

# PRESS RELEASE



January 18, 2017

FOR IMMEDIATE RELEASE

## **Grant requests to be received by the City of Seal Beach**

Many of the City's organizations provide a volunteer resource that is critical to the support and ongoing success of various City programs and recreation services. In May of 2012, the City of Seal Beach adopted a Contribution Policy to assist with this ongoing effort.

This policy was designed to formalize the process for which a non-profit, not-for-profit, or a community service organization can request support from the City. The policy establishes a formal and fair method for providing direct and indirect support for organizations.

Direct funding is defined as cash grants for services provided, while indirect funding is defined as in-kind services such as staff support, facility fee waiver, equipment usage, permit fee waivers, and printing services.

Applications are available and will need to be submitted to the Community Services Department. The deadline to submit an application is **Thursday, February 16, 2017 at 5:00 p.m.**

All requests will be openly discussed in the City's budget hearings and requests to the City during other parts of the year will not be considered.

If there are any questions, please contact David Nett with the City of Seal Beach at (562) 431-2527 Ext. 1339.



# City of Seal Beach

## Application Non-Profit Organization Grant

### Program Overview

The City of Seal Beach City Council established a non-profit grant contribution program aimed at providing funding support to non-profit organizations. City of Seal Beach based non-profit, not for profit, or other community service organizations, who show that the group's charitable events and activities give back to the Seal Beach Community, have the opportunity to request direct and indirect funding support. Direct costs are cash grant requests for services provided while indirect costs are associated with items such as facility use, waiver of application fees, and staff support.

The program will be for a one-year request of funding. The grant process will coincide with the City's budgeting process for every fiscal year. Applications will be reviewed by staff and presented to the City Council for deliberation; any financial support awarded will take effect after July 1<sup>st</sup> of each fiscal year. Organizations that have been approved for direct funding must provide an invoice to the City after the service or program has been rendered in order to receive payment.

### Eligible Organizations

1. Organizations must have at least 60% of membership living in Seal Beach or attending Los Alamitos Unified School District; and
2. Organization must justify that proceeds benefit the community and residents of the City of Seal Beach; and
3. Organizations must have an active non-profit business license in the City of Seal Beach.

### General Criteria for Requests

1. Use of the community facilities designated below can be requested under this program.

Senior Center	Fire Station 48 Community	Blue Bell Park
Marina Center	Room	North Seal Beach Center
Marina Park	McGaugh Gym	Heather Park
Arbor Park	Seal Beach Tennis Center	McGaugh Pool
Eisenhower Park	Beach & Beach Parking Lots	
2. Organizations can request a maximum of 12 uses of the designated facilities in one 12 month period.
3. Use of the designated facilities on a Friday, Saturday, or Sunday is limited to no more than 2 uses, for a maximum of six 6 hours each, based on availability.
4. Organizations must maintain all Community Services & Recreation facility usage, responsibilities, regulations and policies, including clean up and utility fees.
5. Organizations must provide Special Event or General Liability Insurance coverage of at least \$1 million and list the City of Seal Beach as additionally insured.
6. All requests for direct funding must be accompanied by an event budget that identifies costs associated with the event and the requested direct funding amount. Proof of cost, in the form of cost estimates, catalogue pricing, receipts, etc. must be included.
7. Awardees from previous years must submit a Community Event Grant Report.

**Application deadline: Thursday, February 16<sup>th</sup>, 2017 by 5:00 p.m.**

## **Application Checklist**

*The following items MUST be included at the time of submission or the application will be deemed incomplete and will NOT be accepted for processing.*

- Application Form, fully completed and signed
- Community Event Grant Report *(All organizations who received a grant in a previous year)*
- Direct Fund Requests: Provide proof of costs for all direct funding requests *(receipts, estimates, catalog pricing, etc.)*



# City of Seal Beach Application Non-Profit Organization Grant

Case No. \_\_\_\_\_

Organization Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

## CONTACT INFORMATION

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business License Number \_\_\_\_\_

## EVENT INFORMATION

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Location: \_\_\_\_\_

DESCRIBE EVENT ACTIVITIES: \_\_\_\_\_

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IDENTIFY ANY CO-SPONSORS OR JOINT PARTICIPANTS: \_\_\_\_\_

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IDENTIFY TARGET AUDIENCE / WHO IS THE EVENT TARGETED TO: \_\_\_\_\_

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Application deadline: Thursday, February 16<sup>th</sup>, 2017 by 5:00 p.m.

**COMMUNITY BENEFIT**

DESCRIBE COMMUNITY INVOLVEMENT IN EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPLAIN WHO THE EVENT WILL BENEFIT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIBE USE OF ANY FUNDS RAISED BY THE EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPLAIN WHY A GRANT IS REQUESTED FOR THIS EVENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JUSTIFY COSTS REQUESTED (attach a proposed event budget and proof of cost) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Seal Beach Application Non-Profit Organization Grant

Park or Facility Request	Hours	Quantity/Room	For Office Use Only	
			Rate	Total
<i>Location:</i>				
<b>Equipment/Materials Request</b>				
Banner			each	
Barricades			each	
Canopies			each	
Chairs			each	
Tables			each	
Portable Public Address System			each	
Printing			actual cost	
Printing in the Recreation Guide				
<b>Staff Time Request</b>				
Police Support			actual cost	
Public Works Staff			actual cost	
Recreation Staff Support			actual cost	
Life Guard				
<b>Fee Waiver Request</b>				
Special Event Permit			\$159	
Parking Permit				
<b>Total Indirect Funding Request</b>				

**PROVIDE INFORMATION BELOW TO IDENTIFY ALL DIRECT FUNDING REQUESTS**

Direct Funding Request: \_\_\_\_\_ Total Event Cost: \_\_\_\_\_  
(estimate if actual cost unknown)

- Provide a detailed description of all proposed expenditures, costs, benefit to the event, and benefit to the community.
- Proof of cost must be provided as an attachment to the application for all direct funding requests.
- Provide a separate sheet if necessary to identify additional costs.

Item	Cost	Proof of Cost	Event Use	Community Benefit

I/ \_\_\_\_\_ (NAME) OF THE \_\_\_\_\_ (ORGANIZATION)  
 HEREBY CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND ACCURATE. MY SIGNATURE BELOW  
 HEREBY CERTIFIES, BY PENALTY OF PERJURY, THAT THE INFORMATION SUBMITTED IN CONNECTION WITH THIS  
 APPLICATION IS TRUE AND CORRECT.

\_\_\_\_\_  
 SIGNATURE DATE

**Application deadline: Thursday, February 16<sup>th</sup>, 2017 by 5:00 p.m.**