ITEM NO. 11

STAFF REPORT

CITY OF OCEANSIDE

DATE: July 16, 2008

TO: Honorable Mayor and City Council

FROM: Neighborhood Services Department

SUBJECT: **RECOMMENDATION OF THE COCA-COLA "FOR YOUTH BY YOUTH" AND "OPPORTUNITIES FOR YOUTH" GRANTS FY 2008-2009 AWARDS**

SYNOPSIS

Staff, the Parks and Recreation Commission and the Youth Commission recommend that the City Council approve the allocations for the Coca-Cola "Opportunities for Youth" and "For Youth By Youth" grant funding cycle 2008-09 totaling $10,000 (Attachment 1).

BACKGROUND

On January 17, 2001, the City of Oceanside entered into a ten-year property use agreement with Coca-Cola Enterprises, Inc., for placement of vending equipment on City-owned property at various locations with exclusive rights to sell its beverage products. The revenues generated by the agreement were earmarked for youth programs offered by the City of Oceanside as well as youth-oriented programs offered through community-based organizations that serve Oceanside youth.

On December 12, 2001, the City Council allocated the Coca-Cola funds to the Parks and Recreation Department, and further authorized annual expenditures in the categories of Parks and Recreation Commission mini-grants to nonprofit agencies for community youth programs, Youth Commission mini-grants to youth-driven projects, youth leadership development, the City of Oceanside youth scholarship program, and support to youth and teen programs.

Request for proposals (RFP) and grant guidelines (Attachment 2) were developed and approved by both the Parks and Recreation Commission and the Youth Commission in January 2002. During the month of March 2008 the RFP packets were made available to a wide range of eligible agencies including churches, schools and youth service agencies.

ANALYSIS

In March 2008 the RFP packets were made available to a wide range of eligible agencies, including churches, schools and youth service agencies. Additionally, the RFP was available on the Oceanside Web site.

The FY 2008-2009 revenue generated by the Coca-Cola agreement and allocated for the Coca-Cola Youth Grants is $10,000. The amount requested by the organizations for both the "For Youth By Youth" and "Opportunities For Youth" grant program was $25,750.

FISCAL IMPACT

The recommended funding for FY 2008-2009, in the amount of $10,000 (108.556415.5229), is entirely subsidized by revenues generated from the City's agreement with Coca-Cola Enterprises, Inc., and within the City Council's allocation for youth mini-grants

INSURANCE REQUIREMENTS

All agencies shall maintain liability insurance at a minimum limit of $1,000,000. All agencies shall provide evidence of compliance with the insurance requirement and will provide a Certificate of Insurance showing the City of Oceanside as additionally insured.

COMMISSION OR COMMITTEE REPORT

The Parks and Recreation Commission, at its meeting on June 12, 2008, unanimously recommended that the City Council approve the funding of the "Opportunities For Youth" for funding cycle 2008-2009, totaling $5,000. The Youth Commission, at a special meeting on June 2, 2008, unanimously recommended that the City Council approve the funding of the "For Youth By Youth" for funding cycle 2008-09, totaling $5,000.

CITY ATTORNEY'S ANALYSIS

City Attorney analysis does not apply.

RECOMMENDATION

Staff, the Parks and Recreation Commission and the Youth Commission recommend that the City Council approve the allocations for the Coca-Cola "Opportunities for Youth" and "For Youth By Youth" grant funding cycle 2008-09, totaling $10,000 (Attachment 1).

PREPARED BY:

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SUBMITTED BY:

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City Manager

REVIEWED BY:

Margery Pierce, Neighborhood Services Director

Michelle Skaggs Lawrence, Deputy City Manager

Teri Ferro, Financial Services Director

Attachment 1: FY 08-09 Coca-Cola Youth Grant Recommendations

Attachment 2: "For Youth By Youth" and "Opportunities For Youth" Request For Proposal and Grant Guidelines

Coca Cola Youth Partnership Mini Grant 2008-09

Attachment 1

Allocations

FOR YOUTH BY YOUTH

Organization	Project	Request	Staff Allocation	Commission Allocation	City Council Allocation
North County Lifeline, Inc.	2007- 08 Crown Heights Community Fair	$2,500	$2,000	**$1,600**	
City of Oceanside Parks & Recreation Division	Teen Fest 2009 (formerly Youth Expo)	2500	$1,800	**$1,800**	
Pop Warner	Cheerleader Support	$2,500	$1,200	**$1,600**	
Totals		**$7,500**	**$5,000**	**$5,000**	$0

