

RESOLUTION NO. 2025-86

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
ADOPTING THE UPDATED COMMUNITY GRANT PROGRAM POLICY**

WHEREAS, the Council values the role of local nonprofit organizations in enhancing the quality of life for residents; and

WHEREAS, American Canyon relies upon the partnership, support, and vibrancy brought to the community from our nonprofit organizations and the services they provide; and

WHEREAS, the Council desires to provide financial support to eligible nonprofit organizations through a transparent and accountable process; and

WHEREAS, the Community Grant Program Policy establishes clear guidelines for eligibility, allocation, review, reporting, and oversight to ensure broad public benefit; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby adopts the Community Grant Program Policy, attached hereto as Exhibit A, and directs staff to implement the program in accordance with its provisions.

PASSED, APPROVED, and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 21st day of October 2025, by the following vote:

AYES: Councilmember Melissa Lamattina, Councilmember David Oro, Vice Mayor Mark Joseph, Mayor Pierre Washington

NOES: None

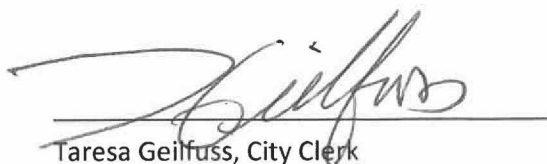
ABSTAIN: None

ABSENT: Councilmember Brando Cruz

A handwritten signature in black ink, appearing to read 'Pierre Washington', written over a horizontal line.

Pierre Washington, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read 'Taresa Geilfuss', written over a horizontal line.
Taresa Geilfuss, City Clerk

APPROVE AS TO FORM:

A handwritten signature in black ink, appearing to read 'Teresa L. Highsmith', written over a horizontal line.
Teresa L. Highsmith, City Attorney



CITY OF AMERICAN CANYON COMMUNITY GRANT PROGRAM POLICY

PURPOSE

The Community Grant Program provides financial support to nonprofit organizations serving the American Canyon community. The program's goals are to strengthen capacity, foster partnerships, and to support programs, services, and events that enhance quality of life in American Canyon. Priority will be given to organizations demonstrating broad benefits, especially those that reinvest proceeds back into the community. Program funding is determined annually by the City Council; funding levels may vary from year to year and are not guaranteed.

ROLES AND RESPONSIBILITIES

The City Council and the Parks and Community Services Commission (PCS Commission) work together to support nonprofit organizations. The City Council awards funds based on the PCS Commission's recommendations as follows:

PCS Commission

- Application review
- Applicant interviews
- Grant award recommendation to the City Council
- Grant reporting oversight

City Council

- Oversight and authority of Community Grant Program
- Award determination
- Program direction and funding

ELIGIBILITY AND USE OF FUNDS

To qualify for funding, applicants must be a nonprofit organization with a current 501(c) status based in American Canyon. Grant funds are intended to directly benefit American Canyon residents, whether delivered as a program, service, or event (collectively 'program' herein). The proposed program must take place within City limits.

Individuals, for-profit entities, and organizations using funds for religious or political purposes are

not eligible. Organizations with outstanding obligations from prior City grants or that failed to meet program requirements are also ineligible. Grant funds may be used for direct costs of planning and delivering the program, such as materials, equipment, facility rentals within City limits, marketing and outreach, insurance and permits, and staff or contractor time tied to the activity. Funds may not be used for general administration, start-up or ongoing operations, or political or religious activities.

GRANT PERIOD

The grant period coincides with the City's Fiscal Year (July 1-June 30). The PCS Commission will generally review applications and conduct interviews in October, with final awards determined by the City Council in December.

ALLOCATION OF GRANT FUNDS

The PCS Commission will recommend the City Council to distribute funds based on the number of applications received, demonstrated community need, overall benefit to American Canyon residents, and the extent applicants give back to the community. Allocation of funds must stay within the annual budget approved by the City Council, and all funds must be awarded within the fiscal year; unallocated funds will not roll over.

APPLICATION REQUIREMENTS

Applicants must provide complete and accurate information for fair and consistent evaluation by the PCS Commission and the City Council. Incomplete applications will not be considered. A complete application will include: a clear description of the proposed program with objectives and anticipated impact; a detailed budget with funding sources; organizational background and capacity; an implementation timeline; evaluation plan for measuring success; and proof of nonprofit status (State of California Exemption Letter or IRS 501(c) determination letter).

REVIEW AND RECOMMENDATION PROCESS (PCS COMMISSION)

City staff will conduct an initial screening of applications to confirm completeness and required documentation. Eligible applicants will be invited to participate in an interview with the PCS Commission during a regular meeting. As part of the interview process, applicants will be required to provide a brief presentation and respond to questions about their proposal. The PCS Commission will review all qualified applications and interviews, considering community priorities, anticipated impact, and financial need. Following its review, the PCS Commission will prepare a recommendation to the City Council with proposed awarded amounts.

FUNDING AWARDS (CITY COUNCIL)

Final funding decisions are made by the City Council. In awarding grants, the City Council will consider the PCS Commission's recommendations and the overall community benefit

demonstrated by each proposal. The City Council may approve, modify, or deny recommendations. The City Council's decision represents the final action in the grant process.

AGREEMENT

Applicants approved for funding will be required to enter into a formal agreement with the City of American Canyon outlining program deliverables, reporting requirements, and terms of funding. Grant funds will be distributed in accordance with the terms of the agreement.

REPORTING

Recipients must submit a closeout report to the PCS Commission within 120 days of completing their program or before applying for a future Community Grant, whichever comes first. The report must include a summary of the program, the outcomes achieved (with metrics or supporting materials such as photographs), and a detailed accounting of expenditures with receipts.

NON-DISCRIMINATION REQUIREMENT

Organizations receiving funding through this program must operate in a manner that is free from discrimination. Grant funds may not be used to support programs that discriminate against an individual or group on the basis of race, color, ethnicity, national origin, age, gender, gender identity or expressed, sexual orientation, disability, religion, or any other protected characteristic as defined by law.

NON-COMPLIANCE

Failure to comply with the terms of the grant agreement, including timely submission of required reports and documentation, may result in the grantee being deemed ineligible for future Community Grant funding.