

# Foster City Nonprofit Grant Program Guidelines

## Fiscal Year 2024-2025

### **PROGRAM PURPOSE**

The Foster City Nonprofit Grant Program designates funding through the annual budget process for grant funding to local nonprofit agency programs and projects that improve the health, social, and educational enrichment, human or community welfare, and/or economic opportunities of Foster City residents.

### **FUNDING**

Funding levels are determined annually by the City Council during budget preparation. Funding may be approved from any combination of the General Fund, Special Funds, or any other funds controlled by the City. Typically, funding is available in the City Council's Community Promotion Budget, Account No. 001-1030-413-4260 (Contributions to Other Agencies).

### **ELIGIBLE NONPROFIT AGENCIES**

Only local nonprofit agencies are eligible for funding. For the purpose of this program, "Local" means that the agency provides services within San Mateo County and can demonstrate a benefit to Foster City residents. "Nonprofit" means that the organization is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

### **COMMUNITY NEEDS CATEGORIES AND ELIGIBLE ACTIVITIES**

The Nonprofit Grant Program will consider applications in the following primary community needs categories:

Basic Services – Activities include, but are not limited to, services for the homeless, seniors, youth, and low-income individuals and families such as subsistence programs, healthcare initiatives, and rental assistance.

*Nonprofits submitting applications in this Community Needs Category are eligible for 60% of the total amount allocated by the City Council.*

Community Enrichment – Activities that promote community enrichment, including, but not limited to, educational and recreational programs and initiatives that promote social equity and engagement.

*Nonprofits submitting applications in this Community Needs Category are eligible for 25% of the total amount allocated by the City Council.*

Community Health – Activities include, but are not limited to, programs or projects that support Foster City residents’ well-being, preserve city resources, or increase community environmental sustainability.

*Nonprofits submitting applications in this Community Needs Category are eligible for 15% of the total amount allocated by the City Council.*

**APPLICATION**

Applicants should consider the following criteria when filling out the application. Incomplete applications will not be considered.

APPLICATION CRITERIA	DESCRIPTION
Administrative Capacity	<ul style="list-style-type: none"> <li>• Organization experience/Past performance in providing the proposed project or program</li> <li>• Stability of the organization and adequacy of staffing</li> <li>• Collaboration with other agencies and/or elimination of redundancy of service</li> <li>• Budget/Leveraging of Funds</li> </ul>
Identification/Analysis of Local Needs	<ul style="list-style-type: none"> <li>• Documentation of Local Need</li> <li>• Alignment with goals identified in City’s policy documents (e.g., Council priorities, General Plan, etc.)</li> </ul>
Program Purpose	<ul style="list-style-type: none"> <li>• Program goals clearly stated and attainable</li> <li>• Service levels measurable</li> </ul>

**APPLICATION PROCESS**

1. At a City Council Study Session, the City Council re-confirms the process it wants to take to solicit and award nonprofit grant funding and provides direction on the funding placeholder to be used in the Preliminary Budget document.
2. City staff advertises the nonprofit funding process on the City’s website, issues a press release, and e-mails nonprofits that received funding in the prior year, any additional nonprofits identified by the Council, and any nonprofit that requests the information, outlining the timelines and requirements.
3. Nonprofits submit applications by the identified due date.
4. Staff evaluates nonprofit applications to ensure applications are complete. Using the Community Needs Funding Levels, City Council members will privately provide their funding recommendation for each nonprofit. These recommendations will be presented for consideration at a future City Council meeting.
5. Nonprofits are invited to any City Council regular meeting during the nonprofit application period to speak about their respective agencies during the Public Comment portion.

6. At a City Council Regular Meeting, funding recommendations will be considered for each nonprofit.
7. Once funding is approved, staff sends a notice to all applicants, notifying them of their status and describing the process for receiving funding for those who are approved.

### **FUNDING PROCESS**

Agencies selected for funding will be notified in writing of the City Council's approval and funding amount and will be asked to submit an invoice and W-9 documentation to the City to receive the funds.