: *

(one required, both preferred)

- First Page of most recent IRS Form 990
- Detailed info about your charity found on the State Registry Search Tool (link below)

You might find IRS Form 990

on the link below:

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

Attach First Page of Most Recent Form 990 *

Drag and drop up to 1 files here to upload or

Choose File

(990, 990-EZ, 990-PF, 990-T)

State Registry Search Tool:

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

Attach State Registry Document/Info *



Community Service Funding Application

Application Authorization

Page 4 of 10

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? *

Yes No

If Yes, Briefly Describe: *

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

Yes No

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

Previous

Next

Submit

Save as Draft



Community Service Funding Application

Mission Statement

Page 5 of 10

Briefly describe the nonprofit organization's mission/goals and objectives: *

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 TO DEMONSTRATE SOUND FINANCIAL MANAGEMENT. DO NOT SUBMIT NOW.

*

Understand

Previous

Next

Submit

Save as Draft



Community Service Funding Application

Funding Sources

Page 6 of 10

Within the past two years, has your organization received (or is concurrently requesting) any other sources of funding from the City of Temecula? *

Yes No

NAME OF PROGRAM/PROJECT FUNDED BY THE CITY GRANT OR SPONSORSHIP *	AMOUNT: *	MONTH + YEAR FUNDING RECEIVED *	NAME OF CITY GRANT OR SPONSORSHIP
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add](#)



Community Service Funding Application

Project/Program Description

Page 7 of 10

RECEIPTS/INVOICES WILL BE REQUIRED TO BE SUBMITTED TO THE CITY TO DEMONSTRATE THE ORGANIZATION USED GRANT FUNDING AWARDED BY THE CITY TO SUPPORT THE PROJECT/PROGRAM AS DESCRIBED HERE. *

Understand

Project/Program Title:

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 EQUIPMENT, SERVICES TO BE PURCHASED AND WHY.

3. EXPLAIN HOW THIS GRANT FUNDING SPECIFICALLY BENEFITS TEMECULA RESIDENTS. *

TEMECULA RESIDENTS MUST BENEFIT FROM THIS PROGRAM/PROJECT IF AWARDED CITY FUNDING.

3b. ESTIMATED NUMBER OF PEOPLE FROM TEMECULA EXPECTED TO BENEFIT FROM THIS PROJECT/PROGRAM: *

3c. ESTIMATED NUMBER OF VOLUNTEERS INVOLVED IN THIS PROJECT/PROGRAM: *

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

Previous

Next

Submit

Save as Draft



Community Service Funding Application

Project/Program Budget

Page 8 of 10

LIST REVENUES/INCOME FOR PROJECT/PROGRAM

Amount requested from this City of Temecula Community Services Grant

REVENUES *

\$

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

*
\$

LIST OF EXPENSES FOR PROJECT/PROGRAM

Tools/Equipment *

EXPENSES *

\$

Facilities/Rent/Insurance *

*
\$

Supplies *

*
\$

Marketing *

*
\$

Services *

*
\$

Food *

*
\$

Other *

*
\$

Staffing Expense

*
\$

INELIGIBLE FOR GRANT FUNDING; HOWEVER, PLEASE INCLUDE.

TOTAL REVENUE: *

TOTAL EXPENSES *

\$

\$



Community Service Funding Application

Compliance

Page 9 of 10

If your organization is awarded a Community Service Funding Grant in Fiscal Year 2023-2024 by the City of Temecula, all grant funds received must be expended anytime on or between July 1, 2023, 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 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 are not spent in accordance with the approved purpose stated on the Application, the organization will be required to refund the amount of funds.

To substantiate that Fiscal Year 2023-2024 funds received from the City were spent appropriately, proper back-up documentation including the report (in the link below) with accompanying receipts/invoices, must be submitted to the City on or before due date: Monday, September 16, 2024.

[Compliance Expenditure Report Form](#)

I have read and understand the above policy that if this organization is awarded a Community Service Funding Grant in FY 2023-2024 by the City of Temecula, then a City provided compliance expenditure report is due on or before Monday, September 16th, 2024.

CHECK THE BOX TO CONFIRM

Confirm

Previous

Next

Submit

Save as Draft

FISCAL YEAR (FY) 2023-2024 EXPENDITURE COMPLAINE REPORT
If your organization is awarded a Community Service Funding Grant in FY 2023-2024
by the City of Temecula, then this information is not due until Monday, September 16, 2024

If your organization is awarded a Community Service Funding Grant in Fiscal Year 2023-2024 by the City of Temecula, all grant funds received must be expended anytime on or between July 1, 2023, 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 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 are not spent in accordance with the approved purpose stated on the Application, the organization will be required to refund the amount of funds.

To substantiate that Fiscal Year 2023-2024 funds received from the City were spent appropriately, proper back-up documentation including the table below with accompanying receipts/invoices, must be submitted to the City **on or before due date: Monday, September 16, 2024.**

Nonprofit Organization:	
Project/Program:	
TOTAL Amount of CSF Grant Awarded: \$	Number of beneficiaries living in 92590, 92591, 92592 that directly benefitted from this Program/Project: (APPROXIMATE NUMBER OF BENEFICIARIES IF DO NOT HAVE PRECISE NO.)

Attachment Number	Name of Company on Receipt/Invoice ATTACHED	Date on Receipt/Invoice <small>MUST BE DTAED ON OR BETWEEN 7/1/2023 AND 6/30/24</small>	Expenditure <small>MUST SUPPORT PROJECT/PROGRAM DESCRIBED IN APPLICATION</small>	
			Amount	Description/Purpose
1			\$	
2			\$	
3			\$	
4			\$	
EXPENDITURE TOTAL			\$	

I HEREBY CERTIFY THE INFO CONTAINED IN THIS EXPENDITURE COMPLIANCE REPORT IS TRUE & CORRECT.

PRESIDENT / AUTHORIZED OFFICER: _____
PRINT NAME TITLE

SIGNATURE: _____ **DATE:** _____

SEND TO: CITY OF TEMECULA, COMMUNITY SERVICE FUNDING GRANT, ATTN: CITY MANAGER'S OFFICE
 41000 MAIN STREET, TEMECULA, CA 92590 – OR – CSFGRANTS@TEMECULACA.GOV



Community Service Funding Application

Acknowledgement/Signature

Page 10 of 10

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 in a previous fiscal year, then compliance receipts must be submitted on or before this application's due date or this application may be rejected as incomplete.

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

Name of Applicant Organization: *

Requested Amount:

\$

President/Authorized Officer: *

E-mail: *

Phone: *

Name & Title

President/Authorized Officer Signature *

Date Time

Date will be captured on form submission

IF DIFFERENT THAN ABOVE, APPLICATION PREPARED BY:

Name, Title, & Organization

If you have any questions, please contact:

Betsy.Lowrey@TemeculaCA.gov (951) 693-3959 or

Stacey.Brown@TemeculaCA.gov (951) 694-6413

Previous

Next

Submit

Save as Draft