



FUNDING REQUEST DUE DATE: **Friday, March 28, 2025**

### **Background**

During the regular biennial budget cycle, the City receives requests for funding from various outside agencies. To be eligible for funding, the outside agency must:

- Provide services in Buellton, or services that impact Buellton residents.
- Submit Application that includes the following information:
  - Description of your organization
  - Description of what the funding request will be used. A separate document can be attached to address this section.
  - Indicate the amount requested for funding.
  - Include organization's budget and financial information.

### **Procedures**

- A. The Finance Director will notify previously funded organizations in late January/early February of the need to submit funding application.
- B. The Finance Director will post availability of the Non-Profit Organization Grant on the City's social media platforms and on the City's website.
- C. Non-profit organization will submit funding request by the deadline, **Friday, March 28, 2025**. Email applications to [shannelz@cityofbuellton.com](mailto:shannelz@cityofbuellton.com), mail to: Buellton City Hall, PO BOX 1819, Buellton, CA 93427, or deliver to 107 West Highway 246, Buellton, CA 93427.
- D. The Finance Director and City Manager shall review the funding requests and present recommendations to the City Council on Thursday, April 24, 2025. Copies of all grant funding applications will be provided to City Council.
- E. A representative from the agency requesting funding must attend the City Council Meeting and deliver a three-minute statement communicating their funding request. City Council meeting details will be communicated to the agency a couple of weeks prior to the meeting.
- F. The total amount available for funding for FY 2024-25 is \$42,642. City Council may decide to increase the amount available for FY 2025-26 during the City Council meeting. The amount available will be divided among the agencies requesting funding. The amount each agency receives is determined by City Council on an average basis.
- G. Funding requests will be awarded after July 1, 2025. The awarded agency will need to submit an invoice for the amount granted by City Council. The Finance Director will notify the awarded organizations in early July to submit their invoice.
- H. For FY 2026-27 funding, City Council has the option to award the organization a 3.0 percent increase of the FY 2025-26 awarded amount. The Finance Director will send out a notification early July 2026 to remind agencies to submit an invoice for funding for FY 2026-27.



**FY 2025-26 and 2026-27 Budget & Non-Profit Timeline**

<b>March 28, 2025</b>	Deadline to submit grant funding applications.
<b>April 1, 2025-April 14, 2025</b>	City Manager and Finance Director begin reviewing funding request letters and contact nonprofits/outside agencies, as needed.
<b>April 24, 2025</b>	Nonprofits/outside agencies make presentations to City Council. City Council recommends Grant Funding allocations.
<b>May 22, 2025</b>	Budget Study Session with Council.
<b>June 12, 2025</b>	City Council to Adopt Budget.
<b>June 26, 2025</b>	Alternate date to Adopt Budget
<b>July 1, 2025</b>	Submit Invoice for FY 2025-26 Award
<b>July 1, 2026</b>	Submit Invoice for FY 2026-27 Award



## Community Organization Support Grant Funding Application

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### Section 1: Applicant Information

Organization/Agency Name:

EIN:

Mailing Address:

Physical Address:

Contact Person:

Title within Organization:

Contact Email:

Phone Number:

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### Section 2: Description of Organization

1. **Organization Purpose (What is your organization mission/goals?):**
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### Section 3: Funding Request Overview

2. **Funding Purpose (Description of program in which the grant will be used for):**

3. **Funding Amount Requested:**
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## Community Organization Support Grant Funding Application

### Section 4: Funding Details

1. **Problem Statement (What issue will this funding address?):**
  2. **Goals and Objectives (What do you aim to achieve?):**
  3. **How will Buellton residents benefit from this project?**
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### Section 5: Budget Breakdown

1. **Total Organizational Budget:**
  2. **Requested Grant Amount:**
  3. **Other Funding Sources (if any):**
  4. **Budget Details (Provide a detailed breakdown of costs):** Attach to application.
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### Section 7: Additional Information

1. Attach IRS 501(c)(3) letter.
  2. Provide Organization's most current financial statements (last two years), if available.
  3. Attach funding request letter, optional.
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