



## Community Funding Grant Procedures and Application FY 2025/2026

**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.

**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.
- Community events must be publicly advertised and open to the public.
- Applicants must maintain appropriate insurance coverage as shown in attachment A.

\*\*\* Please note: Funding is not available for salaries, scholarships, or to fund debt service. \*\*\*

### Application Process and Deadlines:

- Beginning **July 14, 2025**, Applications will be available at City Hall and on the City's website at [www.hemetca.gov](http://www.hemetca.gov).
- Applications are to be submitted by email to [csunds@hemetca.gov](mailto:csunds@hemetca.gov) no later than **5pm on September 15, 2025**. Incomplete or late applications may not be considered.
- The minimum request is \$2,500, with a maximum limit of \$20,000.
- 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.
- 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.
- 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:**

- 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.
- Recipients must acknowledge the City of Hemet's support in all promotional materials and reports.
- Any deviations from the proposed Scope of Work must be approved in writing by the City Manager or authorized by the City Council.

**[SEE THE NEXT PAGE FOR THE APPLICATION]**

**Community Funding Grant Application  
FY 2025/2026**

- 1. NAME OF APPLICANT/ORGANIZATION: \_\_\_\_\_
- 2. IS THE ORGANIZATION TAX EXEMPT?    YES    OR    NO
- 3. IS THE ORGANIZATION A NON-PROFIT WITH A 501(C)(3) IN GOOD STANDING WITH THE STATE OF CALIFORNIA?    YES    OR    NO
- 4. DO YOU MEET THE MINIMUM INSURANCE REQUIREMENTS LISTED IN ATTACHMENT "A"?  
      YES    OR    NO

5. CONTACT PERSON:

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

- 6. NAME OF EVENT/PROJECT/PROGRAM/SERVICE: \_\_\_\_\_
- 7. DATE(S) OF EVENT/PROJECT/PROGRAM/SERVICE: \_\_\_\_\_
- 8. LOCATION OF EVENT/PROJECT/PROGRAM/SERVICE: \_\_\_\_\_
- 9. DESCRIPTION OF EVENT/PROJECT/PROGRAM/SERVICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 10. HOW DOES THE PROPOSED EVENT/PROJECT/PROGRAM/SERVICE BENEFIT THE COMMUNITY? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. EVENT/PROJECT/PROGRAM/SERVICEPROMOTION:** What type of advertising/public relations/promotion methods do you plan to use to advertise the event? \_\_\_\_\_

**12. ANTICIPATED NUMBER OF ATTENDEES:** \_\_\_\_\_

**13. IS THIS EVENT FREE TO THE PUBLIC? YES OR NO**

**14. TOTAL AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:** \_\_\_\_\_

\*\*\*The minimum request is \$2,500, with a maximum limit of \$20,000\*\*\*

**15. ANTICIPATED NUMBER OF OUT-OF-TOWN OVERNIGHT ATTENDEES:** \_\_\_\_\_

**16. ANTICIPATED NUMBER OF LOCAL ATTENDEES:** \_\_\_\_\_

**17. HOW MANY ESTIMATED HOTEL ROOM NIGHTS WILL BE GERENTATED BY THIS EVENT?**

\_\_\_\_\_

**OFFICIAL WITH CONTRACTING AUTHORITY FOR THE ORGANIZATION**

**I HEREBY CERTIFY** that the facts stated herein this Event Funding Request are true and correct to the best of my knowledge. The Event described herein will be conducted in accordance with all applicable city/county and other regulations and the Event provides equal access to employment and event participation without regard to race, color, religion, sex, national origin, age, disability, or military status in accordance with applicable federal laws.

\_\_\_\_\_  
**Officials Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Official's Name and Title (Print)**

## ATTACHMENT "A"

# INSURANCE REQUIREMENTS FOR CITY OF HEMET COMMUNITY GRANT FUNDING

---

**Before grant awards are authorized, the City of Hemet requires a certificate of insurance including an underwriter's endorsement prior to commencement of any work.**

**The general liability policies are to include additional insured endorsements that contain the following provisions:**

1. That the City of Hemet and its respective officers and employees are additional insureds under the policy;
2. The policies are primary and non-contributory to any insurance that may be carried by CITY;
3. The CITY is entitled to thirty (30) days' prior written notice (10 days for cancellation due to non-payment of premium) of cancellation, material reduction, or non-renewal of the policy or policies.
4. The insurance shall be carried only by responsible insurance companies that have rated "A-" and "V" or better by the A.M. Best Key Rating Guide, that are licensed to do business in the State of California. CITY will accept insurance provided by non-admitted "surplus lines" carriers only if the carrier is authorized to do business in the State of California.

**Commercial General Liability (CGL):** Insurance written on an occurrence basis to protect Vendor and CITY against liability or claims of liability which may arise out of this order in the amount of Two million (\$2,000,000) per occurrence and subject to an annual aggregate of Four million (\$4,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy. Vendor shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives.

**Vehicle Liability Insurance:** Vendor shall also procure and shall maintain during the term of this order vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident, and property damage insurance in an amount of not less than \$1,000,000. Vendor shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives.

**Workers' Compensation Insurance:** For all of Vendor's employees who are subject to this order and to the extent required by applicable state or federal law, Vendor shall keep in full force and effect a Workers' Compensation policy. That policy shall provide a minimum of One million (\$1,000,000) of employers' liability coverage, and Vendor shall provide an endorsement that the insurer waives the right of subrogation against the CITY and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against CITY by a bona fide employee of Vendor participating under this Agreement, Vendor to defend and indemnify the CITY from such claim.

**Cyber Security and Privacy Liability:** (in the event these is collection of Personal Identifiable Information (PII) in the project and/or services provided). Vendor shall procure and maintain insurance with limits of \$2,000,000 per occurrence/loss, \$4,000,000 general aggregate, which shall include the following coverage:

- a. Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including but not limited to personally identifiable information (PII), protected health information (PHI), security codes, access codes, passwords, etc.
- b. Network security liability arising from the unauthorized use of, access to, or tampering with computer systems, including hacker or denial of service attacks.
- c. Liability arising from introducing a computer virus into or otherwise causing damage to vendor (first-party) or customer's (third party) computer, computer system, network, or similarly related property and the data, software, and programs.
- d. Liability arising from professional misconduct or lack of the requisite skill required for performing services defined in the contract or agreement.
- e. Costs associated with restoring, updating, or replacing data.
- f. Costs associated with a privacy breach, including notification costs, customer support, forensics, crises management, public relations consulting, legal services of a privacy attorney, credit monitoring, and identity fraud resolution services for affected individuals.