



CITY OF SAN PABLO
ANNUAL SAN PABLO COMMUNITY
FOUNDATION GRANT PROGRAM
FY 2026/27 GRANT CYCLE GUIDELINES PACKAGE



CITY^{OF} SAN PABLO

City of New Directions

(LAST ADOPTED BY CITY COUNCIL RESOLUTION ON February 2, 2026 – Resolution 2026-012)

GRANT FUNDING AND CORPORATE CONTRIBUTORS



CITY OF SAN PABLO
City of New Directions

CITY OF SAN PABLO CITY COUNCIL



LYTTON RANCHERIA BAND OF POMO INDIANS



REPUBLIC
SERVICES

Sustainability in Action

REPUBLIC SERVICES, INC.

SAN PABLO SENIOR ADVISORY BOARD (SAB)

I. GUIDELINES FOR FY 2026/27 GRANT REQUESTS

Grant Program Purpose: The Annual San Pablo Community Foundation Grant Program (SPCF) aims to provide one-time financial assistance for program services, activities, and special events that primarily benefit the residents of incorporated San Pablo.

While the funding is dispersed at the end of the current fiscal year (FY2026/27), the programmatic functions of grant recipients are expected to occur between July 1, 2026 and June 30, 2027. Therefore, the Annual San Pablo Community Grant Program is accepting applications from eligible local community service organizations and non-profit organizations for FY 2026/27. Agencies that apply for funding for services/activities/events that partially fall outside of FY2026/27 will only be considered for partial or reduced funding.

Funding Availability: The San Pablo City Council has allocated a total of \$120,000 in one-time grant funding awards to eligible non-profit, 501(c)(3) community service organizations to fund one-time program services/activities or special events sponsorships that primarily serve San Pablo residents. Applicants and eventual awardees will need to describe and demonstrate that grant award expenditures will serve at least 75% San Pablo residents.

- ❖ \$85,000 – Total available funds for Program Services/Activities, with a minimum request of \$5,000 and a maximum award of \$10,000. Program Services/Activities are defined as efforts that directly support clients over time, potentially over multiple sessions.
- ❖ \$20,000 – Total available funds for Event Sponsorship, with a minimum request of \$2,500 and a maximum of \$5,000 award per event. Events are defined as direct support to clients provided at a singular point in time. If not, enough awards are made to exhaust available funds, any remaining funds will be reallocated to Program Services/Activities.
- ❖ \$15,000 – Total available funds for AB 939/Environmental Sustainability Funds, with a minimum award request of \$5,000 and a maximum request of \$10,000.

Grant Awards: Only one (1) grant application may be submitted per eligible non-profit, 501(c)(3)/community service organization. See Funding Availability for details on minimum/maximum requests and awards. Final grant awards will be allocated as determined by the San Pablo City Council, which may be based on the total number of eligible grant requests received and subsequent recommendations from the Grant Review Committee.

	Total Funds Available per category	Minimum Request per application	Maximum Award per application
Program Services/Activities	\$85,000	\$ 5,000	\$ 10,000
Event Sponsorship	\$ 20,000	\$ 2,500	\$ 5,000
AB 939/Environmental Sustainability	\$ 15,000	\$ 5,000	\$ 10,000

The City Council, at its discretion, may modify the grant award to qualified recipients based on qualifying criteria, the number of qualified applicants received, and the purpose of the request to best meet preferred funding status criteria to benefit the San Pablo community. The grant award may not exceed the maximum amount of available financial resources for the FY2026/27 Annual San Pablo Community Foundation Grant Program as approved under the City's Annual Operating Budget.

II. GRANT APPLICATION & DOCUMENTS REQUIRED

All applicants must complete the FY2026/27 Application for Grant Funding and include all other required documents as listed below. All documents are required for full application consideration.

- Complete Application for Grant Funding
- Current Organization Budget
- Current State of California Nonprofit Corporation Certificate of Status
- Current List of Organization's Board of Directors
- IRS W-9 – Request for Taxpayer Identification Number (TIN) and Certification
- If service/activity/event occurs at a school site or other shared location(s)***, a letter of support from a school administrator (for schools) or other executive or lead management staff (for other locations) is required.
- If using a fiscal sponsor***, a Current Memorandum of Understanding (MOU)/contract between the two entities OR a Complete Statement of Fiscal Sponsor Responsibilities (use provided template).

III. ELIGIBLE ORGANIZATIONS

Non-profit organizations which have officially filed as a non-profit with the State of California must provide a copy of its current 501(c)(3) nonprofit corporation certificate of status.

