

DATE SUBMITTED 12/02/2022
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 12/07/2022

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION (X)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ab

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Imperial Community Grant Program
 1. Approval of Resolution 2022-76 Establishing the City of Imperial Community Grant Program.

DEPARTMENT INVOLVED: City Manager's Office

BACKGROUND/SUMMARY:
 The purpose of the City of Imperial Community Grant Program is to strengthen our sense of community through the enhancement of Economic Development, Social Services, Arts, Community Pride and Place Making within the City, through partnerships with local nonprofits to administer events, services, activities, and purchases more efficiently and economically than otherwise possible through the municipal corporation.

FISCAL IMPACT: Not to Exceed \$100,000.00 for first year allocation (American Rescue Plan Act). Funding shall be at the City Council's discretion each year and run concurrent with the fiscal year budget process.

ADMIN SERV INITIALS _____

STAFF RECOMMENDATION: It is staff's recommendation to adopt resolution 2022-76 establishing the Imperial Community Grant Program.

DEPT. INITIALS ab

MANAGER'S RECOMMENDATION: Approve

CITY MANAGER'S INITIALS ACM

MOTION:

 SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED ()
 DISAPPROVED ()
 REFERRED TO:

REJECTED ()
 DEFERRED ()

RESOLUTION 2022-76

A RESOLUTION OF THE IMPERIAL CITY COUNCIL TO ESTABLISH THE IMPERIAL COMMUNITY GRANT PROGRAM STRENGTHENING OUR SENSE OF COMMUNITY THROUGH THE ENHANCEMENT OF ECONOMIC DEVELOPMENT, SOCIAL SERVICES, ARTS AND CULTURE, COMMUNITY PRIDE AND PLACE MAKING INITIATIVES.

WHEREAS the Imperial City Council wishes to strengthen the City's sense of community through efficient and transparent use of taxpayer monies; and

WHEREAS through partnerships with local nonprofits to administer events, services, activities, and purchases more efficiently and economically than otherwise possible through the municipal corporation; and

WHEREAS the Imperial City Council wishes to concentrate the City's efforts through the enhancement of Economic Development, Social Services, Arts and Culture, Community Pride and Placemaking through an established program; and

WHEREAS the long-term goal for the Imperial Community Grant Program is to be one (1) percent (%) of the City of Imperial's General Fund (GF) revenue; and

NOW, THEREFORE, BE IT RESOLVED:

1. The above-referenced recitals are true and correct; and
2. The Imperial City Council will define the level of funding for the Imperial Community Grant Program each fiscal year as part of the municipal budget process; and
3. Hereby directs the City Manager to conduct the program in accordance with the goals and objectives established and ensure grant funds are utilized for public purposes and overall good of the community; and
4. Use taxpayer funds in the most efficient manner to accomplish the program's mission of strengthening the City of Imperial's sense of community.

PASSED AND ADOPTED at a Regular Meeting of the Imperial City Council this 7th day of December, 2022.

Geoff Dale, Mayor

ATTEST:

City Clerk



IMPERIAL COMMUNITY GRANT PROGRAM

Mission Statement

The purpose of the City of Imperial Community Grant Program is to strengthen our sense of community through the enhancement of Economic Development, Social Services, Arts, Community Pride and Place Making within the City, through partnerships with local nonprofits to administer events, services, activities, and purchases more efficiently and economically than otherwise possible through the municipal corporation.

Goals and Objectives

- a. Use taxpayer funds in the most efficient manner to accomplish the program's mission of strengthen the City of Imperial's sense of community.
- b. Define how the level of grant funding will be determined during the City's fiscal year budgeting process.
- c. Establish eligibility requirement for receiving grant funding and for how the funds are to be utilized.
- d. Develop a process that provides for effective management of and accountability for grant funds.
- e. Set fair and straightforward procedures for grant applications and considerations.

