

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	x
CM	x
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DATE: AUGUST 23, 2006

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: KATHY M. WARD, ACTING CITY CLERK

SUBJECT: CHARITABLE GRANT FUNDING APPLICATION

RECOMMENDED ACTION:

That the City Council approve charitable grant funding totaling \$1,200 to the following organization:

Toby's House	\$1,200
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ISSUE:

Shall the City Council approve grant funding in the amount of \$10,000 requested by Toby's House 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. This is the third application requesting funding for this fiscal year.

At the July 12, 2006 City Council meeting, the City Council approved \$8,500 to the following organizations:

Dana Point Lighthouse Society	\$3,500
Pet Project Foundation	\$5,000

This leaves a balance of \$41,500 remaining for FY 06-07 charitable grants.

A summary of Toby's House application is provided with staff's recommendation for grant funding.

1. TOBY'S HOUSE MATERNITY HOME (Capistrano Beach and Dana Point)

Application date:	July 28, 2006
Amount requested:	\$10,000
Date funding needed:	October 15, 2006
Project date:	October 15, 2006 – October 14, 2007
Purpose:	To assist homeless and pregnant women as they rebuild their lives through education, counseling and training. Toby's House provides services of a Case Manager, bus passes, clothing, and daycare for the first 30 days.

Summary/Status: Toby's House was founded in 1998. They now have three homes which are located in Capistrano Beach, Monarch Beach and Mission Viejo. This application specifically requests funds for the Capistrano Beach and Monarch Beach homes which serves 25 homeless and pregnant women with their pre-school age children as they get "back on their feet" and secure a job. Toby's House subsidizes women for childcare, clothing and transportation costs. All documentation has been provided.

Justification: The grant money will be used specifically to assist pregnant and homeless women at their two Dana Point locations. Twelve percent of the women and children served are from Dana Point.

RECOMMENDATION: **\$1,200 (12% of \$10,000)**

NOTIFICATION AND FOLLOW-UP:

Toby's House Maternity Home

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 request for grant funding would leave a remaining balance of \$40,300.

ALTERNATIVE ACTIONS:

An alternative action as deemed appropriate by the Council.

SUPPORTING DOCUMENTS: **PAGE NO.**

A.	Council Policy No. 116	4
B.	Grant Applications (Hard copy provided)	6

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 Copy Provided)