


TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Delilah A. Walsh, City Manager Initials: 

DATE: December 29, 2022 File # MGR22-097

RE: **Affirm Community Grant Fund Amount for FY2023**

At its meeting of December 15, 2022, the City Council approved a total expenditure of \$360,000.00 in the Community Grant Program. The purpose of this motion is to affirm the amount approved in the budget. This record will be used as guidance for the Community Grant Selection committee at its upcoming meetings as they develop a recommendation for City Council approval.

The following is the grant cycle timeline managed by the City Clerk's Office:

- The Community Grant Applications were due December 28, 2022 by 5:00 p.m.
- 13 applications were received for the Community Grant with funding requests totaling \$385,304.
- The committee will meet twice, the first meeting is for organizations to discuss their organization and funding requests and for the committee to ask questions, the second meeting the committee will give their recommended funding amounts. Meeting dates are tentatively scheduled for JAN 23rd and FEB 6th.
- Recommendations for Council approval should be on the FEB 16th agenda.

For fiscal year 2022, the budgeted amount for the Community Grant program was adjusted by the City Council in March following grant awards made in February. The affirmation before you today allows staff to properly inform the committee of the fixed budget amount and to apply programming within that budget.

Please also note that two applications were received related to the Humanitarian Services Grant Program totaling \$205,000; the budgeted amount for FY23 is \$185,000.

A motion has been prepared for City Council consideration.

Recommended Motion:

I move the City Council affirm the full amount available for the Community Grant program in fiscal year 2023 is set at \$360,000.00.