2026
Community Services and Arts Grants

SantaClarita.gov/Grants

Grant Information Packet

For questions, please contact:
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(661) 286-4146

TIMELINE

Thursday, September 18, 2025 – Public Information Meeting

10:30 a.m. via Zoom
- Information meeting for all interested nonprofit agencies
- Includes a thorough overview of the entire grants and application process
- Grants Application Packet will be released the same day

Wednesday, October 22, 2025 – Grant Application Deadline

5:00 p.m. *(Must be received by 5:00 p.m. to be an eligible applicant)*
Online at: SantaClarita.gov/Grants
or
City Clerk's Office, Suite #110
23920 Valencia Blvd. Santa Clarita, CA 91355

January 2026 – Grant Awardees Notified

- City Council Meeting for approval of Grants Committee recommendations
- Grants awardees will be notified

FACT SHEET

Overview
The Community Services and Arts Grants Programs are designated to assist community-based, nonprofit organizations with providing community services and art activities, programs and events for Santa Clarita residents. The program provides funding assistance primarily for services to, or directly benefiting, residents living in the City of Santa Clarita.

Eligibility

All nonprofit organizations providing services to Santa Clarita residents are eligible to apply for grant funds. Organizations applying for grant funds must have a 501(c)3 status.

Grant Categories and Focus Areas

Focus Area 1 – 'City of Santa Clarita Community Benefit'
1. Community Services Grants

Focus Area 2 – 'Supporting the Arts in the City of Santa Clarita'
1. Community Arts Grants
2. Santa Clarita Presents Grants
3. Arts Organization Capacity Grants

Eligible Projects

- One-time projects or programs
- Program enhancements
- Pilot programs
- Capital expenditures
- Special supplies
- Operations and maintenance costs (*for Arts Organization Capacity category only*)

Ineligible Projects

- Personnel costs
- Self-labor expenses
- Programs that have been previously funded by this grant program
- Scholarships or other direct support to individuals or families
- Fundraising sponsorships or prizes for events

Selection Criteria

A Grants Committee will review completed grant applications and evaluate them based upon:
- Organization's Background
- Proposal Project/Goal and Objectives
- Community Need and Benefit
- Future Funding to Sustain Program/Matches
- Evaluation Method
- Project Timeline Identifying Key Activities
- Estimated Project Line Item Budget
- SMU DataArts Profile or Organizational Budget (*for Arts Grants applicants only*)

GRANTS CATEGORIES

1. **Community Services Grants**
   The grant maximum per award is $5,000 per organization. Grants support local nonprofit agencies who provide services, projects or programs that benefit City of Santa Clarita residents.

2. **Community Arts Grants**
   The grant maximum per award is $5,000 per organization. Grants support local nonprofit agencies that provide arts projects and programs that benefit City of Santa Clarita residents.

3. **Santa Clarita Presents Grants**
   The grant maximum per award is $7,500 per organization. Grants support rental costs only for local nonprofit agencies to offer public artistic performances at the Santa Clarita Performing Arts Center at College of the Canyons.

4. **Arts Organization Capacity Grants**
   The grant maximum per award is $5,000 per organization. Requests for this category support either existing artistic and/or administrative projects that help sustain the mission and goals of the arts organizations or fund new projects that will increase the organizational capacity and infrastructure of organizations located within the City of Santa Clarita. Only Arts nonprofit agencies can apply to this category.

   Arts Organization Capacity Funding Examples:

   - Development and implementation of new plans or strategies, such as marketing and public relations, business planning or board development.
   - Support for ongoing costs for staff, production, supplies, equipment or rent.
   - Continuing support for marketing, governance or fund development activities.
   - Support for technology needs, such as computer upgrades, software and website improvements.
   - Development of individual giving or endowment programs.
   - Identification and implementation of opportunities to create new income streams, such as concessions or rental activities.

GRANTS REQUIREMENTS

Contractual and Reporting Requirements for Grants Recipients

- Successful grant recipients must plan to expend the funds within the 2026 calendar year.

- Organizations approved to receive grant funds must enter into a Grants Agreement with the City.

- The City has the option to require insurance certificates with endorsements to complete the Grants Agreement and release the funds.

Additional Information

The City:

- May request the return of awarded grant funds not expended within the calendar year 2026.

- May request additional information on the proposed project and the organization.

- May recommend funding levels below the amounts requested by the organization.

- Has the right to conduct a program/fiscal site visit, review all organization records related to the grant and interview program staff, volunteers and clients served by the organization.

Organizations:

- If reapplying, organizations must have met all grant conditions and requirements and submit Final Report during their most recent grant period.

- Will be required to submit a Federal Form 990 for the tax year ending on or after December 31, 2024.

- Must have a functioning Board of Directors.

