

# **SAN PABLO COMMUNITY FOUNDATION GRANT PROGRAM POLICY REVISION**

**Community Services Standing Committee Meeting**

**December 3, 2026**

**5pm**



## **CURRENT ANNUAL SPCF GRANT PROGRAM PURPOSE/PROCESS:**



- I. The Annual San Pablo Community Foundation Grant Program (SPCF) aims to provide one-time financial assistance for program services, activities, and special events that primarily benefit the residents of incorporated San Pablo.**
- II. Funding preference goes to local organizations that possess a non-profit 501 (c 3) organization designation registered through the State of California. Applicants can also jointly apply with a fiscal agent if they do not possess a non-profit 501 (c 3) designation.**
- III. The program is intended to focus on grant awards that promote one-time activities, events, programs, and services that are identified in the Major Policy Goals as adopted under the San Pablo City Council Adopted Priority Workplan and that serve at least 75% San Pablo residents.**
- IV. Applications are submitted to City staff for verification of non-profit status with the State of California, and an overall review for a comprehensive submittal packet, including all appropriate documentation.**
- V. The applications are reviewed by the San Pablo Community Foundation Grant Committee, followed by an in-person presentation from the grantees to the committee. The committee then makes formal recommendations to the San Pablo City Council for final review and appropriation of funds by Resolution in June, for checks to be released the first week of July.**

# SPCF GRANT PROGRAM CURRENT FUNDING SPONSORS:

**City's General Fund Contribution: \$55,000**

## Corporate Sponsors:

**Lytton Band of Pomo Indians (per MSA): \$25,000**

**Republic Services, Inc. (Franchise Agreement): \$15,000**  
(Environmental Sustainability Grants only in this category)

## Contributions:

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**San Pablo Senior Advisory Board \$ 5,000**

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**Total Current SPCF Grant Funding: \$100,000**

Grant Awards: Typically vary between \*\$5,000 – \$10,000



# SIGNIFICANT SPCF GRANT PROGRAM GRANT POLICY RECOMMENDATIONS



## I. INCREASE FUNDING AVAILABILITY FROM \$100,000 TO \$120,000 (future council action/budget item)

Under the proposed FY 2026-27 City Council Departmental Budget under #100-1110-44050 line item for new SPCFG funding, we will re-distribute the City's annual GF contribution as follows:

\$75,000 City Council GF Contribution to SPCFG Program: (increase of \$20,000 within the current City Council budget (100-1110-44050 line item); and

Event Sponsorships for FY 2026-27+: **Reduced to \$0** (to be budgeted via City Manager Contingency Fund 190 via new separate Council Policy - TBD before 07/01/26 via City Manager Office); and

Fee Waivers for FY 2026-27+: **Reduced to \$0** (to be budgeted via CM Contingency Fund 190 via new separate Council Policy - TBD before 07/01/26 via City Manager Office)

Therefore, the new FY 2026-27 SPCFG Funding from the City's GF contribution will be a total of \$75,000 (an overall increase of \$20K).

• <b>City's G.F. Designated Reserves</b>	<b>\$55,000 increased to</b>	<b>\$75,000</b>
• <b>Lytton Band of Pomo Indians (MSA)</b>	<b>Amount Remains at</b>	<b>\$25,000</b>
• <b>Republic Services, Inc. (Franchise Agreement)</b>	<b>Amount Remains at</b>	<b>\$15,000</b>
• <b>Senior Advisory Board</b>	<b>Amount Remains at</b>	<b>\$5,000</b>
<b>Total Revised Program Funding Allocation:</b>		<b>\$120,000</b>

# SIGNIFICANT SPCF GRANT PROGRAM GRANT POLICY RECOMMENDATIONS CON'T.



## 2. CREATE DESIGNATED CATEGORIES FOR THE FUNDING IN THESE PRIMARY AREAS.

	Total Funds Available per category	Minimum Request per application	Maximum Award per application
Program Services/Activities	\$ 85,000	\$ 5,000	\$ 10,000
Events	\$ 20,000	\$ 2,500	\$ 5,000
Environmental Sustainability	\$ 15,000	\$ 5,000	\$ 10,000

# SIGNIFICANT SPCF GRANT PROGRAM GRANT POLICY RECOMMENDATIONS CON'T.



3. Eligible applications will be rated and selected for funding consideration by the San Pablo Community Foundation Grant Committee on the following criteria in bold:

Selection Criteria	Maximum Points
<b>Return to Source Provision.</b> Applicants must describe and demonstrate that grant award will serve at least 75% San Pablo residents	10
<b>Enhance or Support Goals and/or Initiatives in San Pablo City Council Priority Workplan.</b> Applications must connect proposed services to established city goals and/or initiatives	15
<b>Fiscal Management and Proposed Budget.</b> Applications must show fair and justifiable program costs and leveraging of matching funds and other resource	10
<b>Collaborations &amp; Partnerships.</b> Applications should show any collaborations or partnerships connected to proposed service.	5
<b>Originality and creativity.</b> Additional points will be given to proposals for new and/or unique services, or which provide a unique twist to an existing program	5
<b>Funding Considerations.</b> The City Council shall take into consideration an applicant's eligibility for concurrent grants awards and other awards received locally	5
<b>Total Possible Points</b>	<b>50</b>

## **SIGNIFICANT SPCF GRANT PROGRAM GRANT POLICY RECOMMENDATIONS CON'T.**



- 4. Agencies that are selected for an SPCF funding award are NOT ELIGIBLE TO APPLY FOR SAN PABLO CITY COUNCIL EVENT SPONSORSHIP Funding in the same fiscal year.**
- 5. If services/activities/events occur at a school site or other shared location(s), a letter of support from a school administrator (for schools) or other executive director or lead management staff is required in the application.**

**These changes are designed to provide additional clarity on the parameters of our grant program, ensuring a smoother and more efficient experience for all applicants.**

**One of the key aspects of these recommendations is that future council actions will be closely tied to the SPCF. This alignment will offer more structure and guidance to all city-sponsored grant funding and event sponsorship mechanisms. We believe these improvements will greatly benefit our community and enhance the effectiveness of our grant distribution.**

## **CSSC RECOMMENDATION:**

- 1). Receive presentation: and**
- 2). Acknowledge all proposed SPCF grant program policy and funding allocation changes as proposed by City staff, and recommend its formal consideration and adoption to the City Council for FY 2026-27 SPCF Program implementation; and**
- 3). Recommend a total funding allocation of \$75,000 to be included in the DRAFT FY 2026-27 & FY 2027-28 City Biennial GF Operating Budget under the City Council Departmental Budget (#100-1110-44050) for scheduled adoption by the City Council prior to July 1, 2026.**

**\*\*\* End Presentation \*\*\***



# QUESTIONS?

