



## **CITY OF SOLVANG HUMAN SERVICES GRANT FUNDING POLICIES AND PROCEDURES**

The Solvang City Council recognizes the importance of the human services and programs and organizations that serve community residents. As part of the annual budget process and financial plan development, the City Council shall appropriate such funds as it deems prudent and reasonable to award grants to non-profit community service organizations.

### **Policy**

- A. Organizations must provide services for Solvang residents.
- B. Grants shall not be available to organizations who intend to directly or indirectly act as a conduit to provide the grant funding to other organizations.
- D. The City will prioritize funding for senior citizen services.
- E. City grant funds may not be used by the agency for administrative/overhead types of costs.

### **Procedures**

- a. Due to COVID-19 Pandemic application process has delayed. We request that organizations wishing to apply for grant funds do so by June 7 utilizing streamlined short application form attached.
- b. Staff will review applications for completeness and incomplete applications will be returned to the requesting organization.
- c. Copies of all funding applications received will be provided to all City Council members and will be considered by Council on June 22 as part of budget adoption hearing.
- d. A representative from the requesting agency must be available for questions from the City staff and/or City Council related to their grant funding application and must attend and present at the annual City budget hearing.
- e. Following adoption of the annual City budget and execution of City standard Grant Funding Contract with the City, the City will disburse the funds within 30 days.