

**City of Martinez
Community Groups Funding Policy**

PURPOSE

The purpose of this policy is to establish a standardized application process for nonprofit organizations to request City funds. The primary intent of the funding provided by this program is to serve Martinez businesses and residents.

POLICY

1. Eligibility

- A.** Applicants must be community-based, 501(c) nonprofit organizations promoting and providing services to residents and/or businesses in the City.
- B.** Applicants must explain how the proposed project or program will serve Martinez residents and/or businesses.
- C.** Applicants cannot discriminate based on age, gender identity and expression, race, religion, ethnicity, national origin, medical condition or disability, sexual orientation, marital status, familial status, military or veteran status, socioeconomic background, or any other protected characteristic.
- D.** Applicants must identify other sources of funding. The City will not be the sole funding source for a project or program.
- E.** Funds are available on approximately July 1st of each fiscal year.
- F.** Applicants must be based in the City of Martinez.
- G.** Applicants must not currently receive in-kind or financial donations from the City, such as subsidized rent, funding support, or receive funds from other City grants, except for funding through this program.

2. Application Procedures and Reporting Requirement

- A.** Applications are available on the City's website at www.cityofmartinez.org.
- B.** Applications are due to the City or authorized community partner as identified by the Community and Economic Development Director or designee and outlined in the application process. A sample application packet is attached to this policy.
- C.** Only completed applications will be accepted. Failure to submit a complete application or to comply with any of these procedures may remove an application from funding consideration.
- D.** A separate application must be completed by the organization for each project or program requesting funds.
- E.** The funds available for all community groups will be determined annually.
- F.** Funds are to be granted on a reimbursement basis and those not expended by the end of the fiscal year in which funds were granted will revert to the City.

- G.** If selected for funding in excess of \$1,000, then the nonprofit organization will be required to enter into a Funding Agreement with the City and provide periodic reports describing the progress made.
- H.** Applicants that propose a collaborative project with other organizations must submit a joint application.

3. Evaluation Process

- A.** Staff or a partner identified by the Community and Economic Development Director or designee will screen and evaluate each application. Applications evaluated by the City will be forwarded to the Budget Subcommittee for review and to the City Council for consideration and approval. Presentations to the City Council may be required.
- B.** Agencies whose projects are approved will be notified in writing.