Total amount available to allocate for 2008-09 is $5000.00

Coca Cola Youth Partnership Mini Grant 2008- 09

Attachment 1

OPPORTUNITIES FOR YOUTH

Organization	Project	Request	Staff Allocation	Commission Allocation	City Council Allocation
Oceanside Ivey Ranch Park Assoc.	Camp Ivey	$2,500	$ 2,000.00	**$2,000**	
Optimist Of Oceanside	I'm Going to College	$2,500	$ 1,000.00	**$ 1,500.00**	
Soccer Club of Oceanside	Youth Referee Program	$2,250	$ -	**$ -**	
Elks Club	Halloween Carnival	$2,500	$ 1,000.00	**$ 500.00**	
From the Inside Out, Inc.	CROP	$2,500	$ -	**$ -**	
North County InterFaith Council (dba Interfaith Community Services)	Transitional Youth Academy (TWA) Bowling League	$2,500	$ -	**$ 500.00**	
North Coastal Prevention Coalition	Dia Del Nino Event	$1,500	$ 1,000.00	**$ 500.00**	
Vista Community Clinic	420 REMIX Event	$2,000	$ -	**$ -**	
Totals		**$18,250**	**$ 5,000.00**	**$ 5,000.00**	$0

Attachment #2

FOR YOUTH BY YOUTH

Grant Awards Program
2008-09 Fiscal Year

Funding For Youth-Initiated and Youth-Led
Programs for Youth

City of Oceanside
Youth Commission
Guidelines & Application

Request for Proposal:
For Youth By Youth

Grant Timeline

GUIDELINES AND APPLICATION AVAILABLE
March 20, 2008, 9:30 a.m. – April 22, 2008, 5:00 p.m.

City of Oceanside
Parks & Recreation Division
300 North Coast Highway
Oceanside, CA 92054

DEADLINE FOR SUBMISSION
April 22, 2008, 5:00 p.m.

PROCESS

- Requests For Proposal (RFP) due on Tuesday, April 22, 2008, 5pm
- Youth Commission review applications
- Youth Commission will conduct agency interviews on Tuesday, June 3, 2008
- City Council will act on Youth Commission recommendations in the month of June 2008
- Funds available for distribution beginning September 1, 2008

For more information, please call Greg Milano at the City of Oceanside Parks & Recreation Division (760) 435-5551

Dear Applicant:

The City of Oceanside recognizes that the future of our community, our state, and our nation depends in no small part on the efforts of the young people who will handle the affairs of tomorrow. A vision that supports the healthy growth of young people into successful adults is enhanced through a strong partnership between the City of Oceanside and its young residents. As such, the City of Oceanside encourages Oceanside-based youth organizations, clubs and youth ministries to address the challenges impacting young people, and provide the services necessary to better serve them in a collaborative manner.

In the interest of fairness to all applicants in this funding process, the following suggestions are provided for your assistance:

- Read the guidelines carefully.
- Be specific when answering questions in the application and in your proposal. Relate your project, program and / or services to the goals of the Youth Commission's For Youth By Youth Grant Awards Program by addressing the review criteria and point scale whenever possible.
- Submit a complete, typed application.
- The grants are awarded in a competitive process, which involves review by the Youth Commission, based on the point scale criteria and the extent to which the application meets all the application guidelines and eligibility requirements for funding. Although many of the Youth Commission members are knowledgeable in the area of youth programs, they each may have their own areas of expertise. Therefore, be sure that the description of your project, program and/or service is clear and identifiable for someone unfamiliar with your organization.
- The Youth Commission will also review your support materials (slides, tapes, programs, etc.). Remember that this material is important to providing knowledge regarding your organization. These items will become the property of the City of Oceanside and will not be returned.
- Due to limited resources, not all requests can be funded and the amounts awarded may be less than the requested amount. Please pay special attention to the funding range available for the 2008-09 funding cycle. Applications that do not follow these guidelines may not be considered for funding.

