

# Applying for a Grant: Frequently Asked Questions

Fiscal Year 2024-25

## ➤ What is the Encinitas Community Grant Program?

The Community Grant Program (CGP) is an ongoing program whereby non-profit organizations have a means of requesting funding from the City of Encinitas to accomplish civic and arts projects or programs.

## ➤ Did the grant policy change recently?

Yes. The revised CGP policy was approved by City Council in February 2024. The [updated policy may be viewed here](#).

## ➤ Who can apply for a grant?

Applicants must be a non-profit organization formed under Section 501(c)(3) of the Internal Revenue Service Code. Submission of documentation from the IRS indicating valid non-profit or tax-exempt status, such as the letter of determination, is required at the time of application submission. No exceptions will be made.

## ➤ What types of projects or programs qualify for grant funding?

Programs or projects must be held in Encinitas (zip codes 92007 or 92024) and provide community benefit to Encinitas residents in at least one of the following categories:

- Free community event, project or services held in Encinitas.
- Services or financial assistance that directly benefit specifically identified and verified Encinitas residents.
- Educational services or supplies to benefit K-12 schools serving Encinitas students.

Projects or programs that emphasize political or religious messaging will not be accepted.

## ➤ The project or program my organization was awarded a grant in a previous year does not match what qualifies for funding from the FY24-25 CGP. Can I still apply for the grant?

The parameters of the CGP have changed. Please refer to the Council approved policy to ensure that your project aligns with the eligibility criteria. If your prior year program or project does not align with current eligibility criteria, you may want to consider an alternate program or project which does qualify.

➤ **Is there a time period for the project or program?**

Yes. All organizations seeking grant funding must hold the project or program within the City's Fiscal Year. The City's Fiscal Year starts July 1st and ends June 30th. Applications for Fiscal Year 2024-25 will be accepted between March 6, 2024 at 8:00 a.m. and March 19, 2024 at 5:00 p.m. Final allocations by the City Council are anticipated to be made in April or May 2024.

➤ **How do I apply for a grant?**

All applicants must submit an online application form, and the directions and links will be posted on [City's Community Grant Program webpage](#) once available.

➤ **If my organization qualifies, how much funding can we expect?**

Funding is dependent on the approved budget. Eighty (80) percent of the approved grant budget amount may be divided equally among the total number of qualified grant applications received by the deadline, up to a maximum of \$3,000 per application.

The remaining twenty (20) percent of the approved grant budget will be available to the City Council to award at their discretion. Applicants are welcome to attend the City Council meeting to request more funding.

Submission of an application that meets requirements does not guarantee funding. The City Council has the ultimate discretion and final approval for all grant allocations.

➤ **Can I apply on behalf of another organization?**

No grant funding shall be used for donations or funding of any kind from one organization to another organization.

➤ **When is the application deadline?**

The application deadline for Fiscal Year 2024-25 (projects occurring between 7/1/2024 – 6/30/2025) is March 19, 2024 at 5:00 p.m.

➤ **What if I made a mistake on my application?**

If you realize that a mistake has been made prior to the application deadline, please submit a corrected application and email [CGP@encinitasca.gov](mailto:CGP@encinitasca.gov) with notification.

All incomplete applications will be returned to the applicant for corrections AFTER the application deadline. Those resubmissions may be reconsidered for funding based on funding capacity.

➤ **I submitted my grant application. What happens next?**

The City Council meeting date when grant allocations are determined will be posted on the City's CGP page. Applicants are encouraged to attend the meeting to request additional funding.

After the City Council allocates the remaining funds, City staff will contact the grant administrator listed on the application of the organization with further information. Awarded applicants will have two (2) weeks from notification to provide a certificate of general liability insurance that meets the City's requirements.

If the required insurance documents are not received by the required deadline, the applicant forfeits any possible grant funding for that fiscal year and may jeopardize eligibility for funding in future years.

Once supporting documents are received, grant contracts will be sent to the awarded applicants and must be completed prior to June 30th.

➤ **The person listed as grant administrator on the application is no longer with my organization. What should I do?**

It is the organization's responsibility to notify the City in writing of any changes within the organization as it pertains to the CGP.

➤ **If I am awarded grant funds, what are the insurance requirements?**

All grant recipients are required to obtain and, during the term of the grant cycle, maintain general liability and property damage insurance from an insurance company authorized to be in business in the State of California, in an insurable amount of not less than one million dollars (\$1,000,000) for each occurrence.

The grantee's insurance company must provide a "Certificate of Insurance" naming CITY OF ENCINITAS as the "Certificate Holder" and as an "Additional Insured" by endorsement on these policies and further, have the certificate and the endorsement sent to the City of Encinitas, via email to [cgp@encinitasca.gov](mailto:cgp@encinitasca.gov) or by mail Attn: Parks, Recreation and Cultural Arts Department, 505 S. Vulcan Avenue, Encinitas, CA 92024.

Any person who drives an automobile in conjunction with the funded project or program shall have automobile liability insurance coverage on the vehicle. In the event the grantee employs persons directly or indirectly, grantee shall provide worker's compensation insurance in not less than one million dollars and provide a certificate of insurance to the City naming the City as additional insured as evidence of a waiver of subrogation.

If the required insurance documents are not received by the required deadline, the applicant forfeits any possible grant funding for that fiscal year and may jeopardize eligibility for funding in future years.

➤ **What happens if I do not submit the required insurance documents by the deadline?**

If the required insurance documents are not received by the required deadline, the applicant forfeits any possible grant funding for that fiscal year and may jeopardize eligibility for funding in future years.

➤ **Is an Encinitas Business Registration required to receive a grant?**

Yes.

➤ **How do I get an Encinitas Business Registration and how long does it take?**

Applications for an Encinitas Business Registration must be submitted online. Please visit <https://www.encinitasca.gov/business/business-registration> for more information regarding the application process. Processing time may take 3-4 weeks. Please plan accordingly.

➤ **After receiving confirmation of the grant, how is the funding awarded?**

The City will provide an agreement to the organizations approved by City Council. This is a reimbursement-based grant. To receive reimbursement, proper supporting documents must be submitted to the City. Be sure to refer to the policy and the instructions provided that accompanies the Agreement.

➤ **If we did not need as much funding for contracts and goods, can we use the remainder of our grant to fund staff salaries or office rent?**

No. General operational expenses do not qualify as reimbursable expenses (i.e. salaries, utilities, rent, and other regular overhead expenses).

➤ **The program we planned to do and identified on our grant application was cancelled. Can we use the funding for a different project or program?**

No. Funding may only be used for the program or project that was approved by City Council.

➤ **Who do I contact for more information?**

Please email [cgp@encinitasca.gov](mailto:cgp@encinitasca.gov) or call (760) 633-2740 for any questions.