



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 1st 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 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.)*



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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: _____

IDENTIFY ANY CO-SPONSORS OR JOINT PARTICIPANTS: _____

IDENTIFY TARGET AUDIENCE / WHO IS THE EVENT TARGETED TO: _____

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)_____



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COMPLETE THE TABLE BELOW TO IDENTIFY ALL INDIRECT FUNDING REQUESTS

			For Office Use Only	
Park or Facility Request	Hours	Quantity/Room	Rate	Total
<i>Location:</i>				
Equipment/Materials Request				
Banner			each	
Barricades			each	
Canopies			each	
Chairs			each	
Tables			each	
Portable Public Address System			each	
Printing			actual cost	
Printing in the Recreation Guide				
Staff Time Request				
Police Support			actual cost	
Public Works Staff			actual cost	
Recreation Staff Support			actual cost	
Life Guard				
Fee Waiver Request				
Special Event Permit			\$155	
Parking Permit				
Total Indirect Funding Request				

PROVIDE INFORMATION BELOW TO IDENTIFY ALL DIRECT FUNDING REQUESTS

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

<ul style="list-style-type: none"> • 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