Funding Formula

City of Imperial community grant funds are to be utilized for public purposes and the overall good of the community. The annual funding level for community grants will be included in the City's budget for upcoming fiscal year during the regular budget preparation process. The City of Imperial's municipal budget runs on a fiscal year calendar starting July 1 and ending June 30 of the following (calendar) year.

The long-term goal is for the community grant funding to be 1% of the City of Imperial's Municipal General Fund revenue for any given year. Currently, the program will be initiated with American Rescue Plan Allocation (ARPA) funds.

The Community Grant Budget for Fiscal Year 2022-2023, will be \$100,000.00. Moving forward, the grant budget will be based off of the percentage mechanism noted above, or whichever is less.

ELIGIBILITY REQUIREMENTS

The eligibility requirements for receiving City of Imperial Community Grant Funds include:

- a. Organization is based in the City of Imperial and/or program benefits the residents of the City of Imperial.
- b. Organization is a registered non-profit as approved by the IRS and State of California.
- c. Fraternal or political organizations are not eligible for this program.
- d. Religious organizations may qualify if they have established separate 501©(3) organization to operate the funded program, the program is offered to general population regardless of religious affiliation and does not require religious affiliation or participation in religious activities. Program must contribute to at least one of the community elements in the mission statement as detailed below.

Economic Development

Economic Development Grants typically fund specific and discrete programs for Imperial-based businesses and non-profit organizations that promote economic development opportunities beneficial to the broader community.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1. Promote the City of Imperial as a destination for local dining, shopping, and attractions.
2. Contribute to a vibrant local business environment by stimulating Imperial-based commerce through the awareness and patronage of Imperial businesses.
3. Promote the growth and sustainability of new and existing local, small businesses by enhancing the business through infrastructure, capital equipment purchases, landscape, façade, or signage improvements.

Social Services

Social Service Grants provide funding for local non-profit organizations in support of youth development, relations and crime prevention activities, youth and family counseling, youth leadership programs, and/or recreation enrichment activities for youth. The grant benefit is for youth through age twenty-one (21). Social Services Grants may also provide funding for programs and activities service Imperial seniors (age 50+), military veterans, law enforcement, and disable residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1. Promote leadership and engagement in the community through mentoring and social development.
2. Encourage friendship, equality, acceptance, compassion and empowerment in Imperial's community and specific groups as detailed above.
3. Encourage healthy families by improving coping skills and communication.
4. Decrease substance abuse through education and prevention programs.
5. Support prevention of suicide through mental health prevention and intervention programs.
6. Support recreation and empowerment activities to people of all abilities.

Community Pride & Place-Making

Community Pride and Place-Making grants provide funding to local non-profit organizations to inspire community pride, celebrate Imperial's unique history and enhance quality of life for residents.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1. Celebrate the unique patriotism, history and traditions of the City of Imperial.
2. Improve the "home-town" feeling and civic pride of Imperial by promoting a sense of place and community.
3. Enhance the quality of life of residents by decreasing isolation through relationship building and fostering relationships.

Arts and Culture

Arts and Culture grants provide funding to local non-profit organizations to foster the development of sustainable, fiscally and artistically strong arts and cultural organizations, programming and services for the benefit of the Imperial Community.

To be eligible for grant funding, proposed grant activities must achieve one or more of the following goals:

1. Strengthen and/or diversify the arts in Imperial. Encouraging excellence and providing more diverse opportunities for residential arts participation.
2. Build capacity of arts and cultural organizations.
3. Supports arts-specific festivals, celebrations, and special events.
4. Stimulate the creative economy.

COMMUNITY GRANT TYPES

The Imperial City Council recognizes five different community grant types listed below:

A. Special Events

- a. Purpose – To partially fund the cost of producing a one-time event.
- b. Restrictions – Funding is limited to a percentage of the total event cost.