- If applying under any of the Arts Grants categories, there is a **requirement** to submit either a DataArts profile or an organizational budget.

Grants Final Report

- Final Reports can be submitted online at: SantaClarita.gov/Grants.

- Organizations are required to submit a Final Report within three months of implementing/completing the project, and no later than December 31, 2026.

- The Final Report shall contain narrative and quantitative information and documentation of grant expenditures (including all receipts).

- Receipts for all expenses totaling the grant amount must be submitted with the Final Report.

- Failure to submit a Final Report will result in the City requesting reimbursement of grant funds.

- Specifics on the Final Report will be outlined in the Grants Agreement.

GRANTS APPLICATION CHECKLIST

A complete Grants Application will include the Grants Submission Packet and Verification Documents. Grants Applications can be submitted online at SantaClarita.gov/Grants or by hard copy on or before Wednesday, October 22, 2025, at 5:00 p.m. Grant Applications received after that date and time will not be considered for funding. No email, fax, or postmarks are accepted.

Grants Application Requirements:

1. **Grants Submission Packet**
   - ✓ Completed Grants Application Form
   - ✓ 3-page Project Proposal Narrative (Categories A – F)
   - ✓ 1-page Project Line Item Budget (Category G)
   - ✓ List of Organization's Board of Directors
   - ✓ *For Arts Categories only* – Submit SMU DataArts profile or organizational budget document.
   - ✓ *Optional:* 1 promotional attachment (i.e. letter of support, picture, etc.) No videos will be accepted.

2. **Verification Documents**
   - ✓ Verification of 501(c)3 status (*One copy only*)
   - ✓ A submitted Federal Form 990 for the tax year ending on or after December 31, 2024 (Applicable Federal Form 990, 990-EZ or 990-N is required of all applicants)

For Hard Copy Grants Applications - **Do not** bind or staple Grants Submittal; paper-clip all submitted documents. Hard copies of Grants Submittals with required attachments must be received on or before **Wednesday, October 22, 2025, at 5:00 p.m.**

City of Santa Clarita
Attn: Noely Allevato
Re: Community Services/Arts Grants
23920 Valencia Blvd, Suite 270
Santa Clarita, CA 91355

Please Note:
- Failure to follow the directions as outlined above may result in grants submittal being rejected.
- Proof of insurance is not needed at this time. If selected to receive grants funds, the City reserves the right to require insurance certificates with endorsements as outlined by the City. Failure to submit required insurance documents by the identified deadline may result in applicant not receiving funding.
- The Grants Committee and Review Panel will rate the grant submittal and will recommend to the City Council if applicants should be fully, partially or not funded.

- Applicants may receive feedback regarding the grant's submittal from the grant's coordinator. The coordinator does not rate the applications, nor influence the Grants Committee or Review Panel's funding recommendations.

PROJECT PROPOSAL NARRATIVE

Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate competing grants proposals. The Project Proposal Narrative shall be limited to the following:

1. A narrative response to Categories A through F (listed below), no more than 3 pages long, single-sided, double-spaced, in 11-point font, with one-inch margins.
2. A 1-page proposed project line item budget, as described in Category G.

The Project Proposal Narrative includes the following categories:
(Use the following headings and letters to organize your Project Proposal Narrative)

A) **Organization's Background (15-point maximum)**

- Describe the organization's mission statement.
- Describe past experience and success, as they pertain to administering similar projects.

B) **Proposed Project/Goals and Objectives (25-point maximum)**

- Provide a detailed description of the proposed project; include production titles and details if applicable.
- Outline the goals and objectives to be achieved through this grant request and how the agency will accomplish those goals and objectives.
- Provide information describing what is unique and innovative about the proposed project.

C) **City of Santa Clarita Community Need and Benefit (20-point maximum)**

- Describe the City of Santa Clarita community need for the proposed project and include any data that identifies and supports the need for the project.
- Identify what the benefit of the proposed project will be to the community and how the community will be made aware of the project.
- Identify the target population who will receive the proposed program's services and how this population will be selected.

D) **Future Funding to Sustain Program/Matches (10-point maximum)**

- Outline how the organization plans to sustain this program/performance beyond the current year of grant funding.
- List any dollar or in-kind match that will be made to the proposed project.
- Describe if the proposed program or project would be possible without the grant funding being requested.

E) **Evaluation Method (10-point maximum)**

- Clearly identify how and what method the organization will use to measure the success of the program as it relates to its quality and overall impact on the community.

F) **Project Timeline Identifying Key Activities (10-point maximum)**

- Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
- The timeframe should list chronologically all activities necessary to complete the project, and include the start and end dates for each activity.

