



# City of Mission Viejo Community Services Funding Program

## Application Guidelines

**Special Notice:** Community Service Funds will be awarded in June 2021 for the program cycle beginning July 1, 2021 and ending June 30, 2022. **Note:** Email signed application and required documents **individually** by the posted deadline to [CSFunding@cityofmissionviejo.org](mailto:CSFunding@cityofmissionviejo.org) \*\*\* **Only electronic submissions accepted** \*\*\*

### 1. ELIGIBILITY

All community not-for-profit organizations meeting the requirements and guidelines specified in the City Council's "Community Service Program Funding" policy may apply for funds.

### 2. FUNDING CATEGORIES

The City of Mission Viejo is accepting and considering applications for Human Service related programs and services.

### 3. DEADLINES/REPORT CYCLES

Applications are due **Monday, March 1, 2021 5:00 pm**. Funding will be dispersed no later than June 30, 2021. Two performance reports are required. For program period July 1, 2021– December 31, 2021, report is due January 31, 2022. For program period January 1, 2022 – June 30, 2022, report is due July 29, 2022.

### 4. APPLICANT ORIENTATION

See on-line grant orientation for 2021-22 funding cycle: <http://cityofmissionviejo.org/departments/recreation/community-services-funding>

**5. APPLICATION PROCESS:** Submit the **on-line fillable** application with required attachments *unless* noted:

- Articles of Incorporation (**new agencies only**)
- Bylaws of Organization (**new agencies only**)
- Names/addresses of current Board of Directors
- Certificate of current General Liability Insurance (no less than \$1 million per occurrence and \$2 million in aggregate) with City listed as "Certificate Holder" **or** letter stating ability to obtain before funding.
- Certificate of current Workers' Compensation coverage in an amount not less than \$1 million. If agency is not subject to Workers' Compensation laws, a Declaration of Non-Employer Status will be required.
- Board Approved Current Operating Budget
- Two recent Letters of Support for proposed program (1-2 years prior to grant funding)

### 6. REVIEW & FUNDING PROCESS

The Recreation and Community Services Commission reviews all applications and conducts public meetings to receive input from applicants and the public as needed. After review and deliberation, the Commission forwards their funding recommendations to City Council. Grants are limited to \$5000 per agency, unless modified by City Council.

**NOTE:** Programs submitted for Community Services Funding must differ from programs approved for Community Development Block Grant funding (CDBG). Applicants will be notified of applicable meeting dates relevant to their grant application.

### 7. RETURN OF FUNDS

Agencies are required to return any unexpended funds at the end of the one-year grant period. City monies shall be used only for the purpose duly authorized by the City Council and in accordance with the budget information submitted by the agency.

### 8. QUESTIONS REGARDING APPLICATION PROCESS:

Leslie Rea-McDonald-(949)470-8412/ (949) 470-3062  
[lmcdonald@cityofmissionviejo.org](mailto:lmcdonald@cityofmissionviejo.org) or  
[CSFunding@cityofmissionviejo.org](mailto:CSFunding@cityofmissionviejo.org) or

### 9. SUBMISSION REMINDERS:

- **Online applications and all forms are available at** <http://cityofmissionviejo.org/departments/recreation/community-services-funding>
- **Email applications/attachments as separate PDF documents** to: [CSFunding@cityofmissionviejo.org](mailto:CSFunding@cityofmissionviejo.org)
- Email signed application along with required attachments by: **March 1, 2021- 5pm** deadline.
- This grant is competitive; follow all instructions to maximize funding prospects
- **Note: Only on-line submissions will be accepted.** No paper applications will be accepted.