

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	x
CM	—
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DATE: MAY 24, 2006

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: KATHY M. WARD, ACTING CITY CLERK

SUBJECT: CHARITABLE GRANT FUNDING APPLICATIONS

RECOMMENDED ACTION:

That the City Council approve charitable grant funding totaling \$13,200 to the following organizations:

YMCA of Orange County, Beach Cities Branch	\$4,000
South Coast Medical Center	\$ 700
R.H. Dana Elementary School	\$3,000
Soroptimist International of Capistrano Bay	\$3,000
Pet Project Foundation	\$2,500

ISSUE:

Shall the City Council approve grant funding in the amount of \$13,200 requested by the YMCA, South Coast Medical Center, R.H. Dana Elementary School, Soroptimist International, and Pet Project Foundation for their respective programs that benefit the Dana Point community?

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.

The City Council has approved the following applications with a balance of \$32,600 for this fiscal year:

		<u>\$50,000</u>
Dana Point/Capistrano Beach Historical Society	\$8,550	\$41,450
Lantern Village Association of Dana Point	\$3,850	\$37,600
Capistrano Valley Symphony	<u>\$5,000</u>	\$32,600
Subtotal	\$17,400	

DISCUSSION:

The following five applications are listed in the order received at our office. A summary of each application is provided with staff's recommendation for grant funding.

1. YMCA OF ORANGE COUNTY (Beach Cities Branch)

Application date: March 13, 2006
 Amount requested: \$10,000
 Date funding needed: July 1, 2006
 Project date: September 1, 2006 – December 31, 2006
 Purpose: Elementary and teen middle school, academic, service learning and enrichment programs before and after school.

Summary/Status: The YMCA is in San Clemente, and it serves schools in Dana Point, San Clemente, and San Juan Capistrano. The requested funds will be used specifically for the afterschool program (staff, supplies) at Marco Forster Middle School. Of the students attending this afterschool program, 40% of these students reside in Dana Point. All documentation has been provided.

Justification: 40% of the students at Marco Forster reside in Dana Point (40% of \$10,000)

RECOMMENDATION: **\$4,000**

2. SOUTH COAST MEDICAL CENTER

Application date: March 20, 2006
 Amount requested: \$5,000 or more
 Date funding needed: Ongoing -- asap
 Project date: Calendar year 2006
 Purpose: To offset \$120,000 annual operational costs (3 employees & vehicle maintenance) for their free patient healthcare transportation program

Summary/Status: This program serves patients within 10 mile radius of the hospital, which mainly serves the cities of Laguna Beach, Laguna Niguel & Dana Point. Of the total number of patients they serve annually, 14% of the patients live in Dana Point. All documentation has been provided.

Justification: 14% of the patients using this service live in Dana Point. (14% of \$5,000)

RECOMMENDATION: **\$700**

3. R.H. DANA ELEMENTARY SCHOOL (Booster Club)

Application date: April 7, 2006
 Amount requested: \$3,000
 Date funding needed: June 1, 2006
 Project date: Last 2 weeks in May
 Purpose: R.H. Dana's Booster Club organizes and collects donations for the annual trip to Catalina Island for two fifth-grade classes

Summary/Status: Total cost for this trip through Ocean Institute is \$11,300. The Booster Club has collected \$8,300 through donations. All the students at R.H. Dana are residents of Dana Point and 85% of these families at this school qualify for free or reduced price lunches. All documentation has been provided.

Justification: All 5th grade students going to Catalina reside in Dana Point.

RECOMMENDATION: **\$3,000**

4. SOROPTIMIST INTERNATIONAL OF CAPISTRANO BAY

Application date: April, 18, 2006
 Amount requested: \$3,000
 Date funding needed: June 2006
 Project date: May 2006
 Purpose: Provide financial aid to young women from foster homes/foster care system as they attend a four year college. They serve cities in South Orange County.

Summary/Status: Specifically, they would like to use this grant to give to three senior girls residing in Dana Point attending either DHHS or SCHS. All documentation has been provided.

Justification: The three High School senior girls all live in Dana Point.
RECOMMENDATION: **\$3,000**

5. PET PROJECT FOUNDATION

Application date: April 20, 2006
 Amount requested: \$5,000
 Date funding needed: July 2006
 Project date: September 29, 2006
 Purpose: As the volunteer organization supporting the San Clemente/Dana Point Animal Shelter, they would like to subsidize the cost of their major fundraiser, "Tail of Two Cities," a silent auction dinner on 9/29 at the Ritz-Carlton.

Summary/Status: Proceeds from this fundraiser provide 1/3 of their annual budget to assist over 1,000 shelter animals each year with medical care, food, etc. All documentation has been provided.

Justification: The San Clemente/Dana Point Animal Shelter serves two communities. (50% of \$5,000)
RECOMMENDATION: **\$2,500**

With a current balance of \$32,600, listed below summarizes the five pending applications with staff's recommendations for funding:

		<u>\$32,600</u>
YMCA of Orange County (Beach Cities Branch)	\$4,000	\$28,600
South Coast Medical Center	\$ 700	\$27,900
R.H. Dana Elementary School	\$3,000	\$24,900
Soroptimist International of Capistrano Bay	\$3,000	\$21,900
Pet Project Foundation	\$2,500	\$19,400

NOTIFICATION AND FOLLOW-UP:

YMCA of Orange County, Beach Cities Branch
 South Coast Medical Center
 R.H. Dana Elementary School
 Soroptimist International of Capistrano Bay
 Pet Project Foundation

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. \$17,400 has been expended to date. The current requests for grant funding would leave a remaining balance of \$19,400.

ALTERNATIVE ACTIONS:

An alternative action as deemed appropriate by the Council.

SUPPORTING DOCUMENTS: PAGE NO.

A.	Council Policy No. 116	6
B.	Grant Applications (Hard copies provided)	8

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

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

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

SUPPORTING DOCUMENT B
(Hard Copies Provided)