



"Gateway to the Santa Monica Mountains National Recreation Area"

February 7, 2023

Dear Applicant,

**RE: AGOURA HILLS ANNOUNCES APPLICATION PERIOD
FOR COMMUNITY OUTREACH GRANT FOR 2023-2024
BUDGET YEAR**

The City of Agoura Hills is now accepting applications for the Budget Year 2023-2024 Community Outreach Grant Program. Enclosed is a description of the grant program and an application with instructions for completion. Please complete the entire application and include the additional information requested as incomplete applications will be returned and may miss the set deadlines. This year submittals will only be accepted electronically. **Applications are due via email to mhubbs@agourahillscity.org no later than Thursday, April 27, 2023, at 4:00 PM.**

All completed and eligible applications will be reviewed by the City's Finance Committee during the annual budget review process. If you would like to attend the Finance Subcommittee Meeting to speak about your organization, please check the box on the application. The Finance Subcommittee Meeting will take place the week of May 22, 2023. Recommendations for grant funding will then be forwarded to the City Council for final award determination during the City's Budget Workshop currently scheduled for June 14, 2023. **Please take note that the City will be reviewing this program, as it will all of its programs, and there is the possibility that little or no funding will be available this year.**

Should you have any questions or need assistance in completing the application, please contact Michele Hubbs at (818) 597-7304 or via email at mhubbs@agourahillscity.org.

Sincerely,

**RAMIRO ADEVA
Assistant City Manager**

RA/mh
Enclosures



2023 COMMUNITY OUTREACH GRANT PROGRAM

I. PROGRAM DESCRIPTION

The City of Agoura Hills' Community Outreach Grant Program was created to provide monetary grants to eligible community organizations. The City has recognized the value of these organizations and that they strive to enhance the quality of life, which exists in our community. The specialized social services and cultural programs offered benefit a variety of our community's citizenry. Grants awarded will be in minimum amounts of not less than \$250.

II. PROGRAM ELIGIBILITY

To be eligible to apply for grant funding through this program, a community organization must satisfy the following standards:

- A. Serve the greater City of Agoura Hills community
- B. Operate as a not-for-profit organization
- C. Directly provide the social services(s) or cultural program(s) for which grant monies are intended
- D. Not be a pervasively sectarian religious institution
- E. Not propose to use the monies specifically for religious activities

"Directly provide" means that the community organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies. A community organization that is affiliated with a church, synagogue, mosque or similar entity is not deemed to be a "pervasively sectarian religious institution."

III. APPLICATION PROCESS

The following information is required from all interested applicants (when submitting electronically, PDF format is preferred):

- A. **Completed Application Form** (All questions must be answered)
- B. Verification and documentation of Internal Revenue Service nonprofit status under Title 26, Section 501 © (3) of the Federal Code.
- C. Articles of Incorporation and Bylaws (If none, please state reason).
- D. Financial statement for past year (audited or compilation) including balance sheets, profit/loss statements and including the percentage of revenue that is used for administration, salaries, and program costs (Please denote what salaries are directly related to administration and/or program costs).
- E. Proposed project budget plan for the use of the grant funds.
- F. Provide information on the organization's sources of revenue.
- G. Provide any brochures, flyers or other promotional material(s).

IV. APPLICATION DEADLINE

Completed Application Forms along with mandatory supplemental documents must be submitted by **Thursday, April 27, 2023 at 4:00 PM** via email to Michele Hubbs at mhubbs@agourahillscity.org:

V. APPLICATION EVALUATION

Following the application deadline, the City Council appointed Finance Committee will review and consider all proposals. Applicants may be asked to attend a public meeting to address the Finance Committee, answer questions, clarify their use of funding, etc. All proposals will be evaluated to ascertain which organizations best meet the social service and/or cultural program needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The organization's responsiveness in clearly stating the benefits to be derived by the residents of the City of Agoura Hills, if grant funds are awarded;
- B. The number of Agoura Hills residents by age group served by the organization; geographic area(s) and total number of clients served by the organization;
- C. The organization's history of providing community services to the residents of the City of Agoura Hills; and
- D. The organization's financial need for grant funds to service the Agoura Hills community

VI. AWARD OF FUNDS

Following the screening process, the Finance Committee will present its recommendations to the City Council. The City Council will review the Finance Committee's report and consider awarding funds to selected organizations in accord with the City's annual Fiscal Budget preparation and review. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

Funding for this Community Outreach Grant Program will be reviewed annually and will be awarded only as funding is available.

VII. FINAL REPORTS

Grant funding through this program is made based upon the application received. Following the award of grant funding, each community organization that is designated to receive funding must insure that funding is used specifically for the programs and projects described in the application. Each organization awarded monies must also complete an expenditure report form that shows specifically how the grant funding was utilized. **These expenditure reports are due to City Hall by 4:00 p.m. on Thursday, January 25, 2024.**

All questions regarding this program should be directed to one of the individuals below:

Ramiro Adeva, Assistant City Manager
(818) 597-7353
radeva@agourahillscity.org

Michele Hubbs, Administrative Assistant
(818) 597-7304
mhubbs@agourahillscity.org

City of Agoura Hills Community Outreach Grant Program



Organization Name: _____

Organization Address: (Must be Local): _____

Grant Representative Contact

Name: _____

Phone: _____

Address: _____

Description of Community Services Provided: _____

List Area(s) Served by Organization | Include Number of Agoura Hills Residents |
Provide Description of Relationship Organization to Agoura Hills Residents:

Fund Amount Requested: _____

Proposed Use and Budget Plan for Grant Funds: *(Include Plenty of Detail)*

Have You Received Grant Funding From the City of Agoura Hills in the Past?:

YES _____ **NO** _____ **If Yes: Year Received?** _____ **Amount:** _____

Additional Documentation: *(Add Supplemental Information That Supports Your Organization)*

Supplemental Documentation Checklist:

- _____ Financial statements for past year, including the current year with the balance sheets and profit/loss statements.
- _____ Proof of 501 © (3) status or an explanation why the organization does not have one.
- _____ Information indicating the percentage of revenue received that is used for administration, salaries, and program costs.
- _____ Breakdown and description of organization's source(s) of revenue.
- _____ Articles of Incorporation and Bylaws
- _____ Additional program or organization information/marketing materials
- _____ I want to attend the Finance Subcommittee Meeting the week of May 22, 2023

Certification

I certify on behalf of (name of organization), that I have read, understand, and agree that the aforesaid information is accurate, factual, and correct. I understand that award of funds if granted, will be only for the use as reflected in the attached Application Form.

I am aware of and certify that our organization will adhere to all City regulations regarding the 2023 - 2024 Community Outreach Grant Program; including, but not limited to, maintaining non-discriminatory policies, practices, and intent. I also, on behalf of our organization, indemnify, defend, and hold harmless the City of Agoura Hills, its elected officials, and employees relative to any and all liability that may arise as a result of the receipt and use of the City of Agoura Hills Community Outreach Grant Program monies.

Signature: _____
(Executive Director of Designee)

Date: _____

Signature: _____
*Officer of Board of Directors
(If Applicable)*

Date: _____