



CITY OF SOLVANG HUMAN SERVICES GRANT FUNDING POLICIES and PROCEDURES

The Solvang City Council recognizes the importance of the human services and programs and organizations that serve community residents. As part of the annual budget process and financial plan development, the City Council may consider appropriation of such funds as it deems prudent and reasonable to award grants to non-profit community service organizations.

Policy

- A. Non-Profit / Not for Profit. **Tax-exemption** is the result of a nonprofit organization being recognized by the IRS as being organized for any purpose allowable under 501(c)(3) – 501(c)(27).
- B. Grants *Shall Not* be available to organizations who intend to directly or indirectly act as a conduit to provide grant funding to other organizations.
- C. The City will prioritize funding for Solvang citizen services, senior citizen services, Veterans, youth and minors with disabilities.
- D. City grant funds *Shall Not* be used by the agency for administrative/overhead types of costs.
- E. Applicants must be in good standing with the IRS, FTB and current with their registration with the Attorney General / Department of Justice.
- F. Applicants agree to sign the City's Standard Grant Agreement, abide by all conditions and requirements, and shall present a report of a detailed accounting of how the funds were spent.
- G. Applicants will provide three years of financial statements, if available.

Procedures

- A. The application period for Organizations wishing to apply for grant funds will be opened on February 1, 2023 and deadline to apply will be March 31, 2023. In addition to the completed Application, Applicants are to provide the last three most recent 990's filed with the IRS. Completed applications may be subsidized with additional information regarding the Organization and their programs. Email applications to CityHall@CityofSolvang.com or deliver to City Hall (1644 Oak Street, Solvang, CA 93463)
- B. Staff will review applications for completeness and qualifications based upon grant program parameters and will provide the Council with analysis whether the grant applications qualify under this program.
- C. Copies of all funding applications received will be provided to all City Council members and will be considered by Council as part of the budget adoption hearing and will be a public record.
- D. A representative from the requesting organization must be available for questions from City staff and/or City Council related to their grant funding application and must attend and present at the

annual City budget hearing. Following adoption of the annual City budget and execution of City standard Grant Funding Contract with the City, the City will disburse approved funds within 30 days.

**CITY OF SOLVANG
HUMAN SERVICES GRANT FUNDING
APPLICATION**

- 1. Legal Organization/Agency Name and dba if applicable:**
- 2. Total funding request:**
- 3. Contact Person Name, Title within the Organization, Email and phone number:**
- 4. Mailing Address:**
- 5. Physical Address:**
- 6. Organization's purpose? Goals and objectives?**
- 7. Program of the funding request? Provide a detailed accounting of what specific program the granted funds will be used for?**
- 8. How many Solvang residents will be impacted by the proposed use of the grant funds?**
- 9. What is the organization's total budget?**
- 10. What are the sources of revenue for your organization? How are you funded?**