For community organizations who do not have a 501(c)(3) certification, applicants must have an established formal relationship with a non-profit, 501(c)(3) charitable organization that may serve as a fiscal sponsor on behalf of the applicant and files jointly with the applying community organization. Applicants who are utilizing a fiscal sponsor must provide a copy of its current Memorandum of Understanding (MOU)/contract between the two entities (organization and fiscal sponsor) OR submit a completed Statement of Fiscal Sponsor Responsibilities. This FY2026/27 Grant Cycle Application and Guidelines Package provides a template that can be utilized by applicants.

IV. APPLICATION SUBMITTAL AND DEADLINE

All applications must be received by **5:00 pm, Friday, April 3, 2026**. All documents listed in Section II above are required to full application consideration.

Incomplete applications or applications received after the deadline are immediately disqualified from funding consideration.

Email completed applications to CSDGrants@sanpabloca.gov

**** Only electronic applications will be accepted. *****

**** Paper applications (mailed or dropped off) will not be considered. ****

For more information or questions: send an email to CSDGrants@sanpabloca.gov

The City is committed to providing as much clarity as possible during this grant application process. All questions must be submitted in writing to CSDGrants@sanpabloca.gov or during one of the optional pre-proposal meetings.

The deadline to submit questions is **March 3, 2026** at 5:00 pm. To ensure applicants have access to both submitted questions and their corresponding answers, the City will publish all questions received on the City's website <https://www.sanpabloca.gov/1361/Annual-Community-Grant-Program>. See Section XI for more details on key dates.

V. THRESHOLD QUALIFYING CRITERIA

Request for Financial Assistance Applications are limited to non-governmental, non-profit organizations serving the San Pablo community. Excluded entities include the following: Contra Costa County offices, Municipal Organizations, Special or Water Districts, school districts, and private individuals. Schools located within City of San Pablo limits who provide non-school services and after-school programs, or authorized student activity organizations are eligible for funding. Applicants should have a State of California non-profit status certification or partner with a fiscal sponsor with a current non-profit status certification.

VI. PREFERRED FUNDING STATUS

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote the identified Major Policy Goals as adopted under the San Pablo City Council Adopted Priority Workplan, effective **April 7, 2025**. Applicants can refer to this document for more details here: FY2026-27 City of San Pablo City Council Priority Workplan [FINAL-ADOPTED---FY-2025-27-Council-Priority-Workplan-Update-040725v2](#)

VII. GRANT FUNDING CRITERIA

Eligible applications will be rated and selected for funding consideration by the San Pablo Community Foundation Grant Committee on the following criteria:

1. Return to Source Provision: Applicants must demonstrate that grant award expenditures will serve at least 75% San Pablo residents.
2. Focus on enhancing or promoting any of the *“Major Policy Goals and/or Strategic Policy Initiatives”* identified under the San Pablo City Council Adopted Priority Workplan, effective **April 7, 2025**.
3. Fair and justifiable program costs (Program/Event budget required).

4. Leverage of matching funds/resources.
5. Collaboration and/or partnerships created.
6. Originality and creativity: Priority will be given to projects or programs that are new and unique to the community or that provide a new or unique twist on an existing program.
7. Funding consideration: The City Council shall take into consideration an applicant’s eligibility for concurrent grant awards and other awards received locally (e.g. San Pablo Community Foundation, San Pablo Team for Youth Grant Program, Student Led Unity Grant (S.L.U.G)).

SELECTION CRITERIA	Maximum Points
Return to Source Provision. Applicants must describe and demonstrate that grant award will serve at least 75% San Pablo residents	10
Enhance or Support Goals and/or Initiatives in San Pablo City Council Priority Workplan. Applications must connect proposed services to established city goals and/or initiatives	15
Fiscal Management and Proposed Budget. Applications must show fair and justifiable program costs and leveraging of matching funds and other resource	10
Collaborations & Partnerships. Applications should show any collaborations or partnerships connected to proposed service.	5
Originality and creativity. Additional points will be given to proposals for new and/or unique services, or which provide a unique twist to an existing program	5
Funding Considerations. The City Council shall take into consideration an applicant’s eligibility for concurrent grants awards and other awards received locally	5
Total Possible Points	50

Additional Considerations:

