

Community Service Grants Policy

General Policy

Each fiscal year, the City of Jurupa Valley may allocate funds toward the Community Service Grants Program to serve as a funding resource to nonprofit organizations that provide programs or services which benefit Jurupa Valley residents. The purpose of this Policy is to establish application procedures and evaluation criteria for funding requests received from community-based organizations that provide community service programs to Jurupa Valley residents. 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.

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 Jurupa Valley.

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

Organizations applying for Community Service Grants shall have current tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

An organization shall not be eligible for Community Services Grants if the funding will be used for the following purposes: (1) salaries; (2) scholarships to high school or college students as part of their funding request; (3) satisfaction of debts; (4) mass mailing in violation of the mass mailing provisions of the Political Reform Act; (5) religious purposes; (6) political purposes; or (7) mass mailings in violation of the Political Reform Act.

An organization shall not be eligible for Community Services Grants if: (1) one or more members of the City Council are members of the board or officers of the organization; (2) the organization is currently involved in a law suit adverse to the City; (3) the organization engages in uses or activities prohibited by law or City ordinances; (4) the organization engages in

activities that create a conflict of interest for the City; or (5) the organization engages in activities that are adverse to the health or safety of the community.

By law, all Community Service Funding may only be spent for a public purpose for the City of Jurupa Valley and must comply with all applicable laws. The program or service eligible for funding must be social welfare, educational, charitable, athletic, cultural, or recreational programs which benefits the general community of Jurupa Valley residents, including promotion of the City.

The City Council adopted Resolution No. 2014-48 establishing a policy for the waiver of City fees. This Policy does not, therefore, address the waiver of City fees.

Procedures for Processing and Approving Applications for Community Services Funding

1. All eligible organizations shall submit an application for Community Service Grants. Applying for funds does not ensure that the request will be granted. Funding for the City's Community Service Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.

2. The Applicant shall submit the following information to the City in support of its request for Community Services Grant on an Application form in substantially the form of Exhibit A, attached hereto:
 - A. Name of organization;
 - B. Organizational history
 - C. A description of Project/Program, including a physical address of project/program/event;
 - D. Project/Program benefit;
 - E. Organization objective;
 - F. Project/Program budget;
 - G. Areas served;
 - H. Population served;
 - I. Financial information on the requesting organization;
 - J. Compliance documentation up-to-date for any previous Community Service Funding grants awarded to your organization; and
 - K. A signed acknowledgement by the recipient that should the grant be awarded the Applicant agrees to the following:
 - (1) The responsibilities of the organization with respect to the use of the Community Service Funding grant;
 - (2) Full accounting with documentation on the use of awarded funds.
 - (3) Non-discrimination clause
 - (4) Compliance with all laws and ordinances; and
 - (5) Compliance with conditions of approval of the grant.

3. Applications shall be submitted to the City Manager in February of each year. The City Manager will review the Application for completeness and may request further information in order to allow the Council to evaluate the Application under this Policy.
4. The City Manager shall review the Applications and make a report to the City Council of the amount of Community Service Grants requested so that the City Council can establish the amount of funding for Community Services Grants as part of the City Budget.
5. Following adoption of the City Budget, the City Council shall approve, conditionally approve or disapprove the applications for Community Services Grants within the budget established in the City Budget.
7. Upon finding that special circumstances exist, the City Council may approve, conditionally approve or disapprove a request for a Community Grant Funding submitted to the City outside of this time frame.

City Manager may delegate his or her responsibilities under this Policy. City Manager is authorized to modify the Application in order to efficiently support the requirements of this Policy.

Criteria

In determining whether to approve, conditionally approve, or deny an Application for a Community Services Grant, the City Council shall consider the following criteria:

1. Is the organization currently a 501(c)(3) nonprofit organization?
2. Does the organization provide a service to the overall community of Jurupa Valley?
3. Will the organization use the City of Jurupa Valley Community Service Funding Grant for the benefit of the citizens of Jurupa Valley?
4. Is the size and make-up of the organization equipped to provide the Project/Program to the overall community?
5. What is the public reaction to the group?
6. Does the organization have a high quality level of fiscal management?
7. Is the group well organized to ensure longevity in the City of Jurupa Valley?
8. Is there evidence of satisfactory service provided to the City's citizens?
9. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
10. Does the organization require attendance or participation in any political, religious or social activity?
11. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
12. Can the organization provide a budget demonstrating its cost-effectiveness?
13. Does the organization make its services available to all?
14. Does the organization possess ongoing program evaluation tools?

Compliance Verification

Each organization receiving a Community Services Grant shall submit full accounting and documentation to substantiate that Community Services Grant funds were spent appropriately. The documentation shall include invoices/receipts, a narrative that explains each expenditure including how it specifically benefited Jurupa Valley residents, a schedule of the Project/Program’s revenues/expenditures, and such other information as the City Manager deems necessary to evaluate the organization’s compliance with the requirements of the Community Services Grant. The organization shall file an Expenditure Report in substantially the form of Exhibit B, attached hereto. City Manager is authorized to modify the Expenditure Report in order to efficiently support the requirements of this Policy.

If funds are not spent in accordance with the approved purpose, the organization will be required to refund the amount of funds. Failure to provide proper documentation may jeopardize any future funding. The City of Jurupa Valley reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

More Information

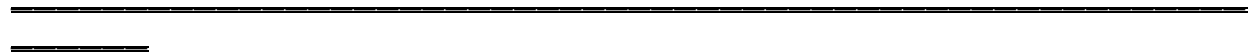
If you have any questions please contact Terri Rollings (951) 332-6464.