City of Oceanside

For Youth By Youth

Grant Awards Program

MISSION

The Mission of the City of Oceanside's For Youth By Youth Awards Program is to provide, encourage and support activities that are planned and implemented by youth that will benefit the healthy development of Oceanside youth.

BACKGROUND AND PURPOSE

On January 17, 2001, the City of Oceanside entered into a ten-year property use agreement with Coca-Cola Enterprises, Inc. The contract provides that Coca-Cola pay the City, on a quarterly basis, an amount equal to forty percent (40%) of any and all revenues generated from the products sold through the vending equipment (less applicable state sales tax and any Cash Redemption Value). The revenue generated from the agreement is earmarked to support and benefit Oceanside youth.

On December 12, 2001, the City Council adopted a budget resolution allocating funds generated from the Coca-Cola agreement to the Youth Commission for mini-grant distributions for youth-driven programs and projects. The amount available for the 2008-09 FY will be $5,000 and will change thereafter contingent upon received revenues.

The purpose is to establish an annual competitive funding program for YOUTH-INITIATED AND YOUTH-LED clubs, groups and organizations in support of youth-driven projects and activities that service a broad base of the youth residing in Oceanside. In order to qualify, a non-profit must submit an application that meets the following criteria:

- activities must directly benefit youth;
- programs, activities, projects and/or special events must be YOUTH-DRIVEN – planned and implemented by youth – and those in the areas of recreation, education, and cultural arts will receive a higher priority;
- administrative and personnel costs will not be considered for funding;
- transportation costs will not be considered for funding;
- capital purchases and expenses will not be considered for funding

GOALS

- Provide funding to better accommodate the unmet needs of Oceanside youth-driven programs and services.
- Establish a formalized annual review and recommendation process, with the City Council determining final allocations, to fund youth-driven programs, services and projects.

POLICY STATEMENT

The City of Oceanside places a strong emphasis on the provision of quality programs, services and facilities, which benefit the youth of the community. For the purpose of this grant program, youth is defined as any individual 18 years of age or younger. It is in the best interest of all youth organizations, as well as their beneficiaries, that a wide range of activities, opportunities, services and facilities are available that reflect the community's demographics, groups and cultural makeup. With this policy in mind, preference will be given to those that meet the needs or address areas of current deficiencies of current Oceanside youth services.

ELIGIBILITY CRITERIA

Each organization may submit one (1) application and must meet the following requirements at the time the proposal is submitted:

1. Grants are available to YOUTH-LED community and school clubs, groups and organizations whose goal is to provide facilities, programs, services and/or special events that serve the youth of Oceanside. At least eighty percent (80%) of youth served by grant funds must either reside or attend school in Oceanside.

2. Proposed projects, programs, services and/or special events must be primarily directed to the youth of Oceanside. Proof of residency is illustrated by the address on the application; however, applicants should be able to provide additional proof of residency for the recipient or benefactors of the funds upon request. Locations of projects and/or activities should be noted on the proposal.

3. Applicants must show evidence of a fiscal and/or programmatic track record for at least one completed year when applying for grant funding. A budget with expenditures and revenues is required; if the group does not have a budget, please indicate on the application and explain the situation.

4. Grantees will be required to execute a written agreement with the City of Oceanside Parks & Recreation Division, which will include an indemnification and release of liability to the City for the said project.

5. The grant, if awarded, should be expended and implemented within one year of funding. The FY 08-09 funding and project period will be September 1, 2008 – August 31, 2009.

6. Grantees will be required to submit a post-program report describing the activity, number of participating youth, and a budget inclusive of supporting financial documentation, as well as provide a post-program presentation to the Youth Commission.

INELIGIBLE ACTIVITIES

1. Grants to individuals.

2. Facilities/programs/services/events not open to the general public and not directly servicing youth.

3. Programs not provided within the Oceanside City limits.

4. Expenses incurred before the starting date of the contract/award.

5. Requests to fund basic research, acquisition and/or maintenance of capital items, administrative costs and personnel costs.

