



City of Mission Viejo Community Services Funding Program

Application Guidelines – Fiscal Year 2017-18

Special Notice: Effective fiscal year 2018-19, the Community Service Funding cycle will change. Applications will be available in January 2018 and due late February. Funds will be distributed in June 2018 with the program cycle beginning July 1, 2018 and ending June 30, 2019.

1. ELIGIBILITY

All community not-for-profit organizations meeting the requirements and guidelines specified in the City Council's "Community Service Program Funding" policy may apply for funds. Refer to policy for funding clarifications and restrictions.

2. FUNDING CATEGORIES –Updated

The Community Services Grant Funding program will only be accepting and considering applications for Human Service related programs and services. The Community Services Grant Funding program will no longer grant funds for Cultural Services programs and services.

3. DEADLINES/REPORT CYCLES

Applications are due **Friday, August 25, 2017, 5:00 pm**. Funding is typically dispersed in late December or January. Two 6 month performance reports are required; one due August 31, 2018 and the other due December 29, 2018. Funds must be utilized by the end of the calendar year, December 31.

4. NEW APPLICANT ORIENTATION

New applicants are encouraged to attend the grant orientation meeting on **Tuesday, July 11, 2017, 6:30 pm** at the Norman P. Murray Community and Senior Center. RSVP: lmcdonald@cityofmissionviejo.org (24932 Veterans Way, Mission Viejo: 949-470-3062)

5. APPLICATION PROCESS

Submit 3 complete application packets with letters of support and all attachments *unless* currently on file:

- Articles of Incorporation
- Bylaws of Organization
- Names/addresses of current Board of Directors
- Verification of current General Liability Insurance 1 million general aggregate, with endorsement page
- Board Approved Current Operating Budget
- Recent Letters of Support (1-2 years prior to grant submission date)

6. REVIEW & FUNDING PROCESS

The Recreation and Community Services Commission reviews all applications and conducts public meetings to receive additional input from applicants and the public as needed. After review and deliberation, the Commission forwards their funding recommendations to City Council. Final funding decisions are made by City Council. Grants are limited to \$5000 per agency.

NOTE: Programs submitted for Community Services Funding must differ from programs approved for Community Development Block Grant funding (CDBG). Applicants will be notified of applicable meeting dates relevant to their grant application.

7. RETURN OF FUNDS

Agencies are required to return any unexpended funds at the end of the one-year grant period. City monies shall be used only for the purpose duly authorized by the City Council and in accordance with the budget information submitted by the agency.

8. QUESTIONS REGARDING APPLICATION PROCESS:

Leslie Rea-McDonald - (949) 470-8412
Email: lmcdonald@cityofmissionviejo.org

9. SUBMISSION REMINDERS:

Completed applications with required attachments only must be received by 5:00 PM on August 25, 2017 to be considered for review/ funding.

MAIL OR DELIVER ORIGINAL APPLICATIONS TO:

Norman P. Murray Community & Senior Center
24932 Veterans Way, Mission Viejo, CA 92692
Attn: Leslie Rea-McDonald

Online applications and all forms are available at <http://cityofmissionviejo.org/communityfunding/>