

# COMMUNITY FUNDING PROGRAM

City Council Policy #CC-25-029

Adopted May 27, 2025

Resolution No. 6973



## Purpose

To provide a transparent and equitable framework for awarding monetary support to local nonprofit agencies addressing the human service needs of Menlo Park residents. This funding is intended to supplement, not fully fund, an agency's program. All recipients will enter into an agreement with the City, detailing the specific deliverables and reporting obligations.

## Program goals

The City of Menlo Park supports community-based human service programs because:

- Basic human services are fundamental to residents' quality of life.
- Partnering with established nonprofits is an effective method to deliver services efficiently.
- Contractual relationships enable the City to influence program focus and performance to human service programs.
- City funding allocations enhance nonprofits' ability to leverage additional resources to benefit local residents.

## Eligibility criteria

- Be a local agency/organization registered 501(c)(3) nonprofit under IRS guidelines and California state law. "Local" means serving Menlo Park residents, either exclusively or as a significant portion of a broader San Mateo County.
- The agency/organization must have an independent audit performed at least once every two years.
- Use at least 85% of City funds for direct services.
- Must provide a service that is not a duplication of an existing City program or demonstrate why the program is not an unnecessary duplication of service.
- Demonstrate service delivery in one or more of the following priority areas:
  - Basic services – Activities include, but are not limited to, services, including civic engagement, for the homeless, seniors, youth and low-income individuals and families such as subsistence programs, healthcare initiatives and rental assistance.
  - Community enrichment – Activities that promote community enrichment, including, but not limited to, educational and recreational programs and initiatives that promote social equity and engagement.
  - Community health – Activities include, but are not limited to, programs or projects that support Menlo Park residents' well-being, preserve natural resources, improve air indoor and outdoor air quality or increase community environmental sustainability.

## Application procedure

Each agency may submit only one application per funding cycle, and the application must focus on a single, clearly defined program or service.

Interested agencies/organizations must complete the official Community Funding Application form and submit it by the annual deadline (see Funding allocation and timeline).

Applications are reviewed by the City Council subcommittee, which makes funding recommendations to the full City Council for approval.

Late or incomplete applications will not be considered.

## Funding allocation and timeline

- Funds are distributed from the City's General Fund, adopted by the City Council in the annual budget, and no more than 1% of general fund property tax will be allocated to the Community Funding Program.
- Funding decisions will consider program impact, fiscal responsibility and alignment with City priorities.
- The City Council has the sole discretion to make all funding and award determinations including determinations not to fund any applications.
- Funding for each agency/organization ranges from a minimum of \$3,000 to a maximum of \$15,000.

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The application submission period runs from January to March. At the close of the application period, a City staff committee will compile all applications, supporting documents, and recommendations based on standardized rating sheets designed to ensure applications are scored consistently and transparently. Each criterion will be rated on a scale of 1 to 5. Staff will present this to the City Council Subcommittee for review no later than April 30. This review will be held as a public meeting, where applicants and members of the public may attend and provide comments.

The City Council will review the City Council Subcommittee recommendations and approve final funding allocations at a public City Council meeting no later than May 31 of each fiscal year. Funds will be disbursed in July to approved agencies after the City Council's decision and execution of the Community Funding Agreement between the City and the agency/organization.

### Agreement and reporting

Approved agencies/organizations will enter into an agreement outlining specific goals, metrics and reporting requirements. The agency/organization will agree to use the funding within the fiscal year (e.g., July – June) in which the funding is approved.

Funded agencies must submit a narrative report detailing service delivery, outcomes and expenditure per the executed funding agreement.

### Policy history

Action	Date	Notes
Policy adoption	5/27/2025	Resolution No. 6973