



DATE: August 21, 2023

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager

FROM: Kevin Ortiz, Management Analyst

DEPARTMENT: City Manager

SUBJECT: CONSIDERATION OF APPLICATIONS FOR NONPROFIT
AGENCY FUNDING FOR FISCAL YEAR 2023-2024

RECOMMENDATION

It is recommended that the City Council consider applications for nonprofit agency funding for FY 2023-2024 and by Minute Order, provide direction to staff regarding funding recommendations.

EXECUTIVE SUMMARY

The City's FY 2023-2024 Final Budget includes a funding allocation of \$75,000 for contributions to nonprofit agencies that provide services to the Foster City community. For FY 2023-2024, the City received funding requests from thirteen (13) nonprofit agencies, totaling \$147,400.

At the February 27, 2023 Special Meeting, the City Council provided direction to City staff to conduct the FY 2023-2024 Nonprofit Grant Program. In alignment with the City Council's direction, the City's Nonprofit Grant Program Guidelines (Attachment 1) and application detailed the funding level percentages and eligible activities for each Nonprofit Community Needs Category, which are included below.

Basic Services – Activities include, but are not limited to, services for the homeless, seniors, youth, and low-income individuals and families, such as subsistence programs, healthcare initiatives, and rental assistance.

Nonprofits submitting applications in this Community Needs Category are eligible for 60% of the total amount allocated by the City Council.

Community Enrichment – Activities that promote community enrichment, including, but not limited to, educational and recreational programs and initiatives that promote social equity and engagement.

Nonprofits submitting applications in this Community Needs Category are eligible for 25% of the total amount allocated by the City Council.

Community Health – Activities include, but are not limited to, programs or projects that support Foster City residents' well-being, preserve city resources, or increase community environmental sustainability.

Nonprofits submitting applications in this Community Needs Category are eligible for 15% of the total amount allocated by the City Council.

In addition, the Nonprofit Grant Program Guidelines detailed the Application Process and Funding Process for FY 2023-24. As part of the process, staff is seeking City Council's direction on a funding recommendation for each nonprofit agency at a public City Council meeting.

BACKGROUND/ANALYSIS

For many years, the City Council has designated funds to support local nonprofit agencies that operate programs and provide services that benefit the Foster City community. The Final FY 2023-2024 Budget includes a budget allocation of \$75,000 for funding contributions to nonprofit agencies under the City Council's Community Promotion Budget.

The City received nonprofit funding program applications from thirteen (13) nonprofit agencies for FY 2023-2024 (Attachment 3). As detailed in the Application Process (Attachment 1), staff evaluated nonprofit applications received by the deadline for completeness. In compliance with the Ralph M. Brown Act, staff subsequently shared the nonprofit applications via email with each City Councilmember individually. Using the Community Needs Categories, Councilmembers provided their proposed funding allocations for each nonprofit agency separately, which were then compiled by staff and included on the agenda for Council's consideration at the August 21, 2023 City Council Meeting (Attachment 2).

In addition, nonprofit applicants were invited to appear during the Public Comment period during any City Council Regular Meeting prior to Council determining a funding recommendation/allocation for each nonprofit agency. This provided nonprofit applicants with the opportunity to share their programs or services that benefit the Foster City community.

At the August 21, 2023 City Council Regular Meeting, the City Council has the opportunity to consider the nonprofit applications and funding allocations using the Community Needs Categories, build consensus during the public meeting, and provide direction to staff regarding funding allocations for each nonprofit agency. Once funding allocations are determined and approved by the City Council via Minute Order, staff will send out a written notice to all nonprofit funding applicants to notify them of their status. Nonprofit agencies selected for funding will be notified in writing of the City Council's approval and funding allocation, and will be asked to submit an invoice to the City to receive the funds.

California Environmental Quality Act

Not Applicable

FISCAL IMPACT

Funding in the amount of \$75,000 was earmarked in the approved FY 2023-2024 Final Budget, specifically under the City Council's Community Promotion Expenses – Contributions to Other Agencies Budget (Account No. 001-1030-413-4260).

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Smart Planning, Development, and the Local Economy
Innovation and Sustainability

ATTACHMENTS:

Attachment 1 – Nonprofit Grant Program Guidelines FY 2023-2024
Attachment 2 – City Council Individual Proposed Funding Allocations (Compiled)
Attachment 3 – FY 2023-2024 Nonprofit Funding Grant Applications (Compiled)