6. Events/activities, which are primarily for fundraising purposes.

RELIGIOUS ORGANIZATIONS

If a non-profit organization represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes that is supervised, controlled by, or connected with, a religious or denominational institution or organization, then the organization must agree that, in connection with receipt of grant funds, the following conditions will be adhered to:

A. It will not discriminate against, or give preference to, any person who participates in the organization's project, program, service and/or special event based on religion;

B. It will not provide any religious instruction or counseling, conduct any religious worship, or exert any other religious influence on participants in the organization's project, program, service and/or special event;

C. It will not hold the project, program, service and/or special event in a facility that contains any sectarian or religious symbols or decorations.

DETERMINATION OF AWARDS

The Youth Commission will review each application. The Commission consists of fourteen (14) regular members, residents of Oceanside, appointed by the Mayor. The Commission makes recommendations by evaluating and ranking each proposal, based on the For Youth By Youth Grant Awards Program's criteria, goals, purpose and mission. Interviews with applicants will be conducted at a regularly scheduled Youth Commission meeting. These recommendations are forwarded to the City Council for review, approval and award of funding. All decisions of the City Council are final.

Please review Attachment 1 and use it to help prepare your proposal. All applications will be reviewed and scored based on this criteria point scale, with funding awarded to those proposals which score highest (Attachment 1).

Applications should realistically assess and thoroughly document the amount of money needed to complete the proposed project, program, service and/or special event. Requests should be made with the understanding that the funding available is limited and, if awarded, the amount may be less than requested. Requests may be carried over to a future grant cycle within the first (1st) grant year.

If a grant request is used in conjunction with an application for another grant, staff members will seek to coordinate the timing of the review process and release of funds with the other grant applicants. Grants awarded in one year do not guarantee or imply support in subsequent years.

Additionally, for the 2008-09 funding cycle a minimum and maximum funding request has been identified:

The minimum amount a program can apply for is $500.
The maximum amount a program can apply for is $2,500.

Proposals not following these guidelines may not be considered for funding.

PAYMENTS

Support staff will prepare documents for grantees for the Youth Commission. It is the responsibility of the grantee to provide source documents to comply with the eligibility requirements as noted above. A one-time payment will be provided to grantees, upon receipt of City Council authorization.

COLLABORATIONS

If another organization or a key individual from another organization are instrumental in the completion of a project, program, service and/or special event described in the application, the applicant must include a letter of support from the collaborating organization or key individual, describing their role, responsibility, and extent of collaboration on the project, program, service and/or special event.

For Youth By Youth
Grant Application Guidelines

WHAT THE APPLICATION MUST INCLUDE

Applicants must submit **FOURTEEN COPIES** of the completed application and appropriate attachments in the order listed below:

1. The application form with the organization's legal name, authorizing signatures, and amount of request.

2. Applicants must provide a brief outline describing the applicant's organization, history, and purpose.

3. Applicants must meet the "Eligibility" requirements outlined in the attached Grant Program Description.

4. Applicants need to provide a narrative not to exceed 500 words that MUST include the following:

   _____ Description of the proposed project, program, service and/or special event, and its objectives, along with the ages of the participating youth and the approximate number of youth that will be benefited;

   _____ Evidence showing a need for the project, program, service and/or special event and its value;

   _____ Geographic area to be served;

   _____ Timeline of project from beginning to completion;

   _____ Fees to be charged to participating individuals, if applicable;

   _____ Notation if the proposed grant will be used to match another grant; and

   _____ Anticipated methods of evaluating how the project, program, service and/or special event's objectives were met.

5. Line item budget for proposed project, program, service and/or event. The budget should label items to be paid by the For Youth BY Youth grant, if funded.

6. Supporting documentation, i.e., press clippings, program schedules, brochures, etc. (maximum of four different examples clipped to each application copy), if available.

   In the case of audio and/or video materials such as cassettes, photos or slides, please note: Only one copy of these is required. Please use ½-inch VHS or Super VHS videocassettes only. Cue video and audiotapes to best selections. Realistic time for viewing is 3-5 minutes. These items will become the property of the City of Oceanside and will not be returned to the applicant.

7. When applicable, include letters of support from collaborating organizations.

STAPLE OR PAPER CLIP EACH OF THE FOURTEEN APPLICATION COPIES

City of Oceanside Parks & Recreation Division

For Youth By Youth

GRANT APPLICATION

Answer all questions on this application. Questions not answered will indicate an incomplete application. Incomplete applications are generally not recommended for funding.

