



## AGOURA HILLS

*"Gateway to the Santa Monica Mountains National Recreation Area"*

February 8, 2024

### THE CITY OF AGOURA HILLS INVITES YOU TO APPLY FOR A COMMUNITY OUTREACH GRANT FOR THE 2024-2025 BUDGET YEAR

The City of Agoura Hills is now accepting applications for the Budget Year 2024-2025 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. Applications will only be accepted electronically.

**Applications are due via email to [mhubbs@agourahillscity.org](mailto:mhubbs@agourahillscity.org)  
no later than Thursday, April 25, 2024 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. This meeting is not mandatory and attendance at this meeting does NOT affect your potential grant in any way. The Finance Subcommittee Meeting will take place during the week of May 20, 2024. You will be notified of the exact date.

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 12, 2024.

Please 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](mailto:mhubbs@agourahillscity.org).**

Sincerely,

Ramiro Adeva  
Assistant City Manager

RA/mh  
Enclosures



# 2024-2025 COMMUNITY OUTREACH GRANT PROGRAM

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## **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:

- 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 Form (see fillable form below) along with mandatory supplemental documents must be submitted by **Thursday, April 25, 2024 at 4:00 PM** via email to Michele Hubbs at [mhubbs@agourahillscity.org](mailto: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 that details how the grant funding was utilized. These expenditure reports are due to City Hall by 4:00 p.m. on Thursday, January 23, 2025 and may be emailed to [mhubbs@agourahillscity.org](mailto:mhubbs@agourahillscity.org) on your organization's letterhead.**

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](mailto:radeva@agourahillscity.org)

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

# City of Agoura Hills Community Outreach Grant Program



Organization Name: \_\_\_\_\_

Organization Address: (Must be Local): \_\_\_\_\_

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### Grant Representative Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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Description of Community Services Provided: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fund Amount Requested: \_\_\_\_\_



**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 2024 - 2025 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:** \_\_\_\_\_