



# **City of San Carlos**

## **Notice of Funding Availability (NOFA)**

# **Centennial Community Grant Program**

<b>NOFA Issued:</b>	<b>Friday, September 27, 2024</b>
<b>Non-Mandatory Informational Meeting:</b>	<b>October 16, 2024, 11:30 a.m. – 12:30 p.m.</b>
<b>Responses Due By:</b>	<b>Friday, November 22, 2024 at 5:00 p.m.</b>

**Program Overview.** The City of San Carlos invites San Carlos-based non-profit community groups and organizations to submit a request for funding as part of the Centennial Community Grant Program. The City of San Carlos Centennial Celebration event budget contains one-time funding allocations that shall be used to support community non-profit groups and organizations' celebrations of the City's centennial year. The grant monies shall be used for the purpose of centennial celebrations within the 2025 calendar year.

**Types of Eligible Applicants.**

- San Carlos-based non-profit organizations
  - Non-profit organizations may include community service-based, foundation/charitable, cultural, social, Veteran's, PTO/PTA, youth-based.

*\*Public school district is ineligible*

**Permissible Uses.** It is important to note that these funds cannot be used to subsidize operations. Types of eligible projects may include but are not limited to:

- Community event (Centennial San Carlos Trivia Night, Scavenger Hunt, Talent Show, etc.)
- Centennial program (Time Capsule, San Carlos History program, art contest, etc.)
- Hometown Days Parade Float expenses
- San Carlos Centennial service project

**Funding Priorities.** All applicants must be based within the City of San Carlos. Applications will be accepted until the deadline on Friday, November 22, 2024 at 5:00 p.m. The grant program application period will only occur through November 22, 2024. City reserves the right to not expend all grant funds. Each applicant must submit a grant request that best supports the purpose of the Centennial Community Grant Program.

**Qualification Criteria.** To be considered for the Centennial Community Grant Program, the organization must meet the following criteria:

- Must be a San Carlos-based non-profit
- Must serve San Carlos residents
- Must clearly demonstrate how funds will be used
- Program or event must celebrate or reflect the City's centennial
- Must provide proper documentation for reimbursement which will be determined at the grant pre-approval stage
- Must agree to the terms in the "Agreement for Receipt of Grant Funds"

**Program Commitment.** To demonstrate a commitment to the Centennial Community Grant Program, applicants must provide additional documentation including but not limited to:

- Must provide proof of current non-profit status
- Must submit close out summary report of how funds were utilized

**Funding Availability.** The approved budget for grant expenditures from this fund is \$250,000. Each applicant may request a maximum of \$30,000 in grant funding for a centennial program or event. The funding request should be appropriate for the proposed program or event size. Funding allocations may cover the entire cost of the proposed program or event cost. The City is not required to distribute

all funds, should total amount requested by applicants not exceed the funds available or if proposed programs or events do not meet the grant requirements.

Funds are expected to be distributed amongst several eligible organizations that best demonstrate the ability to meet the expectations of the grant program.

**Application Requirements.** Applicants must submit a complete Centennial Community Grant Program Request Application which includes a narrative of the proposed program or event (attached). Applicants must also agree to list the program or event on the City's website for general community awareness and invitation to participate.

**Application Review Process.** Applications will be reviewed by City of San Carlos staff to determine if they are complete and responsive to the request. City staff will evaluate qualified applications against program or event criteria. Grants will be offered to applicants proposing programs or events that meet the goals and requirements of this NOFA.

**Funding Distribution.** The selected applicants will be required to enter into an Agreement for Receipt of Grant Funds within the City. Reimbursement and timing of payments will vary per applicant based on specifics of the proposed program or event. Payment schedule will be finalized at the grant-approval stage.

**Application Deadline.** Written requests for funding shall be mailed or hand delivered to the attention of Amy Newby, Parks and Recreation Director, at City Hall, 600 Elm Street, San Carlos, CA 94070 or emailed to [anewby@cityofsancarlos.org](mailto:anewby@cityofsancarlos.org). **Responses to this NOFA are due by Friday, November 22, 2024 by 5:00 p.m.**