1. Legal name of organization _____

2. Name of Project _____

3. Address _____

   City _____ State _____ Zip _____

4. Phone (Daytime) _____ (Evening) _____

5. Contact Person_____ Title _____

   Daytime Phone _____ Evening _____

   E-mail of contact person _____ @ _____

   Organization Web address (if applicable) _____

   Contact number for summer months _____ (if school-based group)

6. Year established _____

7. Total current membership _____ Total youth served _____

8. Does your organization have tax-exempt status? YES _____ NO _____

   If yes, check which one TAX-EXEMPT _____ NON-PROFIT _____

9. Is your organization school-based and/or church-based? YES _____ NO _____

   If yes, list the name and address: _____

   _____

10. Name and phone number of adult advisor: _____

11. Please provide the requested information and attachments as specified in Sections 2-7 of the Application Guidelines on page 8.

12. Staffing: Number of paid employees _____ Number of volunteers _____

13. Total Grant Request Amount: $_____

Total Program/Project Cost	Grant Request	Matching Grant (If Any)	Source of Matching Grant (If Any)	Anticipated Date of Release of Matching Grant
$_____	$_____	$_____	_____	_____

SPECIAL NOTATION: **The Youth Commission reserves the right to request additional information or support documents**

I certify that the information contained in this application is true and correct to the best of my knowledge.

14. Final authority-approved authorization (Board of Directors, School District Administration, Executive Director, etc):

    Print name and title _____

    Signature _____

Please submit application by **5:00pm, Tuesday, April 22, 2008,** to:

Parks & Recreation Division
ATTN: For Youth By Youth Grant Application
300 North Coast Highway
Oceanside, CA 92054

Attachment 1

Evaluation Point Scale

For Youth By Youth

When preparing your proposal please refer to this document often. This is the point scale that will be used to evaluate your proposal for funding. Should you have questions please contact Greg Milano at 435-5551

All proposals received by 5:00 pm, April 22, 2008, will be evaluated based on the following criteria. The total points available for any proposal will be 100. Proposals receiving the highest point totals will be considered for funding. Meeting all the requirements and receiving a score eligible for funding does not mean the organization will receive the requested amount. Funding amounts are based on available funds and the number of eligible, quality programs that apply.

Application was received by 5pm on April 22, 2008 ..... 10pts

Fourteen copies of proposal packet were included 10pts

Application meets the requirements for eligibility 20pts

- ☐ Applicant is a non-profit organization
- ☐ 80% or more of the youth served will be Oceanside residents
- ☐ Events or projects will take place in Oceanside
- ☐ Fiscal or programmatic track record is provided
- ☐ Agency's budget with expenditure and revenues is provided

Extent to which activities are YOUTH-LED 10pts

Extent to which the narrative provides the requested information 25pts

Proposal includes completed application information sheet 10pts

Extent to which the proposal meets the funding request guidelines 15pts

- ☐ request is more that $500
- ☐ request does not exceed $2,500
- ☐ request meets all criteria listed on p. 4

Total points available 100pts

Attachment #2

OPPORTUNITIES FOR YOUTH

Grant Awards Program
2008-09 Fiscal Year

Funding for Youth Programs

City of Oceanside
Parks and Recreation Commission
Guidelines & Application

Request for Proposals:
Opportunities For Youth
Grant Timeline

GUIDELINES AND APPLICATION AVAILABLE
March 20, 2008, 9:30 a.m. – April 22, 2008, 5:00 p.m.

City of Oceanside
Parks & Recreation Division
300 North Coast Highway
Oceanside, CA 92054

DEADLINE FOR SUBMISSION
Tuesday, April 22, 2008, 5:00 p.m.

PROCESS

- Requests For Proposals (RFP) due on Tuesday, April 22, 2008
- Parks and Recreation Commission review applications
- Parks and Recreation Commission will conduct agency interviews on Thursday, June 12, 2008
- City Council will act on the Parks and Recreation Commission recommendations in the month of June 2008
- Funds available for distribution beginning September 1, 2008

For more information, please call Greg Milano at the City of Oceanside Parks & Recreation Division (760) 435-5551

Dear Applicant:

The City of Oceanside recognizes that the future of our community, our state, and our nation depends in no small part on the efforts of the young people who will handle the affairs of tomorrow. A vision that supports the healthy growth of young people into successful adults is enhanced through community collaborations and partnerships. As such, the City of Oceanside encourages Oceanside-based youth service organizations to partner with us to develop Oceanside's youth, address the challenges impacting young people, and provide the services necessary to better serve them.