G) **Project Line Item Budget (10-point maximum)**

- Attach a separate page with a line item budget for the proposed project/program that details how the grant funds will be spent on the program/project/performance.
- If the project budget is larger than the City grant amount requested, provide a separate line item budget showing the overall project/program budget and how the City grant funds will be used. *(Sample project line item budget is enclosed for reference.)*

SAMPLE PROJECT LINE ITEM BUDGET

Organization Name: SCV Non-Profit Organization
Proposed Project Title: Really Great Program to Benefit Community
Requested Amount: $4,500

	Project Budget	Required Grant	Grant Budget Line Item Description
INCOME			
A. Contributed			
City of Santa Clarita	4,500	4,500	City Grant
Individual Contributions	1,500		
Business/Corporations	1,000		
Foundations			
Fundraising Events	800		
Subtotal Income Contributed:	**7,800**	**4,500**	
B. Earned			
Admissions/Entry Fees	1,200		
Product Sales/Concessions	300		
Subtotal Income Earned:	**1,500**	**-**	
TOTAL PROJECT INCOME	**9,300**	**4,500**	
EXPENSES			
A. Personnel			
Administrative	3,000		
Technical			
Artistic			
Subtotal Personnel	**3,000**	**-**	
B. Operating Expenses			
Facility Rental			
Supplies	1,600	800	wood, hardware, paint
Printing	800	800	publicity flyers, posters
Contractual Services	500		
Professional Services	1,500	1,500	specialized consultant svc
Promotion & Publicity	1,000	600	educational brochures
Equipment	900	800	tools, supplies
Utilities			
Insurance			
Subtotal Operating Expenses:	**6,300**	**4,500**	
TOTAL PROJECT EXPENSES	**9,300**	**4,500**	

** For ARTS Grants Applicants Only **

SMU DataArts Information

Please provide your SMU DataArts (formerly California Cultural Data Project) **City of Santa Clarita** Budget Report from www.culturaldata.org. For information on how to acquire this report see the instructions below:

What to Have on Hand (from the past two fiscal years):
- 990 tax form
- Financial audit or Board-approved internal financial records
- Itemized list of all donations
- Attendance statistics
- Website statistics

Getting Started
- Go to www.culturaldata.org and select 'Get Started'.
- We suggest watching the instructional video by clicking "Watch this instructional video" in the description.
- Click 'New Users Create an Account.'
- Fill out the online form. Be sure to choose a password you will easily remember and write it down in a safe place.
- Click 'Start a Survey' and enter the information requested on the form.

Completing the Data Profile
- Fill in the Data Profile sections in any order by selecting the section numbers on the top or bottom of each page. There is *no time limit*. Save and come back to it at any time.
- General instructions for each section can be accessed by selecting the 'Form Instructions' button located at the top right side of each page. To access line-by-line instructions, select the orange question mark button on the right-hand side of each line item.

General Tips
- When entering financials, use whole dollar amounts.
- Certain sections require radio button selections to indicate if your entry is actual, estimated, not available, or not applicable. 'Not Applicable' means that the line item is not relevant to your organization. 'Not Available' indicates data not being tracked by your organization.
- Boxes that appear shaded indicate areas that do not apply for most organizations. However, if this box is relevant to your organization, please use it.
- Fill out a **new Data Profile once per year**, after your annual audit, review or internal financial records are final and board-approved.

(Continue on Next Page)

- First-time users are encouraged to submit **two** fiscal years of data. Start with the earliest year first. When you enter the later year, totals from the prior year appear on the screen.
- Each line of the Profile has a 'Notes' button, indicated by a pencil icon on the right side of each line item. Select this to make notes for yourself as to how you filled out the form. Notes from previous years will appear in the Notes window to help you enter data consistently.

Submission Process
- When you have finished entering data, you'll need to go through the 'Check & Submit' process. This process will check your information for possible errors and submit your Data Profile for review by SMU DataArts staff.
- Once submitted, you can generate Funder Reports and other reports using the information from the Data Profile.
- After you submit the Profile, SMU DataArts staff will review it. You will receive an email listing any potential discrepancies, suggestions for consistency between financial and non-financial data and additional information on best practices. Be sure to call the Help Desk and address any concerns to ensure your Profile can be marked as Complete and be eligible to be included in Comparison Reports and research efforts.

Funder Reports
- When you have finished entering your organization data and your Profile has completed review, please visit https://da.culturaldata.org/find-grants and search for "City of Santa Clarita Arts and Events Office."
- Click on 'City of Santa Clarita Arts Grants Program,' and a box will pop-up.
- Click on 'Generate Report,' and the system will create the Funder Report, which can be saved and then submit the report with your grant application.

Available Assistance
- Online training materials are available on the SMU DataArts website, www.culturaldata.org or you can email help@culturaldata.org or call 1-877-707-DATA (877-707-3282) for assistance.

*Arts applicants unable to provide SMU DataArts information must provide an organizational budget document.