

**CITY OF DANA POINT**  
**AGENDA REPORT**

Reviewed By:	
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**DATE: MARCH 22, 2006**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ELIZABETH EHRING, CITY CLERK**

**SUBJECT: CHARITABLE GRANT FUNDING APPLICATION**

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**RECOMMENDED ACTION:**

It is recommended that the City Council approve the staff recommendation to provide partial charitable grant funding in the amount of \$5,000 to the Capistrano Valley Symphony (CVS) for student concerts.

**ISSUE:**

Shall the City Council approve one-half of the funding (\$5,000) requested by the Capistrano Valley Symphony for two 45-minute concerts in April and May 2006 for fourth through sixth graders?

**BACKGROUND:**

At the October 26, 2005 Council Meeting, the Council took action to approve revisions to Council Policy No. 116 which provides a uniform application process for community based non-profit organization funding (Supporting Document A). The current two-year budget includes \$50,000 in each year for charitable grants. This application filed by the Capistrano Valley Symphony is the third one received since the approval of the new application process. The first application was filed by the Dana Point/Capistrano Beach Historical Society and approved by the City Council in the amount of \$8,550 at its meeting of January 11, 2006. The second application was filed by the Lantern Village Association and approved by the City Council in the amount of \$3,850 at its meeting of February 8, 2006, leaving a balance of \$37,600 in the Community Grant fund.

**DISCUSSION:**

The attached grant application (Supporting Document B) was filed by the CVS with the City Clerk's Office on March 8, 2006. Total funds in the amount of \$10,000 are being requested to provide two 45-minute concerts to serve 3,800 fourth, fifth and

sixth graders in the Capistrano Valley School District. The \$10,000 in funding would provide the orchestra and conductor (\$8,500), and bus transportation to the concert (\$1,500). The CVS would provide \$500 for marketing efforts, as well as 15-20 volunteers to coordinate the event. The application has been reviewed by City staff and is deemed to be complete with all required information and supplemental tax and financial documents attached. The CVS is a 501 (c) (4) tax exempt organization as required by the policy.

Charitable Grant Requests Policy No. 116 clearly states that funding will be considered for groups, events or organizations that benefit the Dana Point community. The application sets forth that it is the mission of the CVS to provide free concerts for the broadest possible audience, and therefore the intent of CVS is to invite all schools in the district to send their 4-6<sup>th</sup> graders to the concerts. Of course, this means students attending schools in cities outside of Dana Point would be eligible to participate. It was also noted by CVS that Dana Point does not have a middle school, therefore those students who live in Dana Point but attend schools in neighboring cities would benefit from the concerts. Further, the Capistrano Valley School District, and not CVS, has jurisdiction over where the concerts are to be held based on attendance and availability. Normally an event with 1,800 in attendance requires the use of a school gym. The concert venue has not yet been determined pending available funding for the event. In order to benefit the Dana Point community, CVS will assign first priority for concert attendance to the Dana Point student residents, whether or not the concert venue is in Dana Point.

Because the proposed event is designed to serve all 4-6<sup>th</sup> grade students in the school district, Dana Point residents and non-residents, and because the CVS cannot guarantee the concert venue will be in Dana Point, staff is recommending the City Council approve partial charitable grant funding to the Capistrano Valley Symphony in the amount of \$5,000, with the caveat that students who reside in Dana Point will be provided first priority for concert attendance.

**NOTIFICATION AND FOLLOW-UP:**

Capistrano Valley Symphony

**STRATEGIC PLAN INITIATIVE:**

Achieve total excellence in municipal services and City administration/planning with excellent customer service and cost-effectiveness.

**FISCAL IMPACT:**

\$50,000 has been budgeted in Fiscal Year 2005-06 in Account 01-20-241 for local non-profit community grants. \$12,400 has been expended to date, leaving a balance of \$37,600.

**ALTERNATIVE ACTIONS:**

An alternative action as deemed appropriate by the Council.

**SUPPORTING DOCUMENTS:** **PAGE NO.**

A.	<a href="#">Council Policy No. 116</a> .....	4
B.	Grant Application (Hard copy provided) .....	6

**SUPPORTING DOCUMENT A****CITY OF DANA POINT  
COUNCIL POLICY**

<b>SUBJECT:</b>  <b><u>Charitable Grant Requests</u></b>	<b>PAGE:</b>  1 of 2	<b>EFFECTIVE DATE:</b>  10/26/99  <b>AMENDED DATE:</b>  9/26/00  10/26/05	<b>POLICY NO.:</b>  116
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**PURPOSE:**

To establish a process for approving requests for funding for groups, events, or organizations that benefit the Dana Point community.

**BACKGROUND:**

It has been the practice of the City of Dana Point since Fiscal Year 1999-00 to allocate funds to contribute to community-based programs and activities conducted by non-profit organizations which provide valuable services to the community of Dana Point.

In order to ensure a uniform process is followed for distributing the funds, the existing guidelines need to be revised, including the implementation of an application process.

**FUNDING PHILOSOPHY:**

The City Council will consider requests for funding received from community-based non-profit organizations during the regular budget process. Due to limited resources, not all requests can be funded. Therefore, it is the City Council's intention to evaluate each proposal and, based upon available funds and the merits of each proposal, provide money or other forms of assistance to those organizations which most effectively serve the needs and improve the well being of Dana Point Residents.

Further, the City Council encourages a goal of self-sufficiency for all community-based organizations seeking City funding. City grants are not intended to provide on-going funding to well-established programs or services, except where the City Council finds merit for funding consistent with the community-need philosophy stated in the paragraph above.

<b>SUBJECT:</b>  <u>Charitable Grant Requests</u>	<b>PAGE:</b>  2 of 2	<b>EFFECTIVE DATE:</b>  10/26/99  <b>AMENDED DATE:</b>  9/26/00  10/26/05	<b>POLICY NO.:</b>  116
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**POLICY:**

In order to efficiently and equitably respond to requests for funding, the following guidelines shall be followed:

- The City Council will determine the level of Charitable Grant funding every two years in conjunction with the City budget process.
- All Charitable Grant requests must be submitted on an application form that is available in the office of the City Clerk or can be downloaded from the City of Dana Point website ([www.danapoint.org](http://www.danapoint.org)). Completed applications must be filed with the City Clerk at least sixty (60) days prior to the date funds are needed
- The City Council will consider each grant request at a City Council Meeting. If staff validates a funding request for a particular group, event or organization, an agenda report will be prepared outlining the event or organization and amount of funding requested by the organization. In addition, the report will include the grant application form and any supporting materials from the organization requesting funding from the City.
- The agenda report shall be placed on the consent calendar for formal Council action. If approved, staff will process the contribution for the event or organization.
- No grants will be made for any political or religious activity.
- At the close of the fiscal year (June 30), all City appropriations cease and any unallocated funding will not be carried over to the next fiscal year.

**ATTACHED:**

**Charitable Grant Application**



**SUPPORTING DOCUMENT B**  
**(Hard Copy Provided)**