In the interest of fairness to all applicants in this funding process, the following suggestions are provided for your assistance:

- Read the guidelines carefully.
- Be specific when answering questions in the application and in your proposal. Relate your project, program and / or services to the goals of the Parks and Recreation Commission's Opportunities For Youth Grant Awards Program by addressing the review criteria and point scale whenever possible.
- Submit a complete, typed application.
- The grants are awarded in a competitive process that involves review by the Parks and Recreation Commission based on the point scale and the extent to which the proposal addresses the application guidelines and eligibility guidelines. Although many of the Parks and Recreation Commission members are knowledgeable in the area of youth programs, they each may have their own areas of expertise. Therefore, be sure that the description of your project, program and/or service is clear and identifiable for someone unfamiliar with your organization.
- The Parks and Recreation Commission will also review your support materials (slides, tapes, programs, etc.). Remember that this material is important to provide knowledge regarding your organization. These items will become the property of the City of Oceanside and will not be returned.
- Due to limited resources, not all requests can be funded and the amounts awarded may be less than the requested amount. Please pay special attention to the funding range available for the funding cycle. Applications that do not follow these guidelines may not be considered for funding.

City of Oceanside

Opportunities For Youth

Grant Awards Program

MISSION

The Mission of the City of Oceanside's Opportunities For Youth Grant Awards Program is to provide, encourage and support activities that benefit the healthy development of Oceanside youth.

BACKGROUND AND PURPOSE

On January 17, 2001, the City of Oceanside entered into a ten-year property use agreement with Coca-Cola Enterprises, Inc. The contract provides that Coca-Cola pay the City on a quarterly basis, an amount equal to forty percent (40%) of any and all revenues generated from the products sold through the vending equipment (less applicable state sales tax and any Cash Redemption Value). The revenue generated from the agreement is earmarked to support and benefit Oceanside youth.

On December 12, 2001, the City Council adopted a budget resolution allocating funds generated from the Coca-Cola agreement to the Parks and Recreation Commission for mini-grant award distributions to Oceanside-based non-profit youth service providers for community youth programs. The amount available for the 2008-09 FY, total funding cycle is $5,000 and may change thereafter contingent upon received revenues.

The funds established an annual competitive funding program for youth-services organizations in support of programs, services and activities that service a broad base of the youth residing in Oceanside. In order to qualify, a non-profit must submit an application that meets the following criteria:

- Activities must directly benefit youth;
- Administrative and personnel costs will not be considered for funding;
- Capital purchases and expenses will not be considered for funding;
- Transportation costs will not be considered for funding;
- Total amount of award should not exceed sixty-percent (60%) of the program and/or project cost.

GOALS

➢ Provide funding to better accommodate the unmet needs of Oceanside youth-oriented programs and services.

➢ Establish a formalized annual review and recommendation process, with the City Council determining final allocations, to fund youth programs, services and projects.

POLICY STATEMENT

The City of Oceanside places a strong emphasis on the provision of quality programs, services and facilities, which benefit the youth of the community. For the purpose of this grant program, youth is defined as any individual 18 years old or younger. It is in the best interest of all youth service providers, as well as their beneficiaries, that a wide range of activities, opportunities, services and facilities are available that reflect the community's demographics, groups and cultural makeup. With this policy in mind, preference will be given to those that meet the needs or address areas of current deficiencies of current Oceanside youth services.

ELIGIBILITY CRITERIA

Each organization may submit one (1) application and must meet the following requirements at the time the proposal is submitted.

1. Grants are available to non-profit organizations whose goal is to provide facilities, programs, services and/or special events which serve the youth of Oceanside. At least eighty percent (80%) of youth served by grant funds must either reside or attend school in Oceanside.

2. Proposed projects, programs, services and/or special events must be primarily directed to the youth of Oceanside. Proof of residency is illustrated by the address on the application; however, applicants should be able to provide additional proof of residency for the recipient or benefactors of the funds upon request. Locations of projects and/or activities should be noted on the proposal.

