

Community Service Funding Applicant Orientation

2021-22





Community Service Funding

- What is the purpose of CSF?
- Who makes the funding decisions?
- What programs are eligible for CSF?
- What programs are ineligible for funding?
- How /when are funds distributed?
- What are the reporting requirements?
- What is needed to apply for funding?

Question: What is the purpose of CSF?



Question:

Who makes the funding decisions?



Answer/Selection Criteria:

- The **Community Services Commission** reviews and makes recommendations to City Council
- Final funding decisions are made by **City Council**.



Question: What programs are eligible for funding?



Answer:

Human/Community Services Programs:

- Crisis Intervention and/or Centers
- Youth Services
- Senior Citizen programs/services
- Special needs populations
- Children Daycare
- Health and Drug Prevention services
- Veteran Support Services

Cultural Arts (excluded since 2017-18)

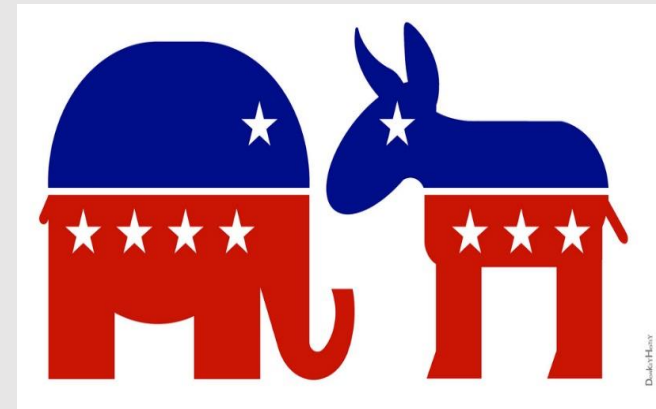


City Quality of Life Priorities



Question:

What programs are **ineligible** for funding?



Question: What reporting is required?



Answer:

There are **two** performance reports and **one** end-of-year financial statement:

Report One:

Period: Jul-Dec 2021

Due: January 31, 2022

Report Two:**

Period: Jan-Jun 2022

Due: July 29, 2022

** Agency to submit a year-end financial **closing report** within **60 days** after the one-year grant period or **August 30, 2022**

The financial report/statement shall detail all expenses of City monies.

Required Documents

Agencies to **scan to email** the following documents **unless on file**:

- a) Articles of Incorporation (new agencies only)
- b) Bylaws of Organization (new agencies only)
- c) Names/addresses of current Board of Directors
- d) Board approved **current** year operating budget.
- e) Recent letters of support (2 years prior to submission)
- f) Verification of current General Liability Insurance.
or letter stating the ability to obtain before funded.
- g) W-9 and Vendor Application (new agencies only)



****Insurance Requirements****

- 1) Proof of General Liability: not less than 1 million per occurrence;
2 Million in the aggregate
- 2) City listed as “Certificate Holder”: City of Mission Viejo, 200 Civic Center,
Mission Viejo, CA 92691
- 3) Proof of Workers Compensation per state laws or completion of
Declaration of Non- Employer Status
- 4) Proof of Professional Liability **may be required**
- 5) Agency to maintain/forward current coverage to City
- 6) City Risk Manager contact: Heather Campbell:
hcampbell@cityofmissionviejo.org / 949-470-8437

Question: How and when are funds distributed?



Project Funding Timetable- F/Y 2021/22

- January** - Applications available on-line
- February** - Applications/attachments due on-line-**March 1, 2021**
- March** - Round One - Commission invites presentations as relevant
- April** - Round Two - Commission makes recommendations
- May** - Round Three - Council approves or amends
Commission recommendations
- June** - **Funds distributed to agencies by end of June**, provided the timetable is followed and all documents are received

Review of Application Packet

- Application Form - **fillable/e-sign**
- All required attachments-scan as separate PDF's
- Vendor Application** - fillable/ sign and scan
- W-9 ** -fillable/ sign and scan
- Insurance Requirements met

** one time only- new agencies

