

SAN PABLO COMMUNITY FOUNDATION
(SPCF)
GRANT PROGRAM POLICY REVISION
FY 26/27

CURRENT ANNUAL SPCF GRANT PROGRAM PURPOSE/PROCESS:

Purpose: One-time financial assistance for programs, activities, and events benefiting San Pablo residents.

Eligibility & Preference: Local 501(c)(3) non-profits registered in CA; others may apply with a fiscal agent.

Funding Focus: One-time initiatives aligned with City Council Priority Workplan; must serve $\geq 75\%$ San Pablo residents.

Examples: Community events, youth programs, cultural activities, health services.

Application Process:

1. Submit application with documentation.
2. City staff review for non-profit status & completeness.
3. Grant Committee review + in-person presentation.
4. Recommendations → City Council approval (June).
5. Funds released first week of July.

SPCF GRANT PROGRAM CURRENT FUNDING

<u>SOURCES AND SPONSORS</u>	
City's General Fund Contribution:	\$55,000
<u>Corporate Sponsors:</u>	
Lytton Band of Pomo Indians (per MSA):	\$25,000
Republic Services, Inc. (Franchise Agreement) (Environmental Sustainability Grants only in this category)	\$15,000
<u>Contributions:</u>	
San Pablo Senior Advisory Board	\$ 5,000
Total Current (FY 25/26) SPCF Grant Funding:	\$100,000



Total of five grant program policy/program revision recommendations.

1. Increase funding availability from \$100,000 to \$120,000
2. Create designated categories for the funding
3. Update the current Selection Criteria for Eligible applications will be rated and selected for funding consideration by the San Pablo Community Foundation grant committee
4. If an organization receives an SPCF Grant award, you cannot apply for San Pablo City Council Event Sponsorship funding during the same fiscal year.
5. If services/activities/events occur at a school site or other shared location(s), a letter of support must be submitted

1. INCREASE FUNDING AVAILABILITY FROM \$100,000 TO \$120,000

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: an 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).

Funding Source	Current total	Proposed Total
City's G.F. Designated Reserves	\$55,000	\$75,000
Lytton Band of Pomo Indians (MSA)	\$25,000	\$25,000
Republic Services, Inc. (Franchise Agreement)	\$15,000	\$15,000
Senior Advisory Board	\$5,000	\$5,000
Total SPCFG Funding	\$100,000	\$120,000

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

Category	Total Funds Available	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

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

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.

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?