- Completion of Special Event/Program Activity between: July 1, 2026 to June 30, 2027.
- City General Fund Operating & Corporate Contribution Funds: A total of \$105,000 in City General Fund Operating Funds is allocated and earmarked for the Annual San Pablo Community Foundation Grant Program annually by the City Council as part of the Adopted City Operating Budget each July 1st. Grants considered for these activities should be labeled: “General Fund Category Funds.”
- Corporate “Restricted” Contribution Funds: A \$15,000 matching one-time, private, corporate sponsorship from Republic Services, Inc. will be implemented for FY 2026/27 grant program year. These grant funds are considered “restricted funds” to facilitate the prevention of blight, unlawful dumping, and other activities consistent with the goals of AB 939 and/or the state-mandated diversion requirements and environmental sustainability regulations pursuant to Section 1, subpart (4) to the Franchise Agreement Amendment, effective January 1, 2013. Grants considered for these activities should be labeled: “AB 939/Environmental Sustainability Funds.”

VIII. USES OF GRANT FUNDS

Grant awards shall be used only to support program costs that are direct or indirect expenses related to the requirements provided in the grant application, as outlined. Grants will be funded upon approval of the City Council of eligible applications recommended by the Review Committee. Expenses must be directly related to services or materials of the proposed special event/program activity during the grant award period (July 1, 2026, through June 30, 2027). Grantees will be required to maintain financial records to support claimed expenditures and project accomplishments.

Funds for the proposed program services, activities, or special event may not be used to replace or offset funding sources normally available for any portion of the special event or program activity, nor be used by the applicant to fund/supplement its own monetary giving.

Examples of eligible uses of grant funds include, but are not limited to:

- Direct staffing costs: salary and benefits
- Materials and supplies;
- Food costs for the programs;
- Transportation of participants for program activities;
- Indirect administrative costs of no more than 15% of the requested grant, including administrative fees and other costs that do not directly benefit frontline program operations (including administrative costs of subcontractors)

Grant funds shall not be used for:

- Services that do not primarily benefit San Pablo residents (with primarily defined as at least 75% of participants);
- Acquisition of capital goods;
- Acquisition of real property;
- Rent, lease, occupancy, maintenance, utilities, and similar operating costs of a facility not used primarily and directly by the proposed program or service.
- Fiscal agent fees that exceed 10% of the total proposed grant amount;
- Depreciation on buildings or equipment;
- Political activity and/or advocacy, and;
- Services that should be provided by other entities such as other City departments, county or state government entities, or local education agencies.

IX. FINAL REPORT AND RECEIPTS

City staff will review submitted copies of paid receipts/invoices and a written report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of San Pablo for all inappropriately spent funds.

X. PRIOR FINANCIAL ASSISTANCE

Information provided on the application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Council.

Grant eligibility for the FY2026/27 Grant Program Period may be affected if eligible organizations

have previously been awarded a grant by the San Pablo City Council that has not fully disclosed that a previous grant award was not fully expended, or did not complete required financial reporting for a previous grant award period. All eligibility criteria are administered and determined during the application process by the City Manager and the SPCF Grant Review Committee. All decisions made on eligibility by the San Pablo City Council are deemed final.

Beginning this application cycle:

- ❖ Agencies that are selected for SPCF funding are not eligible to apply for San Pablo City Council sponsorship support in the same fiscal year.

XI. TIMELINE OF KEY DATES FOR FY 2026/27 GRANT PROGRAM

February 3, 2026	Release FY 2026/27 SPCF Grant Application Packet
Week of Feb. 23	Pre-Proposal Meeting (Virtual – Link to be posted on website): During this meeting, staff will cover key aspects of the Grant Application, discuss the grant application process, and gather questions. <u>This is an optional meeting.</u>
Mar. 3, 2026, 5pm	Question Submission Period Ends via email at CSDGrants@SanPabloCA.gov
March 6, 2026	Questions & Answers released: Questions and subsequent answers collected from application release will be updated and posted on the city website.
April 3, 2026, 5pm	Submission deadline for Applications for Grant Funding: City staff will review applications and forward eligible grant applications for review by the San Pablo Community Foundation Grant Review Committee. See Section II for all required documents and Section IV for additional information about application submittal and deadline.
Late April 2026	Grant Committee Review: <u>All eligible grant applications</u> will be considered by the San Pablo Community Foundation Grant Review Committee.
Week of May 4	MANDATORY presentations to the San Pablo Community Foundation Grant Review Committee are required for eligible organizations. Eligible organizations will be contacted by City staff directly.
June 2026	City Council Review: City Council reviews grant recommendations from the Grant Review Committee and appropriates funds by Resolution.
July 2026	Grant Awards Disbursed: All FY 2026/27 grant awards released to selected recipients.