3. Applicants must show evidence of a fiscal and programmatic track record for at least two completed years when applying for grant funding. A copy of the agency's budget with expenditures and revenues is required.

4. Grantees will be required to execute a written agreement with the City of Oceanside Parks & Recreation Division, which will include an indemnification and release of liability to the City for the said project.

5. The grant, if awarded, should be expended and implemented within one year of funding. The FY 08-09 funding and project period will be September 1, 2008 – August 31, 2009.

6. Grantees will be required to submit a post-program report describing the activity, number of participating youth and a budget, inclusive of supporting financial documentation as well as provide a post-program presentation to the Parks and Recreation Commission.

INELIGIBLE ACTIVITIES

1. Grants to individuals.

2. Facilities/programs/services/events not open to the general public and not directly servicing youth.

3. Programs not provided within the City of Oceanside limits.

4. Expenses incurred before starting date of contract/award.

5. Requests to fund basic research, acquisition and/or maintenance of capital items, administrative costs and personnel costs.

6. Events/activities, which are primarily for fundraising purposes.

RELIGIOUS ORGANIZATIONS

If a non-profit organization represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes that is supervised, controlled by, or connected with, a religious or denominational institution or organization, then the organization must agree that, in connection with receipt of grant funds, the following conditions will be adhered to:

A. It will not discriminate against, or give preference to, any person who participates in the organization's project, program, service and/or special event based on religion;

B. It will not provide any religious instruction or counseling, conduct any religious worship, or exert any other religious influence on participants in the organization's project, program, service and/or special event;

C. It will not hold the project, program, service and/or special event in a facility that contains any sectarian or religious symbols or decorations.

DETERMINATION OF AWARDS

The Parks and Recreation Commission will review each application. The Commission consists of nine (9) regular members, residents of Oceanside, appointed by the Mayor. The Commission makes recommendations by evaluating and ranking each proposal, based on the Opportunities For Youth Grant Awards Program's criteria, goals, purpose and mission. Interviews with applicants will be conducted at a regularly scheduled Parks and Recreation Commission meeting. These recommendations are forwarded to the City Council for review, approval and award of funding. All decisions of the City Council are final.

Please review Attachment 1 and use it to help prepare your proposal. All applications will be reviewed and scored based on this criteria point scale, with funding awarded to those proposals who score highest (Attachment 1).

Applications should realistically assess and thoroughly document the amount of money needed to complete the proposed project, program, service and/or special event. Requests should be made with the understanding that the funding available is limited and, if awarded, the amount may be less than requested. Requests may be carried over to a future grant cycle within the first (1st) grant year. If a grant request is used in conjunction with an application for another grant, staff members will seek to coordinate the timing of the review process and release of the other funds with grant applicants. Grants awarded in one year do not guarantee or imply support in subsequent years.

Additionally, for the 2008-09 funding cycle a minimum and maximum funding request has been identified:

The minimum amount a program can apply for is $500.
The maximum amount a program can apply for is $2,500.

Proposals not following these guidelines may not be considered for funding.

PAYMENTS

Support staff will prepare documents for grantees for the Parks and Recreation Commission. It is the responsibility of the grantee to provide source documents to comply with the eligibility requirements as noted above. A one-time payment will be provided to grantees, upon receipt of City Council authorization.

COLLABORATIONS

If another organization or a key individual from another organization are instrumental in the completion of a project, program, service and/or special event described in the application, the applicant must include a letter of support from the collaborating organization or key individual, describing their role, responsibility, and extent of collaboration on the project, program, service and/or special event.

Opportunities For Youth

Grant Application Guidelines

WHAT THE APPLICATION MUST INCLUDE

Applicants must submit **FOURTEEN COPIES** of the completed application and appropriate attachments in the order listed below:

1. The application form with the organization's legal name, authorizing signatures, and amount of request.

2. Applicants must provide a brief outline describing the applicant's organization, history, and purpose.

3. Applicants must meet the "Eligibility" requirements outlined in the attached Grant Program Description.

4. Applicants need to provide a narrative not to exceed 500 words that MUST include the following:

   _____ Description of the proposed project, program, service and/or special event, and its objectives, along with the ages of the participating youth and the approximate number of youth that will be benefited;

   _____ Evidence showing a need for the project, program, service and/or special event and its value;

   _____ Geographic area to be served;

   _____ Timeline of project from beginning to completion;

   _____ Fees to be charged to participating individuals, if applicable;

   _____ Notation if the proposed grant will be used to match another grant; and

   _____ Anticipated methods of evaluating how the project, program, service and/or special event's objectives were met.

5. Line item budget for proposed project, program, service and/or event. The budget should label items to be paid by the Opportunities For Youth grant, if funded.

