



FY 2019-20 APPLICATIONS ARE DUE FRIDAY, MARCH 22, 2019 BY 5:00 PM.

**CITY OF SOLVANG
GRANT FUNDING
POLICIES AND PROCEDURES**

The Solvang City Council recognizes the importance of the many human service, cultural and emergency assistance programs and organizations that serve community residents. As part of the annual budget process, the City Council shall appropriate such funds as it deems prudent and reasonable to award grants to non-profit community service organizations. Such funds will be held in reserve until specific funding requests and recommendations are reviewed and approved by the City Council.

I. Policy

- A. Organizations must provide services in Solvang for Solvang residents.
- B. Grants shall not be available to organizations who intend to directly or indirectly act as a conduit to provide the grant funding to other organizations. Exceptions may be granted if the organization can demonstrate that grant funds will be used by the requesting organization for a specific project benefiting Solvang residents.
- C. Applications must be submitted by the annual submission deadline.
- D. Staff will review applications for completeness and incomplete applications will be returned to the requesting organization.
- E. City grant funds may not be used by the agency for administrative/overhead types of costs.

II. Procedures

- A. The Director of Administrative Services will notify previously funded organizations in February of the need to submit an application for funding.
- B. Copies of all funding applications received will be provided to all City Council members.
- C. The City Council's ad hoc Finance Subcommittee shall review all applications and funding requests and present its recommendations to the full City Council during the annual budget hearing.
- D. A representative from the requesting agency must be available for questions from the City staff and/or City Council related to their grant funding application and must attend and present at the annual City budget hearing.
- E. The City Council shall consider the Subcommittee recommendations and approve final grant awards during the annual budget hearing.
- F. Following adoption of the annual City budget and meeting of the Finance Subcommittee, the Director of Administrative Services shall provide notice of grant awards.
- G. Within 120 days of the end of the agency's fiscal year, agency recipients of grant funds shall present to the City Council a summary of how the grant funds were expended.