



City of Hemet Community Funding Grant Program Policy and Procedures FY 2025/26

The City Council has allocated \$100,000 in its Operating Budget for its annual Community Funding Grant Program.

Purpose

The purpose of this program is to provide financial assistance to help fund community events, projects, and programmatic services that benefit Hemet residents. Applications are accepted annually during the City's designated application period.

Funding Philosophy

Community Funding is intended to augment the efforts of non-profit organizations that serve Hemet residents. Due to limited resources, not all requests can be funded. The City encourages a goal of self-sufficiency for all initiatives funded by this program. Accordingly, all organizations requesting funds from the City should continue efforts to establish stable private funding sources, as the City Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Submission of a complete application does not guarantee funding nor does receiving an award in the prior funding year.

Applicant Criteria

Applicants may apply for project or program funding that support the funding criteria below:

Projects or programs which promote or benefit the Hemet community with arts, culture, education, or provide support services to City of Hemet residents, including youth/family health and well-being initiatives and related services. The minimum grant request is \$2,500 and the maximum grant request is \$20,000.

Eligibility Requirements

To be eligible for funding, organizations must be:

- Tax exempt
- A non-profit with 501(c)(3) status in good standing in the State of California
- Providing a project/program/event/service benefitting Hemet residents.

Funding is not available for salaries, scholarships, or to fund debt service.

Note: Community events must be publicly advertised and open to the public.

The organization must obtain and maintain appropriate insurance coverage as determined by the City of Hemet and add the City of Hemet as additional insured, if required.

Guidelines

By law, all Community Funding may only be spent for a public purpose for the City of Hemet and must comply with all applicable laws. The City Council authorizes the City Manager in consultation with the Business Ad Hoc Committee, to make administrative modifications to the Community Funding Grant Program and Application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of budgeted funds for the Community Funding Grant Program from one fiscal year to another. Any funds not allocated or spent by a non-profit organization by the end of the fiscal year will be returned to the City's General Fund.

Application Process and Submittal Deadline

- **Applications Open July 14, 2025:** Applications are available at City Hall and on the City's website at www.hemetca.gov
- **Application Submittal Deadline: Monday, September 15, 2025 at 5:00 p.m.**
- Submit by Email your Funding Request Form and all required documents prior to the application deadline to:

csunds@hemetca.gov
- It is the applicant's responsibility to ensure that the application is complete. Incomplete or late applications may not be considered.

Review Process

1. Initial Screening

Applications are first screened for completeness and eligibility by the City's Procurement Administrator. Any incomplete applications or those not meeting the basic eligibility requirements may be disqualified.

2. Business Ad Hoc Committee Review

Each application that passes the initial screening will be evaluated by the City's Business Ad Hoc Committee according to the specific criteria outlined in the guidelines and community needs. The Ad Hoc Committee may also request additional information or clarification from applicants, if needed, and will provide a funding recommendation to the City Council for approval.

3. Funding Decisions

Based on the deliberations, the City Council will make final decisions on which projects, events, or services will receive financial assistance. The Council has the discretion to award full, partial, or no funding to any applicant, depending on the availability of funds and the perceived value of the proposed activities.

Post Award Requirements

1. Reporting:

Recipients must submit a final report detailing the use of funds and the outcomes of the project, event, or services within 30 days of completion.

2. Acknowledgement:

Recipients must acknowledge the City of Hemet's support in all promotional materials and reports.

3. Deviations from Scope of Work:

Any deviations from the proposed Scope of Work must be approved in writing by the City Manager or authorized by the City Council.

Contact Information

For questions or assistance with the application process, contact the City of Hemet's Procurement Administrator, Candace Sunds, at 951-765-2348 or csunds@hemetca.gov