

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

Reviewed By:	
DH	x
CM	x
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**DATE: JULY 12, 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 \$13,500 to the following organizations:

Dana Point Lighthouse Society	\$8,500
Pet Project Foundation	\$5,000

**ISSUE:**

Shall the City Council approve grant funding in the amount of \$13,500 requested by the Dana Point Lighthouse Society 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.

**DISCUSSION:**

The City Council has \$50,000 available for grant funding in fiscal year 2006-07. These are the first two applications requesting funding for this fiscal year.

The following 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. DANA POINT LIGHTHOUSE SOCIETY

Application date: June 7, 2006  
Amount requested: \$8,500  
Date funding needed: September 1, 2006  
Project date: October 2006 – May 2007  
Purpose: To provide rotating educational exhibits, provide educational programs relating to maritime history of Dana Point, and produce replicas of California lighthouses.

Summary/Status: The Dana Point Lighthouse Society is located in Dana Point since 2000. In order to accomplish their goals listed above, they need to purchase various supplies and equipment. Their educational programs will be presented at the schools in Dana Point and their replicas will be placed in Dana Point locations. All documentation has been provided.

Justification: All educational programs/replicas will be conducted in Dana Point.

RECOMMENDATION: **\$8,500**

## 2. PET PROJECT FOUNDATION (PPF)

Application date: June 21, 2006  
Amount requested: \$5,000  
Date funding needed: September 1, 2006  
Project date: Ongoing  
Purpose: As the volunteer organization supporting the San Clemente/Dana Point Animal Shelter, PPF wants to spay/neuter 30 cats, reducing the number of cats sheltered and at Animal Shelter.

Summary/Status: Funding will be used to pay veterinarians' fees for spaying and neutering cats in Dana Point. These funds would also include rabies shots, flea treatments and other medical treatment as required. All documentation has been provided.

Justification: This project would provide services to Dana Point cats only.

RECOMMENDATION: **\$5,000**

With a current balance of \$50,000, listed below summarizes the two applications with staff's recommendations for funding:

		<u>\$50,000</u>
Dana Point Lighthouse Society	\$8,500	\$41,500
Pet Project Foundation	\$5,000	\$36,500

**NOTIFICATION AND FOLLOW-UP:**

Dana Point Lighthouse Society  
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 2006-07 in Account 01-20-241 for local non-profit community grants. The current requests for grant funding would leave a remaining balance of \$36,500.

**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 Applications (Hard copies 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.

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