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CITY OF CARLSBAD
COUNCIL POLICY STATEMENT

General Subject: Community Activity Funding

Specific Subject: Process for Funding Community Activities

Copies to: City Council, City Manager, City Attorney, Department and Division Heads, Employee Bulletin Boards, Press, File

BACKGROUND: The City Council has, in the past, chosen to fund community activities with General Fund monies. This has included the allocation of funds to agencies that provide various enrichment programs to Carlsbad residents and visitors. During the 2003-04 budget process, the City Council directed a council subcommittee to evaluate the current process and recommend changes to facilitate that process. The following policy outlines those changes.

PURPOSE: To establish the process for distributing funds for community activities.

POLICY:

1. It is the policy of the City of Carlsbad to allocate funds for community activities.

2. Organizations funded under this policy may receive grants for no more than 3 years, with the exception of the Community Activity Grant. Organizations funded by the Community Activity Grant may receive grants for 3 years and then cannot apply for grant funding for a minimum of 2 years. After at least a 2 year hiatus, organizations can again apply for grant funding and receive a maximum of two additional years of grant funding.

3. Community Activity Grants
   a. These grants provide funding for enrichment programs for the community.
   b. The amount of funds to be allocated will be determined annually during the budget process.
   c. Once the budget is adopted interested groups will be notified of the application process.
   d. The application process will consist of the following:
      i. City application for funds
      ii. Public hearing before a citizen review panel
      iii. Recommendations submitted to City Council.

e. The City Council will establish a review panel comprised of citizens and city staff to evaluate the applications, and make recommendations to the City Council. The review panel will be comprised of the following: One representative from each quadrant of the City, one member of the Senior Commission, the Library Board, and the Parks & Recreation Commission.
f. The review panel will consider the provision of matching funds from other sources in evaluation of the applications.

4. Special Event Grants
   a. These grants provide city funding for Special Events in the city of citywide interest.
   b. These grants can be requested any time of the year.
   c. The requests will be funded from Council's contingency account.
   d. The application process will consist of the following:
      i. Special event application
      ii. Special Event Grant supplemental application
      iii. Approval of special event by special events committee
      iv. Allocation of funding by the City Council

5. Winning Teams Grants
   a. These grants provide funding to youth teams to offset the cost of travel expenses to national championship competitions.
   b. These grants can be requested any time of the year.
   c. The requests will be funded from Council's contingency account.
   d. Eligibility requirements are:
      i. The participants are all 18 years of age or under.
      ii. The group or team is an organized non-profit corporation or agency.
      iii. The request for funding must be made prior to the date of the event.
      iv. At least 90% of the participants in the team or group are residents of Carlsbad.
   e. The application process will consist of the following:
      i. Written request to Council
      ii. Allocation of funding by the City Council

6. This policy may be amended as necessary.