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Councilmember

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Councilmember

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Councilmember

October 15, 2008

Dear Community Organization:

The City of Westlake Village is now accepting applications for the **2009** Community Service Grant Program. Grants will be awarded in minimum amounts of not less than \$250. Not-for-profit organizations that serve the greater City of Westlake Village community are eligible to apply.

Information about the program and application process is enclosed. If you have any questions, feel free to contact me at (818) 706-1613. Please note that the applications must be submitted to City Hall by Friday, **February 27, 2009**.

Sincerely,

Kerry Kallman  
Administrative Analyst

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# CITY OF WESTLAKE VILLAGE

## 2009 COMMUNITY SERVICE GRANT PROGRAM

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### **DESCRIPTION OF PROGRAM:**

The City's 2009 Community Service Grant Program is intended to provide monetary grants to eligible community non-profit organizations. The City recognizes the value of such groups, which provide specialized social services and cultural programs benefitting its citizens. Grants awarded will be in minimum amounts of not less than \$250. Funding is limited for Grant Year 2009.

### **ELIGIBILITY STANDARDS:**

To be eligible to apply for grant monies under the City's 2009 Community Service Grant Program, a community non-profit organization must satisfy the following standards: (1) serve the greater City of Westlake Village community and; (2) operate as a not-for-profit organization; (3) directly provide the social service(s), educational or cultural program(s) for which grant monies are sought; (4) not be a pervasively sectarian religious institution; and, (5) not propose to use grant monies for specifically religious activities.

"Directly provide" means that the community non-profit organization conducts the social service(s) or cultural program(s) itself rather than through a separate entity to which it sub-awards grant monies. A community non-profit organization that is affiliated with a church, synagogue, mosque or similar entity shall not be deemed a "pervasively sectarian religious institution."

### **APPLICATION PROCESS:**

#### **I. Completion of Application Form**

All interested non-profit organizations must complete the attached application form, including:

- Name and address of the non-profit organization (applicant is required to list the local branch if it represents a national/statewide organization.)
- Description of community services provided.

- Relationship of non-profit organization to the community.
- Current membership figures and approximate number of City of Westlake Village residents served by the non-profit organization.
- Amount of funds requested.
- Proposed project and budget plan for the use of the grant funds.
- Proof of 501(c)(3) status with a copy of the letter from the IRS or an explanation of why the non-profit organization does not have that status.
- Applicants are also requested to submit the **past two years** financial statements including the current year with balance sheets, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs. (Please denote what salaries are directly related to administration and/or program costs.)
- Applicants are requested to provide information on their annual sources of revenue received.
- Any applicant who received grant funds from the City in the past is to indicate when the funds were received, the amount of funds received and document how the funds were utilized.
- **In addition to the “Original Application” please submit 13 additional copies: double-sided, 3-hole punched and paper clipped.**

## II. Application Deadline

Completed application forms along with supplemental documents must be submitted by 5:00 pm, Friday, **February 27, 2009** addressed to:

**City of Westlake Village**  
**Attention: Community Service Grant Committee**  
 31200 Oak Crest Drive  
 Westlake Village, California 91361

## III. Evaluation of Applications and Selection Process

Following the application deadline, the City Council's appointed Community Service Grant Committee will review and consider proposals from community groups. Applications received from public education institutions will be reviewed by the City's Cultural Recreation Committee. Applicants may be asked to attend a public meeting to address the Committee, answer questions, clarify their use of funds, etc. All

proposals will be evaluated to ascertain which non-profit organizations best meet the social service and cultural program needs that the City seeks to satisfy. Factors to be considered include, but are not limited to, the following:

- A. The non-profit organization's responsiveness in clearly stating the benefits to be derived by the residents of the City of Westlake Village, if grant funds are awarded;
- B. The number of City of Westlake Village residents by age group served by the non-profit organization; geographic area(s) and total number of clients served by the non-profit organization;
- C. The non-profit organization's history of providing community services to the residents of the City of Westlake Village; and
- D. The non-profit organization's financial need for grant funds to service the City of Westlake Village residents.

#### **IV. Award of Funds**

Following the Community Service Grant Committee's screening process, the Committee will present its recommendations to the City Council. The City Council will review the Committee's report and consider award of funds to selected non-profit organizations. In all cases, the City Council retains sole and absolute discretion in administering this program, including which applicants will be awarded funds and the total level of funding in each instance.

#### **V. Execution of Agreement**

Non-profit organizations selected to receive funds will be required to sign and execute an agreement with the City of Westlake Village (see attached sample agreement). NOTE: If award of funds is made, a recipient non-profit organization will be required to expend grant monies prior to the close of the 2009 calendar year.

#### **ADDITIONAL INFORMATION:**

Additional information concerning this program may be obtained by contacting City Hall at (818) 706-1613.



**CITY OF WESTLAKE VILLAGE  
COMMUNITY SERVICE GRANT PROGRAM  
APPLICATION FORM  
2009**

**Please complete the following sections** (use additional sheets as necessary):

**I. NAME AND ADDRESS OF NON-PROFIT ORGANIZATION:** (must be the local branch)

**II. GRANT APPLICANT REPRESENTATIVE'S NAME, ADDRESS AND TELEPHONE NUMBER:**  
(must be the Executive Director or their designated representative )

**III. DESCRIPTION OF COMMUNITY SERVICES PROVIDED:**

**IV. LIST AREA(S) SERVED BY NON-PROFIT ORGANIZATION** (include brief description of the relationship of your non-profit organization to the residents of the City of Westlake Village (Los Angeles County):

**V. NUMBER OF CITY OF WESTLAKE VILLAGE RESIDENTS (LOS ANGELES COUNTY) SERVED BY NON-PROFIT ORGANIZATION** (broken down by age groups if available):

**VI. AMOUNT OF FUNDS REQUESTED:**

**VII. PROPOSED USE AND BUDGET PLAN FOR GRANT FUNDS** (indicate if any of the grant funds will be used for any other purpose than those designated such as overhead, national office, administrative salaries):

**VIII. ADDITIONAL DOCUMENTATION:** (If you have received funds in the past, please indicate the amount of funds received (indicate what year) and how the funds were utilized.)

**IX. SUPPLEMENTAL DOCUMENTATION:**

- ' Past **two years** financial statements, including the current year with the balance sheets and the profit/loss statements.
- ' Information indicating the percentage of revenue received that is used for administration, salaries and program costs.
- ' Breakdown and description of non-profit organization's sources of revenue.
- ' Proof of 501(c)(3) status with a copy of the letter from the IRS or an explanation of why the non-profit organization does not have that status.
- ' Copy of the non-profit organizations Board of Directors, Officers and a organizational chart.

**X. CERTIFICATION:**

I certify on behalf of \_\_\_\_\_ non- profit organization, that I have read, understand and agree that the aforesaid information is accurate, factual and current. I understand that an award of funds, if granted, will be for the sole use as reflected in this application form. I further certify that as a condition of receiving funds, an agreement with the City of Westlake Village, in a form and content provided by the City of Westlake Village, will be signed and executed by a duly authorized representative of said non-profit organization.

I am aware of and certify that our non-profit organization will adhere to all City regulations regarding the 2009 Community Service Fund Program including, but not limited to, maintaining non-discriminatory policies, practices and intent. I also, on behalf of our non-profit organization, indemnify, defend, and hold harmless the City of Westlake Village relative to any and all liability that may arise as a result of the use of the City of Westlake Village Community Service Grant Fund monies.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Executive Director or Designee

\_\_\_\_\_  
Board of Director or Officer