6. Supporting documentation, i.e., press clippings, program schedules, brochures, etc. (maximum of four different examples clipped to each application copy), if available.

   In the case of audio and/or video materials such as cassettes, photos or slides, please note: Only one copy of these is required. Please use ½-inch VHS or Super VHS videocassettes only. Cue video and audiotapes to best selections. Realistic time for viewing is 3-5 minutes. These items will become the property of the City of Oceanside and will not be returned to the applicant.

7. When applicable, include letters of support from collaborating organizations.

STAPLE OR PAPER CLIP EACH OF THE FOURTEEN APPLICATION COPIES

City of Oceanside Parks & Recreation Division

Opportunities For Youth

GRANT APPLICATION

Answer all questions on this application. Questions not answered will indicate an incomplete application. Incomplete applications are generally not recommended for funding.

1. Legal Name of Organization _____

2. Name of Project _____

3. Address _____

   City _____ State _____ Zip _____

4. Phone (Daytime) _____ (Evening) _____

5. Contact Person _____ Title _____

   Daytime Phone _____ Evening _____

   E-mail of contact person _____ @ _____

   Organization Web address (if applicable) _____

   Contact number for summer months _____ (if school-based group)

6. Year established _____

7. Total current membership _____

8. Does your organization have tax-exempt status? YES _____ NO_____

   If yes, check which one TAX-EXEMPT _____ NON-PROFIT _____

9. Is your organization school-based and/or church-based? ___YES _____ NO _____

   If yes, list the name and address: _____

10. Please provide the requested information and attachments as specified in Sections 2-7 of the Application Guidelines on page 8.

11. Staffing: Number of paid employees _____ Number of volunteers _____

12. Total Grant Request Amount: $_____

Total Program/Project Cost	Grant Request	Matching Grant (If Any)	Source of Matching Grant (If Any)	Anticipated Date of Release of Matching Grant
$_____	$_____	$_____	_____	_____

SPECIAL NOTATION: **The Parks and Recreation Commission reserves the right to request additional information or support documents.**

I certify that the information contained in this application is true and correct to the [illegible]f my knowledge.

[illegible]al authority-approved authorization (Board of Director, School District Administration, etc):

Print Name and Title _____

Signature _____

Please submit application by **5:00 pm, Tuesday, April 22, 2008,** to:

Parks & Recreation Division
ATTN: Opportunities For Youth Grant Application
300 North Coast Highway
Oceanside, CA 92054

Attachment 1

Evaluation Point Scale

Opportunities For Youth

When preparing your proposal please refer to this document often. This is the point scale that will be used to evaluate your proposal for funding. Should you have questions please contact Greg Milano at 435-5551.

All proposals received by 5:00 pm, April 22, 2008, will be evaluated based on the following criteria. The total points available for any proposal will be 100. Proposals receiving the highest point totals will be considered for funding. Meeting all the requirements and receiving a score eligible for funding does not mean the organization will receive the requested amount. Funding amounts are based on available funds and the number of eligible, quality programs that apply.

Application was received by 5pm on April 22, 2008 ..... 10pts

Fourteen copies of proposal packet were included 10pts

Application meets the requirements for eligibility 20pts

- ☐ Applicant is a non-profit organization
- ☐ 80% or more of the youth served will be Oceanside residents
- ☐ Events or projects will take place in Oceanside
- ☐ Fiscal or programmatic track record is provided
- ☐ Agency's budget with expenditure and revenues is provided

Extent to which activities directly benefit youth 10pts

Extent to which the narrative provides the requested information 25pts

Proposal includes completed application information sheet 10pts

Extent to which the proposal meets the funding request guidelines 15pts

- ☐ request is more that $500
- ☐ request does not exceed $2,500
- ☐ request meets all criteria listed on p. 4

Total Points available 100pts