



EXHIBIT A:

CITY OF SAN PABLO POLICY ON ANNUAL ONE-TIME DISCRETIONARY PUBLIC GRANT ASSISTANCE FOR QUALIFIED LOCAL ORGANIZATIONS TO SUPPORT SPECIAL EVENT SPONSORSHIP ACTIVITIES OR EVENTS WITHIN CITY INCORPORATED LIMITS

Effective Date: July 1, 2026

SECTION 1: PURPOSE

This policy is intended to promote and support local special activities or events that benefit San Pablo residents and are conducted within the City's incorporated limits or associated with an active City Facility Request under the City's adopted Facility Use Regulations.

Under this adopted policy, the City Council may annually provide a one-time public grant assistance program for eligible, local qualified organizations or groups (or their designated fiscal agents).

The adopted policy enables eligible, local qualified organizations or groups to request one-time financial grant assistance to support local special activities or events and to offset City costs for required facility fees or services, excluding required staffing or liability insurance requirements available under the City's non-profit rate structure in effect under the City's adopted Facility Rental Regulations.

All grant assistance requests for activities, events or requests for City facility use must be open to the general public and align with adopted policies contained in the City Council's Annual Adopted Priority Workplan.

SECTION II: ELIGIBILITY CRITERIA

- A. One-time funding from the City Council may be granted to qualified non-profit corporations/organizations only, with 501(c)(3) or (6) status registered with the State of California.
- B. If local qualified organizations do not meet this eligibility criteria, they may utilize a *Fiscal Agent* who does meet the City's eligibility requirements for one-time public financial assistance.

- C. Private individuals** or public entities (i.e. school districts, or governmental agencies) are not eligible for direct public assistance provided under this policy and must use a *Fiscal Agent* that meets the eligibility criteria under Section 2 (B).
- D. Any special activities or events in the City's public right of way or on City property must comply with the City's Adopted Special Event regulations under Chapter 9.24 of the San Pablo Municipal Code, prior to requesting one-time public grant assistance under this adopted policy. Additionally, all required City fees for City-provided services (e.g., Community Services, Police Department, Public Works) to support said special activity or event must be fully paid to the City to ensure special permit issuance by the City.
- E. All requests from eligible organizations or groups must be submitted directly to the City Manager's Office at least sixty (60) days prior to the proposed activity, event or facility use to allow for proper processing. All requests for one-time grant funding under this policy require majority vote approval via adopted Resolution of the San Pablo City Council.
- F. Councilmembers and members of Council-appointed boards and commissions cannot request or solicit public funding assistance under this policy on behalf of any eligible organization or group.
- G. San Pablo Community Grant Funding Program Recipients: Local organizations or groups that have received a grant awarded through the City's Annual San Pablo Community Grant Program before June 30th of the preceding fiscal year period are not eligible to apply for one-time funding assistance under this program until the next fiscal year period commences effective July 1st.

***NOTE: City provided financial assistance is prohibited under Article XVI, Section 6 of the State of California Constitution which prohibits public agencies from giving or lending public money or "anything of value" to any private person, association, or corporation.*

SECTION III: FUNDING AWARDS

- A. Funding under this adopted policy will not be budgeted as an annual operating expense in the City's adopted General Fund Operating Budget.
- B. Instead, since this is a discretionary grant program, subject to available funding, all grant funding awards will be allocated using the City Manager's Contingency Operating Reserve (Fund 190) pursuant to the City's Adopted Fiscal-Resiliency Reserve Policy (FRRP) subject to periodic amendments by the City Council via adopted Resolution.
- C. Total Annual Allocation for Program Funding: **\$30,000 annually**

- D. Funding will be granted by the City Council on a fiscal year basis between July 1st to June 30th for eligible activities, events, or facility use requests from eligible organizations.

- E. The City Council may award one-time funding grant assistance for each funding request received from eligible organizations in the following increment amounts, with a recommendation made by the City Manager for formal approval via Resolution:
 - a. **\$1,500** **First-time funding requests**
 - b. **\$2,500** **Second-time, recurring funding requests**
 - c. **\$5,000** **Third-time, recurring funding requests (Maximum Award)**

- F. The City Council can approve up to the maximum one-time grant award of \$5,000 by majority vote, even if the City Manager recommends otherwise, based on exceptional circumstances or demonstrated public benefit to the community.

- G. The City Council may exercise its own discretion in awarding one-time public financial assistance to eligible organizations or groups contingent upon the following requirements:
 1. **Demonstrated community benefit that enriches the local community;**
 2. **Attendance is open to the general public; and**
 3. **The activity does not pose unreasonable public safety risks or liability impacts on public property or in City facilities.**

SECTION IV: USE OF CITY OF SAN PABLO LOGO

- A. Any public financial assistance awarded by the City Council constitutes “official City sponsorship” of the funded special event or activity. Recipients are required to use the City of San Pablo official logo on all promotional materials and communication related to the funded event, including any social media messaging to the general public.

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