



City of Claremont

Grant Allocation Policy

Purpose

The mission of the Community Based Organization (CBO) grant program is to partner with local nonprofit organizations that strengthen the social, family, and economic fabric of the Claremont community by assisting with funding identified needs.

General Overview

There are two funding programs, General Services and Homeless Services/Critical Need, each with separate funding sources. Within each funding program, grants shall be further categorized as meeting a type of need, either New and Emerging or Continuing Community.

The responsibility of the Community and Human Services Commission is to identify services that match the needs of the community. Therefore, in some cases, the Commission may recommend that agencies which continue to meet an ongoing community need receive grant funding for an extended period rather than a single year. Council approval of any extended funding would be “institutionalized” in the City’s biennial budget.

Continuing Community Needs

Programs in this category include those that provide human or social services that benefit the community as a whole or segments of the community. Often these are services that the City cannot provide or that private agencies can provide more effectively or efficiently than the City.

The Community and Human Services Commission and the City Council reserve the right not to fund all applicants.

CBO Funding Sources: General Services and Homeless Services

General Services Program

Grants in this category cover a broad spectrum of activities that are intended to strengthen the social, family, and economic fabric of the community. Eligible programs may provide direct family support, promote the cultural arts, or assist segments of the population that are in some way disadvantaged or disenfranchised. If the proposed program offers an identified benefit for the public, it may be eligible for funding.

Homeless Services/Critical Need Program

The Homeless Services/Critical Need Program not only works to solve the issues of chronic homelessness in Claremont but also works to prevent homelessness from occurring. Homelessness for CBO grant purposes is defined as “any individual who

lacks a fixed, regular, and adequate nighttime residence.” This definition includes not only people sleeping on the street, in parks, or their cars, but also those staying in motels or shelters, or living with friends or family because they have lost their own homes.

Homeless Services/Critical Need Program funding is available to non-profit agencies that:

- Support the chronically homeless, and/or
- Support individuals with no reliable shelter, and/or
- Support individuals on the verge of becoming homeless, and/or
- Support basic needs, such as food, showers, and rental assistance.

Programs that serve either Claremont residents or students of the Claremont Unified School District are eligible for City grant assistance.

New or Emerging Needs Programs

New Needs are defined as a new agency with a new program, while Emerging Needs are defined as established agencies with a new program.

These programs provide a new service or constitute a quantifiable increase in the level of an existing service directed towards providing essential social services to Claremont residents or students. Special consideration will be given to agencies with New or Emerging Needs and will be scored accordingly.

Funding may be revoked at the City’s discretion if economic or program circumstances change or annual evaluation results are unfavorable.

Funding Priorities

Applicants are strongly encouraged to submit applications for projects and programs consistent with the goals and vision outlined in the City’s Planning Documents (located on the City website). If the application cannot be tied to one of the goals below, applicants are encouraged to define how the proposed project or service will meet a need within the community.

- Current City Council Goals and Priorities
- Current City Goals as outlined in the City Budget
- General Plan Goals
- Sustainability Plan Goals
- Economic Sustainability Plan Goals
- Youth and Family Master Plan Goals
- Senior Master Plan Goals

When determining funding recommendations, preference will be given to Claremont-based CBOs versus organizations located outside the City who are providing the same level of service and the same type of program. However, funding

recommendations shall ultimately be based on the demonstrated ability of CBOs to provide services that best meet Community needs.

Institutionalized Funding

Agencies that meet the following criteria may be considered for institutionalized funding. Institutionalized grants will be for two (2) years, coinciding with one (1) City budget cycle. These grants will be included in the existing CBO funding budget.

Criteria to be eligible for Institutionalized Funding:

- The organization has been funded for at least four consecutive funding cycles.
- It has received a minimum of \$2,500 in each of the previous four funding cycles.
- The program demonstrates that it meets a significant community need.

If institutionalized funding is recommended by the Commission and approved by the City Council, the service provider will not need to submit an application for the pre-approved grant cycles unless they wish to request additional funding the following year. The amount of funding received by the agency for each year of their institutionalized funding will be the final amount approved by the City Council. The agency will still be required to participate in the annual site evaluation process, noted below.

Multiple-year funding may be revoked at the City's discretion if economic or program circumstances change or annual evaluation results are unfavorable.

Grant Eligibility Requirements:

Applicants must have a current non-profit status or be affiliated with a non-profit to be considered for funding.

For those applying for the General Services Program, a significant portion of the participants served must be residents of the City of Claremont and/or those who attend school in the Claremont Unified School District and align with the aforementioned Funding Priorities.

For those applying for the Homeless Services/Critical Need Program, a portion of participants served must be residents of the City of Claremont and/or those who attend school in the Claremont Unified School District, or provide an outgoing resource for future needs, and align with the aforementioned Funding Priorities.

Applicants must meet the City of Claremont's insurance and financial requirements.

Applicants must have a formal process in place to conduct Department of Justice background checks on all employees and volunteers working with persons under the age of 18 years and senior citizens.

Applicants approved for funding must complete a formal program contract with the City of Claremont. The contract will detail the program components for which the funds are requested.

