

CITY OF EL CERRITO

ADMINISTRATIVE POLICY/PROCEDURE

SUBJECT: CITY CO-SPONSORSHIP AND GRANTS

NUMBER: I A 5

DATE: October 2005

AUTHORITY: City Manager

Scott Hanin

PURPOSE: To formalize the process by which groups are permitted use of public facilities at a reduced cost and/or receive priority use or apply for special support through the community service grant funding program.

POLICY: It is the policy of the City of El Cerrito to recognize the community's co-sponsored organizations that provide valuable community service; to assist these organizations by providing special fee rates for use of City facilities; to insure that public facilities are used to benefit the El Cerrito community; to encourage and assist co-sponsored community organizations to complete projects and interact socially to the benefit of the whole community; to make available community service grants for the enhancement of the community.

APPLICATION: This policy applies to all groups meeting the following co-sponsorship criteria:

- A. Membership Practice – Groups must be an El Cerrito based organization as verified by their 501 C3 (non-profit number) or as determined by the Council. The organizations' membership practices must promote understanding among the diverse segments of the community.
- B. Political Advocacy – Groups established primarily for advocating a political position will be ineligible for community based, non-profit facility use or community service grants.
- C. Community Involvement – Groups are eligible if they by their existence improve and support the community's quality of life. Organizations which practice discrimination or which may be divisive in the community will not be approved.

- D. Community Service – Groups seeking co-sponsorship must demonstrate through a range of programs or projects that their membership is providing an improvement to the community at large. Examples of community service projects and programs provided by community organizations are: graffiti removal; beautification, such as landscaping, litter removal and donation of equipment to enhance City facilities and programs; volunteer service in City-sponsored programs; improvements to City facilities.

PROCEDURE:

- A. Community organizations desirous of co-sponsorship shall complete and submit the attached application (Co-Sponsorship & Community Based, Co-Sponsored Facility Use and Grant Application) to the Community Center, 7007 Moeser Lane, El Cerrito. The initial application must include a copy of the organization's constitution or by-laws, a copy of the non-profit tax I.D. number, a current list of officers, the name of the person and one alternate authorized to apply for recognition, an annual activity report and a list of community services provided to the residents of El Cerrito. If financial assistance from the City is requested, the application should be submitted in conjunction with the City's budget process. If no financial assistance is requested, then the application may be submitted at any time during the year.
- B. Community organizations seeking renewal of co-sponsorship status and/or financial assistance shall submit the attached application and include the following: an annual activity report, revisions of constitution or by-laws, an updated officers' list, the name of the person and one alternate authorized to apply for recognition and projects completed which benefited the community of El Cerrito. If financial assistance from the City is requested, the application should be submitted in conjunction with the City's budget process and include an estimate of expenses. If no financial assistance is requested, then the application may be submitted at any time during the year.
- C. Recreation Department staff shall review all submitted applications and documentation provided. The Department Head shall cause an agenda item to be prepared for City Council consideration at any time during the year for those community groups that have not requested financial assistance from the City. It is within the Recreation Director's

discretion to grant approval for an event or activity for a limited period of time pending Council action. If the City Council should reject the request, the organization that had received temporary approval shall reimburse the City any relevant costs or fee. The Recreation Director shall submit an agenda item listing the community groups requiring financial assistance accompanied by applications and accompanying documentation, including expense estimates, in conjunction with the City's budget process.

- D. The City Clerk shall place the agenda item for those groups recommended by the Recreation Department on the consent calendar under the heading "Co-sponsored Groups."
- E. Community groups seeking co-sponsorship and/or community service grant funding shall have a representative from the organization in attendance at the Council meeting in which their request is scheduled for consideration. The representative should be prepared to respond to any questions that may arise regarding the organization and its request.
- F. The City Council shall review the material submitted. With the goal of maximizing services to the community, the City Council shall generally make support services that do not require an additional burden of the City's general fund reasonably available to eligible community groups. These support services typically consist of reduced rental fees for facilities in accordance with co-sponsorship, priority use of City facilities when not in use by City sponsored activities and reservations of special activities at the Community Center for up to one year. Further, the City Council may review the qualifications of an approved organization at any time to insure ongoing qualification under the guidelines.
- G. Co-sponsored groups shall complete a facility application, if needed, at least one month prior to any scheduled event. All City facility reservation rules must be followed. Groups that are granted reduced fees are required to pay the deposit amount and the hourly rate for any use under this policy.
- H. Co-sponsored groups that require ongoing use of City facilities or fields, such as youth baseball, soccer or independent

schools, shall be required to pay the appropriate maintenance enhancement fees.

- I. Recreation staff shall insure that recognized co-sponsored community groups comply with all of the facility reservation rules. Abuse of the rules by the co-sponsored group shall be cause for revocation of the benefit granted.
- J. At the conclusion of the event, Recreation staff will prepare an event summary form that represents the total costs of the program. These charges will be based on: 1) an estimate of the facility costs, based on the number of hours and the amount of rooms needed for the event; 2) an estimate of personnel costs, based on the number of staff required to assist in the planning, set-up, activity and clean up of the event and 3) variable costs, such as utility costs and additional supplies necessary to operate the event. The event summary form shall be forwarded to the City Council and the community group person listed as the event organizer.
- K. The City, through the Recreation Department, reserves the right to cancel a co-sponsored group's activity. It is anticipated that this would be a rare occurrence and all efforts would be made to allow adequate time for the group to adjust their schedule.

**CITY OF EL CERRITO
CO-SPONSORSHIP & COMMUNITY BASED,**

CO-SPONSORED FACILITY USE AND GRANT APPLICATION
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Submit to:
City of El Cerrito
Recreation Department
7007 Moeser Lane
El Cerrito, CA 94530

Deadline:

Please complete the following application using the instructions provided on the last page of this application. You may attach additional pages if necessary.

Name of Applicant _____

Address: _____ Email: _____

Phone: (____) _____ - _____

Contact 1. (Name) _____

Phone: _____

Contact 2. (Name) _____

Phone: _____

Federal Tax ID # or Social Security #: _____

Request: _____

Eligibility Requirements: Please answer the following questions:

Have you or will you be receiving funding in 2003 for this program from other sources? Yes
No

Are you aware of any other City program providing this service? If so, which one?

Program Description / Scope (please use additional pages if necessary)

Describe your program:

How does or will this program benefit the El Cerrito Community?

% of El Cerrito Residents Served _____

Applicant Background:

This applicant is a (n): Non-Profit For Profit Local Public Agency

 State Public Agency Other_____

Years In Business:_____

Number of Employees:_____

Number of Volunteers:_____

(Please attach an organization chart, if available.)

Names of Officers and Board Directors:

Name:

Title:

Experience In Program Area:

Financial Capabilities / Budget:

Current funding sources and levels:

Previous City funding received or requested in the past three years:

(Please attach a budget for program request including funding schedule.)

Reporting Requirements:

A report on how the funds were spent will be required to be filed with the City annually, or when funds are spent, whichever comes first. Proof of program expenses are required to be held for two years, during which time the City reserves the right to audit the records.

We agree to adhere to the reporting requirements described above.
Yes No

Certification:

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge.
(Two signatures required)

Signature

Title

Date

Signature

Title

Date