EXHIBIT A

APPLICATION/AGREEMENT

CITY OF JURUPA VALLEY

APPLICATION/AGREEMENT FOR COMMUNITY SERVICES FUNDING



PROJECT/PROGRAM INFORMATION

Amount Requested: \$ _____

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

If Grant is Awarded, Make Check Payable to: _____

Mailing
Address: _____

ORGANIZATION AND GEOGRAPHIC AREA SERVED
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Name of Applicant Organization: _____ Year Organization
Founded: _____

Website: _____ Number of Paid Staff: ____ Number of
Volunteers: _____

Contact
Name: _____ Title/Position:

Contact Person's Email
Address: _____ Telephone:

Geographic Area(s) the Organization Serves:

Geographic Area(s) the Project/Program Serves: (NOTE: Community Service
Funding Grant must be exclusively used to serve Jurupa Valley.):

Include Physical Address of Project/Program: (if different than Organization's Mailing
Address):

NONPROFIT STATUS

Is this organization incorporated as a nonprofit? Yes ___ No ___ (If No, then ineligible to receive City Funding)

Date of Incorporation as a Nonprofit: _____

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 information
about your charity found on this State Registry's Search Tool:
<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

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 Jurupa Valley City Council Member during the past 12 months?

No ___ Yes ___ If Yes, briefly describe:

Is a Jurupa Valley City Council Member or Executive Staff 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 goals and objectives, or mission, of your organization. _____

GRANT FUNDING PROJECT/PROGRAM DESCRIPTION

NOTE: Receipts/invoices will be required to be submitted to the City to demonstrate that your organization used grant funding awarded by the City to support the project/program as described here. See Compliance Report on Application for details.

1. Briefly describe WHAT THE PROJECT / PROGRAM IS (use additional sheet if necessary):

2. The City of Jurupa Valley grant funding will be used to support (use additional sheet if necessary):

3. Describe HOW YOUR ORGANIZATION WILL SPEND the grant funding (if awarded). Include equipment or services that would be purchased and why. (Use additional sheet if necessary.)

4. If awarded, explain HOW the grant funding will specifically BENEFIT JURUPA VALLEY RESIDENTS (use additional sheet if necessary):

5. Estimated number of people expected to benefit from this Project/Program:

6. Estimated number of volunteers involved in this Project/Program: _____

SIGNATURE PAGE

The Applicant acknowledges and agrees to the following:

- The information contained on this Application is true, correct and up to date to the best of our knowledge.
- 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 Jurupa Valley.
- 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 Jurupa Valley.
- Community Service Funding must be spent as specified on the Application and records may be requested by the City of Jurupa Valley to ensure the funds were used appropriately.
- 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 Jurupa Valley last year, then compliance receipts must be submitted on or before this application's due date or this application may be rejected as incomplete.
- If the Application is granted, Applicant agrees to comply with the Community Service Grant Policy, use the funds only for the purposes approved by the City Council, all laws applicable to the City's funding of the Grant, and comply with any conditions added by the City Council.
- Applicant further agrees that the Community Services Funding shall not be used for: salaries; scholarships to students; payment of debts; or religious or political purposes.
- Applicant further agrees not to discriminate on the basis of sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status or such other grounds as are established by law, in the expenditure of the Community Services Funds.

ORGANIZATION NAME:

Name:
President
Date:

Name:
Secretary
Date:

(If signed by other than President and Secretary, a resolution of the Applicant authorizing the person signing to approve the Application is required.)

SUBMIT ORIGINAL APPLICATION TO:

City of Jurupa Valley
Terri Rollings
City Manager's Office
8930 Limonite Avenue
JURUPA VALLEY, CA 92509

If you have any questions please contact Terri Rollings at (951)332-6464.

EXHIBIT B
EXPENDITURE REPORT

FISCAL YEAR (FY) 2019-2020 COMPLIANCE REPORT

If your organization is awarded a Community Service Funding Grant in FY 2019-2020 by the City of Jurupa Valley, then this information is not due until Friday, September 11, 2020

If your organization is awarded a Community Service Funding Grant in Fiscal Year 2019-2020 by the City of Jurupa Valley, all grant funds received must be expended anytime between July 1, 2019, and June 30, 2020. 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 Jurupa Valley reserves the right to conduct an audit and/or require additional backup 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 2019-2020 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: Friday, September 11, 2020.**

EXPENDITURE REPORT due on or before Friday, September 11, 2020					
1. Demonstrate that the Community Service Funding Grant specifically benefitted Jurupa Valley residents by providing the number of beneficiaries living in the City of Jurupa Valley, that directly benefitted from this program: (approximate number of beneficiaries if you don't have a precise number): _____ 2. Fill out this table (include additional copies if needed to explain all expenditures) 3. Attach Receipts/Invoices (in the same order as listed in this table) 4. Send to: City of Jurupa Valley, 8930 Limonite Avenue, Jurupa Valley, CA 92509, Attn: City Manager's Office Organization: _____ Name of Project/Program: _____ Amount of Grant Fund Awarded: \$ _____ Month + Year Grant Received from City: _____					
Attachment Number	Name of Company on Receipt/Invoice	Date (Mo/Day/Yr) on Receipt/Invoice <small>Must be dated on or between July 1, 2019 - June 30, 2020</small>	Amount of Expenditure	Describe... (1) what the expenditure was (2) purpose of the expenditure <small>MUST support Project/Program description on Application + Award Letter</small>	Explain ... how the expenditure specifically benefitted <u>Jurupa Valley</u> residents
1			\$		
2			\$		
3			\$		
4			\$		
5			\$		
6			\$		
7			\$		
<div style="text-align: center;">EXPENDITURE TOTAL</div> Note: Expenditure Total must be equal to \$ (or greater than) the "Amount of Grant Fund Awarded" (above) provided by the City					