B. Services

- a. Purpose- To fund the executive of specific, non-profit services
- b. Restrictions – Applications requesting funding over multiple years through a single grant cycle will not be accepted. Applications can be submitted for the same programs on an annual basis.

C. Seed Money

- a. Purpose – To partially fund the cost of starting a new event, program, or service that intends to exist multiple years.
- b. Restrictions – Consecutive funding is limited at the discretion of the City Council and must include reductions in City funding each year.

D. One-Time Purchases

- a. Purpose – To fund all or part of the cost of a capital good.
- b. Restriction – Funding is for a one-time purchase only. Organizations or Businesses may not apply for one-time purchase grants for consecutive years. Applications for multi-year phased projects are not eligible.

E. Recurring Event/Activity

- a. Purpose – To fund all or part of the cost of a recurring event.
- b. Restriction – The event must be free, or of nominal cost to attendees, and must serve the broader community.

GRANT EVALUATION AND SELECTION

All nonprofits that meet the eligibility requirements stated in section 4 are eligible to apply for a community grant under this program.

Applications will be scored on a 100-point rubric

The Imperial City Council will establish their priorities for the use of grant program funds by setting the evaluation criteria for each community element.

During the regular budget process, staff will recommend preliminary evaluation criteria for the Council to review. The City Council may, at its discretion, budget specific amounts within the grant line for specific community elements or other Council priorities, during the budget process. Draft program documents reflecting the City Council’s direction will be made available to the public for a thirty (30) day comment period. The Council will finalize the grant evaluation criteria for each community element at the time of budget adoption, but no later than the second Regular Meeting of the City Council in June of each year.

Upon City Council approval of the evaluation criteria, staff will issue program documents establishing key dates and requirements, as well as grant applications.

Funding awards will be made annually by the City Council in accordance with key dates and requirements established as part of the program.

The Imperial City Council may amend the evaluation criteria at any time via the established procedure in this section.

GRANT EVALUATION AND RECOMMENDATIONS

Grant solicitations will be conducted by the City Manager's Office. Preliminary evaluations will be conducted by staff to ensure compliance with community grant standards. All compliant grants, excluding Arts and Culture, will be evaluated by the Imperial Development Review Committee using the rating matrix set and adopted by the City Council. Arts and Culture grant applications will be reviewed by the Imperial Arts District Committee. Grant review will be conducted on the grant subject matter and reviewees must not be affiliated with applicants to ensure fair and unbiased. Following initial review and scoring by committees, recommended applicants will be reviewed by the Imperial Ad Hoc Committee for final recommendation to the Imperial City Council for consideration and award.

The Council will consider the scores and adopt final funding allocations for each application and all grant categories during a Regular Meeting of the City Council. Any funds remaining after Council consideration will be available for discretionary allocation among the categories and applicants.

Applications for multi-year agreements will not be accepted, however, applicants can apply each year to receive new funding for programs awarded through past cycles.

APPLICATION SUBMISSION

The application process for requesting Imperial Community Grant Funds is the submittal of:

- Applicant Cover Page
- Community Grant Program Application and Attachments:
 - IRS Form 990 or Prior Year (if current year not year available).
 - Organization Financial Statements.
 - Budget Narrative for each grant requested

Late or incomplete applications will not be considered. Key dates for the Imperial Community Grant Program will be issued with the annual program documents and made available on the City's website by end of July each year.

REPORTING REQUIREMENTS

An annual report is required to be submitted to the City Manager's Office one year following the award date. Reports must be submitted within thirty days of the end of the reporting period.

Organizations who are unable to utilize grant funds awarded within a one-year period of their award date, may in writing to the City Manager make a request to repurpose the funds in a “like” manner during the award year, rollover the funds for use in next grant cycle, or return the funds. The City Manager, or his/her designee, will review each request and render a decision on a case by case basis.

The City, at its discretion, may review grant expenditure including, but not limited to, an Agreed Upon Procedures (AUP) review conducted by the City’s auditor.

DRAFT