



City of
SANTA CLARITA

COMMUNITY SERVICES GRANT PROGRAM

2027 Information Packet



COMMUNITY SERVICES GRANT INFORMATION PACKET

PURPOSE

The Community Services Grant Program is designed to assist and support community-based, nonprofit organizations in providing community service 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.

PROGRAM TIMELINE

- Public Information Meeting: Friday, September 18, 11:00 a.m.
- Grant Application Deadline: Friday, October 23, 5:00 p.m.
- Grant Awardee Recommendations Presented to the City Council: Tuesday, January 26, 6:00 p.m.
- Grant Awardees Notified: Wednesday, January 27, 2027

ELIGIBILITY

Organizations must be an incorporated, tax-exempt nonprofit, recognized by the IRS and must provide proof of their 501(c)3 status.

PROJECT ELIGIBILITY

Eligible **Community Services** grant projects must primarily focus on community service projects, programs, and/or services that benefit City of Santa Clarita residents. Organizations can apply for up to \$5,000 for eligible projects.

Examples of eligible projects include:

- One-time projects or programs
- Program enhancements
- Pilot programs
- Capital expenditures
- Rental fees
- Special supplies

Ineligible expenses include:

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

APPLICATION REQUIREMENTS

Applicants must submit the following documents in their application. Failure to submit any verification documents may result in disqualification.

Proposal Documents

- Grant Application Form
 - This is an online form where all other documents are uploaded.
- Project Proposal Narrative
 - Shall not exceed three pages and must include the following information, in alignment with scoring criteria:
 - Organization's Experience and Track Record (25 points)
 - Describe the organization's mission statement.
 - Describe past experience and success, as they pertain to administering similar projects.
 - Proposed Project and Goals/Objectives (25 points)
 - 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 organization will accomplish those goals and objectives.
 - Provide information describing what is unique and innovative about the proposed project.
 - City of Santa Clarita Community Impact (20 points)
 - Describe the 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.
 - Evaluation Method (10 points)
 - 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.
 - Project Timeline Identifying Key Activities (10 points)
 - Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
 - The timeframes should list chronologically all activities necessary to complete the project, and include the start and end dates for each activity.
- Line Item Budget (10 points)
 - Attach a separate page with a line item budget for the proposed project/program that details how the grant funds will be spent.
 - A template is provided for reference.

Verification Documents

- 501(c)3 verification
- Federal Form 990, 990-EZ, or 990-N for the most recent tax year
- Board of Directors list

Optional Document

- Promotional Attachment

Applicants may receive feedback regarding their proposed program or the prior year's submission from the City grant coordinator. The coordinator does not rate the applications or influence funding recommendations.

CONDITIONS OF FUNDING

- Failure to follow the directions as outlined in this information packet and all associated application materials may result in grant submittal being rejected.
- The City may request additional information on the proposed project and organization.
- The City may recommend funding levels below the amounts requested by the organization, either due to the merit of the application or the available budget. This is a competitive process and there may be projects that are not funded.
- Organizations approved to receive funds must enter into a Grant Agreement with the City.
- The City has the option to require insurance certificates with endorsements to complete the Grant Agreement and release the funds. If insurance certificates are required, they must be provided by March 31.
- Successful grant recipients must expend the funds within the awarded calendar year. Any un-expended funds must be returned to the City.
- Organizations are required to submit a Final Report within three months of implementing or completing the project.
 - The Final Report shall contain narrative and quantitative information and documentation of grant expenditures, including all receipts or invoices. A template is attached.
 - Failure to submit a Final Report will result in the City requiring reimbursement of grant funds and will result in automatic disqualification from applying for any City grant programs in future years.
- The City has the right to conduct a program/fiscal site visit before and/or after award of grant, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.

ADDITIONAL QUESTIONS

Please contact Kyle Lopez, Management Analyst, at (661) 286-4146 or kdlopez@santaclarita.gov, or visit santaclarita.gov/grants