Applicants may request a minimum of \$1,000 per program.

Applicants may request a maximum of \$20,000 per program.

The CBO program is not recommended for individual sports teams, scouting groups, and/or school groups.

CBO Funding Process Timeline:

The timeline for the 2026 grant process is as follows:

Community Based Organization & Homeless Funding Process

Timeframe	Task	Assignment
June	Applications are prepared	Staff
July 1, 2025	Applications are emailed, mailed, and advertised	Staff
August 15, 2025	Applications due	Staff
August	Summary books are prepared for City Council, CHS Commission, and staff	Staff
September 3, 2025 CHSC Meeting	Summary books are delivered to CHS Commission, and an Ad Hoc is appointed to review applications and make funding recommendations	Staff
September 11, 2025	Questions regarding CBO applications from CHS Commission due to staff; questions sent to CBO applicant agencies	Community and Human Services Commission & Staff
September 22, 2025	Answers due back from CBO applicant agencies	Staff
October 1, 2025 CHSC Meeting	CHS Commission presented with answers to applicant agency questions	Community and Human Services Commission & Staff
October 2025	CHS Commission Ad Hoc meets to review applications, Commissioner questions and answers, and then makes funding recommendations	Community and Human Services Commission Ad Hoc & Staff
November 5, 2025	CHS Commissioners will review and discuss the Ad Hoc's funding recommendations and make funding recommendations to City Council at the regularly scheduled CHS Commission meeting	Community and Human Services Commission & Staff
November 25, 2025	City Council hears CHS Commission funding recommendations and approves final recommendations for CBO funding	Staff
December	Staff prepare and send out CBO contracts	Staff
April/May	CHS Commissioners and staff conduct annual site visits utilizing site visit evaluation form	Community and Human Services Commission & Staff
June 1, 2026	First round of CBO reporting and invoicing due from agencies	Staff

December 1, 2026	Second round of CBO reporting and invoicing due from agencies	Staff
------------------	--	-------

Grants are typically awarded on a one-year basis, starting January 1 of the fiscal year for which funding was awarded. Approval of grant funds shall not constitute a precedent for grant allocations in subsequent years.

Information that is reviewed during the application process includes the following:

- Organization overview, including the Board of Directors,
- Detailed Program Description,
- Proof of non-profit status,
- Number of total clients served,
- Number of Claremont residents and/or Claremont Unified School District students served,
- Program budget,
- A description of how the agency will monitor the effectiveness of their program and benefit their clients through supporting documentation, and
- An annual site visit and evaluation from a team of Community and Human Services Commissioners and a Recreation and Human Services staff member.

Application Review Process:

The Community and Human Services Commission evaluates all proposals and makes funding recommendations based on the application evaluation form completed by staff and attached as a cover sheet to each CBO application. Recommendations will be based upon information obtained through the written application, and how well the applicant demonstrates how their proposed project or program will fulfill a need within the community and/or relates to City Planning documents. Programs must be presented to the Commission during this process to be eligible for a grant, even if the applicant has presented in previous years.

Grant Funding Reimbursement Requirements:

All CBO grants are reimbursement grants, and to ensure that applicants are meeting their stated goals, agencies can only receive up to 50% of their grant award for the first half of the year (January 1-June 30). After the first 50% is drawn down, agencies can receive the remaining 50% from July 1 through December 31.

Agencies must submit a Service Level Report with each reimbursement request. The Service Level Report must contain information on the accomplished program activities and the amounts of the funds spent. Qualitative and quantitative feedback will be required to indicate progress towards achieving the goals identified in City Planning documents or other community needs specified in the application.

NOTE: Agencies with approved grants that do not serve any Claremont residents during the grant cycle will not be eligible to submit for funding reimbursement (their

grant). The grants are paid as reimbursements twice a year, with documentation submitted by the agency that expenses have been incurred consistent with the program approved for funding.

Grantee Site Visit Evaluation Criteria:

The City of Claremont reserves the right to conduct scheduled or unscheduled site visits of funded agency applicants and regularly schedules these site visits in the fall of each grant cycle. Each Community and Human Services Commissioner will be required to conduct a minimum of two (2) site visits as part of the CBO evaluation process and submit a completed site visit evaluation form for each visit they complete.

Agencies must be prepared for their scheduled site visit, or their score will be marked down. Agency evaluations will not be adversely affected based on how many Claremont residents have been served at the time of the site visit because the site visit occurs early in the grant cycle. However, before any reimbursement is approved, agencies must have served at least one Claremont resident or student.

In addition, agencies receiving CBO funding may be required to participate in Community and Human Services Commission or related committee meetings regarding their programs.

Agencies may also be required to meet on a quarterly basis with other funded CBO agencies to collaborate on services and programs offered within the City of Claremont.

Contract Termination:

The City will monitor the performance of the agency against the goals and performance standards required by contractual agreement. Substandard performance by the agency, as determined by the City will constitute noncompliance with the contract. If action to correct substandard performance is not taken by the agency, contract suspension or termination procedures will be initiated, which may include the withholding of funds.