

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

Reviewed By:	
DH	X
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CA	___

**DATE: NOVEMBER 8, 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 \$5,000 to the following organizations:

The Laguna Playhouse	\$3,600
South Coast Medical Center	\$1,400

**ISSUE:**

Shall the City Council approve grant funding requested by The Laguna Playhouse and South Coast Medical Center 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 four and fifth applications requesting funding for this fiscal year.

To date, the City Council has approved \$9,700 to the following organizations:

Dana Point Lighthouse Society	\$3,500
Pet Project Foundation	\$5,000
Toby's House	\$1,200

This leaves a balance of \$40,300 remaining for FY 06-07 charitable grants.

A summary the applications for The Laguna Playhouse and South Coast Medical Center are provided with staff's recommendation for grant funding.

## **1. THE LAGUNA PLAYHOUSE**

Application date: October 12, 2006  
 Amount requested: \$5,000  
 Date funding needed: January 1, 2007  
 Project date: November 4, 2006 – June 15, 2007  
 Purpose: To present their TheatreReach: Bringing Books to Life educational outreach program to three schools in Dana Point. The goals of TheatreReach are 1) to strengthen student achievement in reading, language arts and social studies by bring books to life; and 2) to expose students to live theatre experiences.

Summary/Status: This educational outreach program will offset costs to provide their TheatreReach program to two schools in Dana Point: Richard Henry Dana Elementary School and St. Edwards the Confessor Parish School. All documentation has been provided.

Justification: The grant money will be used specifically to fund their outreach programs to two Dana Point schools. Since the Laguna Playhouse will provide three performances, their amount requested is divided by three (1/3 of \$5,000) which equals \$1667.00 per performance. At RH Dana, all of the children that attend are from Dana Point. At St. Edwards, 16% of the children that attend are from Dana Point.

RECOMMENDATION: **\$3,600 (\$3,334 for RH Dana + \$266 for St. Edwards)**

## **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 2007

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.

Recommendation: **\$1,400 (14% of \$10,000)**

**NOTIFICATION AND FOLLOW-UP:**

The Laguna Playhouse and South Coast Medical Center

**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 \$35,300.

**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 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)**