

	Department Policy	
	Community Grant Program Policy	PCS/OSAC Review Date:
	Date: 10/8/2015	Approval Signature:

Purpose

The purpose of the policy is to identify the process, criteria and expectations for groups that gain support from the City through community grants.

Policy

The City Council identifies the valuable service provided by local community organizations and non-profits. As such, the Parks and Recreation Department has developed a process by which local community organizations and non-profits may apply for grant funds.

This process shall occur one time per year. No one organization shall receive more than 30% of total grant funds available.

Ten percent of the funds available will be set aside for mini-grants. Mini-grants shall be requested throughout the year to support youth requests for special project funding i.e. funding to send a child to summer camp, a special competition, or to provide limited assistance to a special project that directly benefits American Canyon children. Mini-grants are limited to \$200 per request. The Parks and Recreation Director shall gain presentations from youth requestors and directly recommend award. Upon award, the Director shall notify PCS of the award at its next meeting.

The Parks and Recreation Department shall be responsible for the management and coordination of the community grant program.

The Parks and Community Services Commission shall be responsible for screening and reviewing requests for community grants and make a recommendation to City Council for grant award.

A report identifying accounting of funds, program outcomes and impacts must be submitted at the end of the year or at the completion of the program, whichever occurs first.

Disbursement of grant funds and support is prioritized based on community needs and goals as identified by the Parks and Community Services Master Plan (Attachment A), Parks and Community Services Commission and/or City Council.

Agency Partnership Eligibility

1. Proposing community groups must serve citizens of American Canyon. At least 70% of participants must be American Canyon residents. The residency shall be justified by:
 - a. Submitting last 6 months participant address history (community service agencies)
 - b. Most recent registration roster (sports groups)
 - c. Annual program of events showing programs exclusively held within American Canyon
 - d. Public schools or their representative groups (PTO, PTA, etc.) shall be exempt.
2. The proposing community groups must be non-profit, or not-for-profit.
3. Representatives of the group must meet with the Parks and Community Service Commission and possibly with a subcommittee to discuss their proposal.
4. It is highly recommended that the requesting group serve a unique function and provide services that are not duplicated by the City of American Canyon or other organizations in the City.
5. Proposals must clearly define program proposal (program, event or project). Proposals must clearly identify community benefit and impact (how many served, how affected, and what are the community benefits). The specific goal or purpose must be clearly identified and measurable.
6. Requests to fund administrative salaries will not be approved.

Evaluation Criteria

Proposals for grants shall be reviewed and presented to the Parks and Community Service Commission or subcommittee. PCS will gain a presentation from the proposer and will judge proposals based on their approach to meeting the goals of the program set forth in the current year. PCS may provide full support, partial support or no support. Specific evaluation criteria include:

1. Does the grant intend to meet the needs of American Canyon residents as identified above under residency?
2. Does the proposal clearly identify the need the program intends to address? And, secondly, does this proposal explain how this program will meet the need for the benefit of American Canyon residents? The general viability of the proposal will be considered.
3. Is the program or the program approach unique and not duplicated by another program or organization?

4. Does the proposal include general “In-kind” community service? Are volunteers necessary to execute the program? If so, what will they be doing and how many hours of volunteer service will they provide?
5. Is the proposal asking for on-going program funding or one-time “seed” money?
6. Is this the only “outside” non-agency funding source? Is this money being leveraged from other sources?
7. Has the organization received a community grant in the past? Did they complete the necessary reports and closeouts in a timely manner?
8. Does the program address a health and human service need for the citizens of American Canyon?
9. Does the host organization participate in non-mission community service project like Coastal Clean-up, Season of Giving sponsored by the Kiwanis or similar?

Process/Timeline

1. July/August – Parks and Community Services reviews funding priority and sets annual program goals based on current City Council goals.
2. August/September – Partnership Policy and Application available.
3. September/October – Partnership Applications/Proposals due to Parks and Recreation Department.
4. October-December – Proposals presented by requesting organizations to PCS for consideration. PCS recommends funding to City Council at next feasible Council Meeting.
5. November-January – Grant Agreement developed and funds available.
6. October-December following year – Final report presented to PCS for consideration.

Parks and Community Services Master Plan Goals

Attachment A

(Specific to programs and events)

ACCESS

1. **Social Access** – Provide recreation facilities and programs that are responsive and accessible to the diverse cultures, age groups, and level of ability that comprise the American Canyon community.
2. **Financial Access** – Provide funds to help pay for a portion of program costs for participants with financial challenges.
3. **Cultural Programs and Facilities** – Recognizing the cultural and artistic aspirations of American Canyon residents, the City shall strive to include cultural facilities and programs as a part of the Parks and Recreation system.

YOUTH NEEDS

1. **Youth Center** – Continue to be supportive of programs and improved facilities at the American Canyon Boys & Girls Club. In addition, the City will strive to provide a facility for teen programming.
2. **Partnerships** – Actively encourage partnerships with community groups that can assist with outreach to youth populations, including the American Canyon Family Resource Center, Napa County Sheriff's Athletic League (SAL), Napa Valley Unified School District (NVUSD), Boy Scouts, Girl Scouts, American Canyon 4H, American Youth Soccer Organization (AYSO), American Canyon Little League, American Canyon Boys & Girls Club, American Canyon Patriots Youth Football and Cheer, Youth Services Advisory Group (YSAG) and other groups.

RECREATION

1. **Adult Sports** – The City shall enhance the adult sports program to provide opportunities for adult basketball, softball, and volleyball.
2. **Teen Programming** – The City shall maintain successful teen programs such as the Community Services Projects Team, and develop a more comprehensive teen program that involves teens in the planning and development stages of programs and activities.
3. **Recreation Programs** – The City shall continue, and expand where possible, recreation programs for children, teens, adults, seniors, and disabled persons.

4. **Community Groups and Non-Profits** – The City shall make lands or facilities owned by the City available to community and nonprofit groups for activities that meet recreation and leisure time needs.
5. **Girls Sports Leagues** – The City shall provide separate girls’ sports leagues to enhance participation in sports by girls.
6. **Senior Programs** – The City shall utilize the Senior Multi-Use Center as a “one stop shop” in American Canyon for not only a wide variety of recreational opportunities, but also social services for senior residents.
7. **Theater Programming** – The City shall establish a theater business plan to encourage the arts and generate overnight stays in the City’s hotels.

FAMILY SERVICES

1. **Medical Services** – The City shall encourage nonprofits such as Clinic Ole to provide low-cost or no-fee medical services in American Canyon. This could include a permanent facility or regular periodic health services/screenings in an existing City facility.
2. **Child Care** – The City shall continue to support child care services within City limits and will continue to provide services such as the “Canyon Kids Summer Day Camp.”

OPEN SPACE AND TRAILS

1. **Environmental Education** – Encourage opportunities for environmental education, including interpretive signage, docent programs, and education programs with schools and other groups in open space and along trails. Creation of interpretative and education centers (buildings) should be encouraged for development in open space and trail areas (including uses such as wildlife rescue, wetlands museum, etc.).