



City of Mission Viejo Community Services Funding Program

Application Guidelines – Fiscal Year 2016-17

1. ELIGIBILITY

All community not-for-profit organizations meeting the requirements and guidelines specified in the City Council's "Community Service Program Funding" policy may apply for funds. Refer to policy for funding clarifications and restrictions.

2. FUNDING CATEGORIES

The City Council Policy has targeted categories for priority consideration.

- a) Human Services
- b) Cultural Services

However, an *open-application* process will also be maintained to allow consideration of all funding requests serving the City of Mission Viejo.

3. DEADLINES/REPORT CYCLES

Applications are due **August 26, 2016, 5:00 pm.** Funding is typically dispersed in late December or January. Two 6 month performance reports are required; one due August 31 and the other due December 31. Funds must be utilized by the end of the calendar year, December 31.

4. NEW APPLICANT ORIENTATION

New applicants are encouraged to attend the grant orientation meeting on **Monday, July 11, 2016 at 6:30 pm** at the Norman P. Murray Community and Senior Center (24932 Veterans Way, Mission Viejo) 470-3062. RSVP: lmcdonald@cityofmissionviejo.org

5. APPLICATION PROCESS

Submit a completed application, letters of support and all attachments *unless* currently on file:

- a) Articles of Incorporation
- b) Bylaws of Organization
- c) Names/addresses of current Board of Directors
- d) Verification of current General Liability Insurance – 1 million general aggregate
- e) Board Approved Current Operating Budget
- f) Recent Letters of Support (1-2 years prior to grant submission date)

6. REVIEW & FUNDING PROCESS

The Recreation and Community Services Commission reviews all applications and conducts public meetings to receive additional input from applicants and the public as needed. After review and deliberation, the Commission forwards their funding recommendations to City Council. Final funding decisions are made by City Council. **NOTE:** Programs submitted for Community Services Funding must differ from programs approved for Community Development Block Grant funding (CDBG). Applicants will be notified of applicable meeting dates relevant to their grant application.

7. RETURN OF FUNDS

Agencies are required to return any unexpended funds at the end of the one-year grant period. City monies shall be used only for the purpose duly authorized by the City Council and in accordance with the budget information submitted by the agency.

8. QUESTIONS REGARDING APPLICATION PROCESS:

Leslie Rea-McDonald at (949) 470-8412

Fax: (949) 582-2231

Email: lmcdonald@cityofmissionviejo.org

COMPLETED APPLICATIONS WITH REQUIRED ATTACHMENTS MUST BE RECEIVED BY 5:00 PM ON AUGUST 26, 2016 TO BE CONSIDERED

MAIL OR DELIVER ORIGINAL APPLICATIONS TO:

Norman P. Murray Community & Senior Center
24932 Veterans Way
Mission Viejo, CA 92692
Attn: Leslie Rea-McDonald

Online applications and all forms are available at <http://cityofmissionviejo.org/communityfunding/>