

CITY OF LAKE ELSINORE  
CITY MANAGER'S OFFICE  
COMMUNITY SUPPORT PROGRAM



[www.lake-elsinore.org](http://www.lake-elsinore.org)

# Community Support Program Policy

Each Fiscal Year, the City of Lake Elsinore may allocate funds in its Operating Budget for community support programs within the City of Lake Elsinore.

## Purpose

The purpose of this policy and application is to establish processing and evaluation criteria for funding requests received from community-based organizations that provide community support programs to Lake Elsinore residents. Each fiscal year, the City of Lake Elsinore may allocate funds toward the Community Support Program ( “Community Support Program” ) to serve as a funding resource to nonprofit organizations that provide programs or services that benefit Lake Elsinore residents.

## General Policy

This policy provides a statement of guidelines and criteria for distributing Community Support grants. Community Support funds are intended to augment the efforts of non-profit organizations to benefit residents, neighborhoods and communities in Lake Elsinore. It is the City’s policy to have a program that can ensure all requests are evaluated consistently prior to entering into agreements for specific measurable services. Once the agreement is executed, the City will hold recipients accountable for providing the agreed upon services within the specified time frame.

## Funding Philosophy

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests can be funded. It is not the City’ s intention to fund each request received but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improves the well-being of the residents of Lake Elsinore.

Special consideration is given to proposals that replace or enhance services the City is responsible for providing. The City also puts a higher priority on projects/programs that have a broad community appeal.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing grants to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

## Eligibility

To be eligible for funding, organizations:

- Must be tax exempt;
- Must be non-profit (and must be able to provide the 501(c) 3 status form);
- Cannot include salaries as part of their funding request;
- Cannot include scholarships to high school or college students as part of their funding request;
- Cannot include debts as part of their funding request;
- Project / Service must benefit the general community of Lake Elsinore residents.

### **Guidelines**

By law, all community support grant funds may only be expended for a public purpose for the City of Lake Elsinore and must comply with all applicable laws. The program or service recommended for funding must be a social welfare program which benefits the general community of Lake Elsinore residents, including promotion of the City. Funds can only be granted to tax exempt IRS 501(c)(3) corporations. Expenditures which will involve a mass mailing cannot violate the Political Reform Act regulations involving mass mailings. The City Council authorizes the City Manager to make administrative modifications to the program and application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of funds from one fiscal year to another. Any funds that were not allocated by the end of the fiscal year will be returned to the City's General Fund.

The program or service should benefit the general community of Lake Elsinore residents. The Community Support grant will generally not exceed \$5,000 per organization per fiscal year.

### **Procedure**

All eligible entities shall complete an application for Community Support Funding. Any Non-profit agency/organization located in or providing services in the City of Lake Elsinore may apply for Community Support Funding. The application must include a full explanation about the proposed use of the money and include a detailed budget. The application shall be submitted to the City, who would then review the application for completeness. Applying for funds does not ensure that the request will be granted.

Community Support Funding is limited to organizations that have completed the Internal Revenue Service (IRS) process to be designated a 501(c)(3), not-for-profit organization. Formal non-profit status must be up-to-date and submitted as requested on the application. Applicants must be in good standing. Non-profit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

Applications are reviewed by the City. Funding for the program is limited and some applications, while worthy, will not be funded due to limited resources.

The contents of the Application shall (at a minimum) include the following:

- Name of organization;
- Organizational history;
- Description of Project/Program, including a physical address of project/program/event;
- Project/Program benefit;
- Organization objective;
- Project/Program budget;
- Areas served;
- Population served;
- Financial information on the requesting organization;
- Compliance documentation up-to-date for any previous Community Support Funding grants awarded to your organization;
- Signed acknowledgement by the recipient of what is required of them.

Applicants who sign the application enter into a written agreement with the City that specifies the responsibilities of the organization with respect to the use of the Community Support Funding grant, stipulating that the expenses will be documented and the organization must provide a full accounting of expenditures to substantiate that City funds were expended appropriately. Additional records may be requested by the City to ensure the funds were used appropriately.

### Compliance

As follow-up to community support funding awards during each Fiscal Year, each awarded entity shall submit proper back up documentation to substantiate that funds were expended appropriately. This includes invoices/receipts, a narrative that explains each expenditure including how it specifically benefitted Lake Elsinore residents, and a schedule of the Project/Program's revenues/expenditures. See **COMPLIANCE REPORTING REQUIREMENTS** on Application pages 7 and 8 for specific requirements.

If funds are not expended in accordance with the approved purpose, the organization will be required to refund the amount of funds. Failure to provide proper documentation may jeopardize any future funding. City of Lake Elsinore reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended.

### Criteria

In making funding determinations, the City considers the following criteria:

- A. Is the organization currently non-profit?

- B. Does the organization provide a service to the overall community of Lake Elsinore?
- C. Will the organization use the City of Lake Elsinore Community Support Funding Grant for the benefit of the citizens of Lake Elsinore?
- D. Is the size and make-up of the organization equipped to provide the program/service to the overall community?
- E. What is the public reaction to the group?
- F. Is the group well organized to ensure longevity in the City of Lake Elsinore?
- G. Is there evidence of satisfactory service provided to the City's citizens?
- H. Does the organization possess ongoing program evaluation tools?
- I. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
- J. Does the organization require attendance or participation in any political, religious or social activity?
- K. Does the organization make its services available to all?
- L. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- M. Can the organization provide a budget for the fiscal year of request demonstrating cost-effectiveness?
- N. Does the organization have a high-quality level of fiscal management?

### Timelines For Community Support Funding Grants

- Wednesday, October 20, 2021 - Deadline for submitting applications.
- November 9, 2021 - Award recipients will be announced.
- Friday, October 21, 2022 — Due date for submitting Compliance Reports including Invoice/receipts (see COMPLIANCE REPORTING REQUIREMENTS on Application pages 9 and 10)

### Directions

- A. Detach the Application from the Policy.
- B. Complete the Application, filling in all the blanks. Secure any attachments with staples.
- C. Do not attach more than is requested.
- D. **Submit the original Application to:**

**Mail to:**

City of Lake Elsinore  
Community Support Funding  
City Manager' s Office  
Attn: Brendan Rafferty  
130 S. Main Street  
Lake Elsinore, CA 92530

**Deliver to:**

City of Lake Elsinore  
Community Support Funding  
City Manager' s Office  
Attn: Brendan Rafferty  
130 S. Main Street  
Lake Elsinore, CA 92530

If you have any questions please contact Brendan Rafferty at (951) 674-3124 x298.