



Staff Report

July 8, 2014

TO: Honorable Mayor and Town Council
FROM: Roger Carroll, Finance Officer
DATE: July 1, 2014
RE: Community Mini-Grant Program

RECOMMENDED ACTION:

Adopt Program.

ISSUE STATEMENT AND DISCUSSION:

During the budget discussion for the 2014/2015 fiscal year concerns were raised regarding the methodology used for the Council to grant funds to community organizations. An ad hoc committee was established and met and discussed the program and proposes the following:

The Town of Loomis Community Mini-Grant Program will be funded each year as follows:

- \$15,000 for Competitive Awards.
- \$1,500 for Perpetual Awards.
- \$1,500 as Emergency Reserve."

The Competitive Awards will be awarded to local community organizations based on an Ad Hoc committee's review and evaluation of applications (see attached) received during the open application period. The open application period will run from March 1 through April 30 of the months preceding the budget year. For the 2014/15 fiscal year only, this period will be modified to be July 15, 2014 through September 15, 2014.

The Perpetual Awards are granted to organizations that have had many years of history with the Town and have projects that intrinsic to the community. They are:

- Loomis Basin Chamber of Commerce – Town sponsorship of the annual Eggplant festival - \$500.00
- Del Oro High School – Town sponsorship of the annual Sober Graduation - \$500.00

- Del Oro Golden Eagle Band Supporters – Town sponsorship of the annual Golden Eagle Band Spectacular

The Emergency Reserve is to be set aside for true emergency funding to community organizations. Such requests will be addressed by the Ad Hoc committee and either awarded or recommended for normal application during the subsequent application period.

The Ad Hoc committee will be two Councilmembers appointed by the Mayor. It is recommended that the Councilmembers be appointed to the committee on a rotating basis.

POLICY AND/OR FINANCIAL IMPLICATIONS:

This action commits the budget to up to \$18,000.

Attachments: Community Mini-Grant application

Loomis Town Council Grants and Awards Application Packet

Thank you for your interest in working with the Town of Loomis. A complete application will include all of the above forms Enclosed in this packet are the following:

- 1.** Certification form
- 2.** Application form
- 3.** Budget/Reimbursement Form

Please note: the Budget/Reimbursement Form will be submitted twice; first with the packet requesting a grant, and should a grant be awarded, second to request reimbursement after the project is completed. Actual receipts or other documentation need not be attached, but may be requested at a later date to support Town of Loomis disbursements.

For questions for assistance in completing this application, please call Roger Carroll at the Loomis Town Hall, 652-1840.

You can receive these forms by e-mail by sending an e-mail request to rcarroll@loomis.ca.gov.

Grant Application for Loomis Town Council Grants and Awards, Budget Year 2014-2015

Certification Form

Check one: Individual Non-Profit Organization Other
(Specify) _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () - _____ FEIN or SSN (required before release of funds): _____

I hereby certify that all documents and statements included in this application are true to the best of my knowledge. I further acknowledge that the Town of Loomis is not liable for loss or damage of this application or the attached documentation. I further understand the following as it relates to my project:

1. I will announce and seek active participation from Town residents
2. I will comply with all instructions set forth in the application packet
3. I will submit project receipts and progress reports as agreed to
4. I will spend funds only as allocated and designated
5. I will complete and submit the Budget/Reimbursement request form and return any remaining funds within 30 days of closing date of project

Signature

Date

Grant Application for Loomis Town Council Grants and Awards, Budget Year 2014-2015

Application Form

Project Title _____

Starting Date _____ Amount Requested _____

1. Give a brief but concise description of the project:

2. What is the goal you hope to accomplish by this project:

3. List the specific activities that will take place to accomplish your goals.

Loomis Town Council Grants and Awards Project Budget and Reimbursement Form

Applicant:

Project Title:	Budget	Actual
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Funding Sources	Town Funds	Matching	Total	Town Funds	Matching	Total
Requested from the Town of Loomis						
Matching Funds (please list)						
Total Funding Sources						
Cost of Program						
Personel						
Benefits						
Travel						
Supplies						
Occupancy						
Contracted Services						
Communications						
Other (Please Itemize below)						
Total cost of Program (should equal Total Funding						