

City of Mission Viejo, California COUNCIL POLICY		
FUNDING OF COMMUNITY SERVICE PROGRAMS		
Policy #: 0300-6	Amended by Resolution: 01-77	Effective Date: 7/1/02

BACKGROUND

It has been the practice of the City Council to consider and contribute to the funding of community-based programs conducted by non-profit organizations that actively enhance the quality of life for Mission Viejo residents.

PURPOSE

The purpose of this policy is to define the guidelines and procedures for the disbursement of municipal funds, or the provision of services in lieu of funds, that will fund in part community service programs conducted by non-profit organizations that meet the requirements and guidelines set forth by the City Council.

POLICY

1. Non-profit organizations must file an application for the Community Services Funding Program. Applications must be submitted by September 1 of each year for funding the following calendar year. Applications must be submitted to the Recreation and Community Services Department prior to each deadline. Application forms may be obtained from the Office of the City Clerk, 8:00 A.M. to 5:00 P.M., Monday through Friday, or off the City’s web page (www.cityofmissionviejo.org).
2. Public funds shall be made available only when the funds are to be expended for a community program that will contribute to the quality of life for Mission Viejo residents.
3. No organization may apply for funding if it failed to meet any of the post funding application requirements from the prior year (see paragraphs 11, 12, & 13).
4. Funds will not be allocated to:
 - a) political action committees, political candidates, or political campaigns;
 - b) any organization conducting a religious activity;
 - c) organizations conducting a fund-raising event or activity;
 - d) for the rental of Mission Viejo City facilities; and
 - e) for school district programs and/or projects. Grad night funding is exempt from this funding process.

5. Funding requested from membership based adult organizations will not be considered if the funds requested are to be used to directly benefit its members and not the community at large.
6. Funding requested from youth sports groups will be considered only if the request is to support the youth sports group in a regional, state, or national competition, but not for travel out of the country, and provided that the requesting group is predominately composed of Mission Viejo residents.
7. Requests for funding will be considered by the City Council only during the periods determined in this Council Policy and submitted on the appropriate application form.
8. Funding of a program will not constitute a precedent for contributions in subsequent years.
9. All applications will be submitted to the Community Services Commission for analysis and recommendation to the City Council. In its evaluation, the Community Services Commission shall consider and evaluate the following criteria:
 - a) The non-profit status of the organization.
 - b) The number of citizens within the community that will benefit directly by the expenditure as well as the ratio of Mission Viejo residents served to the total number of individuals served.
 - c) Adherence to the stated policies of the City of Mission Viejo.
 - d) Whether or not a public need will go unmet without the contribution.
 - e) The degree to which the goodwill of the City of Mission Viejo will be promoted.
 - f) The degree to which the cause has been recognized as a contribution to the community.
 - g) Whether or not the contribution could expose the City to civil liability.
 - h) The amount of the request.
 - i) Whether the ratio of administrative costs to program costs exceeds 25% of the program budget.
 - j) The degree to which the members of the organization have engaged in fund-raising activities.
 - k) Whether or not the organization has applied for funding from other Orange County cities.

- l) Whether or not the organization has received CDBG (Community Development Block Grant Funding).
10. After review, the Community Services Commission shall make a recommendation to approve, deny, or modify the funding request and approve as modified.
11. Post Funding Application Requirements:
 - a) Carry adequate liability insurance naming the City of Mission Viejo as additional insured as may be required by the City.
 - b) Not discriminate in employment or in clients served because of race, religion, national origin, or sex.
 - c) Be accountable for revenue and expenditures through standard bookkeeping procedures. An annual audit or review at the applicant's expense may be required, with the results available to the City of Mission Viejo upon request.
 - d) Provide access to periodic reviews by City staff and City Council for purposes of monitoring the program.
 - e) Provide the City with an interim six-month and an end of the year full financial accounting and narrative report.

The interim six-month report shall be submitted in writing, and may be brief but should include a financial summary indicating how funds have been expended during the period and a narrative commenting on development of the program.

The end-of-the-year report shall be in writing and submitted within 60 days after the one-year grant period. This report must include a complete financial statement detailing all expenditures of City monies for the program(s) covered under the grant and a narrative report on the project and its significance. The financial and narrative report should compare actual expenditures and accomplishments with the budget and objectives cited in the original proposal.

12. Funded applicants must return to the City any unexpended funds at the end of the one-year funding period, or whenever, the City determines that the applicant has not performed in accordance with the approved program proposal.
13. Any funds returned in accordance with this policy shall be returned to the Community Services account, to be allocated in accordance with the policy.
14. City moneys shall be used only for the purpose and program(s) duly authorized and in accordance with the approved budget. Any deviation from the approved program proposal may be made only with the City's prior written approval. If not, funds must be returned immediately to the City.

15. Each year, and in accordance with the established time line, the City Council will develop its funding allocations within the following categories for Community Services Programs Funding:
 - a) Community Services, including but not limited to:
 - 1) Crisis Intervention and/or Centers
 - 2) Youth Services and Athletics
 - 3) Senior Citizens
 - 4) Special and Physically and Developmentally Disabled Population
 - 5) Children Day Care
 - 6) Health and Safety
 - 7) Youth-Serving Agencies
 - b) Cultural Arts, including but not limited to:
 - 1) Museum, including artistic, historical or scientific display or education
 - 2) Performing Arts, including music and theater arts
 - 3) Fine and Visual Arts