



Policy & Procedure

Department	City Manager's Office
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Signed	

COMMUNITY CONTRIBUTIONS POLICY

I. PURPOSE

This policy establishes a formal procedure for allocating funds to community groups requesting contributions from the City of Poway for educational or nonprofit programs and events.

II. ELIGIBILITY

Funding contributions will be considered for educational or non-profit programs and events that serve to benefit the Poway Community.

Poway Based: Eligible activities must be hosted by a Poway group or 50% of the group's membership must be Poway residents. Eligible groups include:

- A. **School Groups:** Activities or educational programs offered by school groups that represent schools located physically within the City limits.
- B. **Community and Non-profit Groups:** Events and programs hosted by a non-profit, or by a group partnered with a non-profit.

Ineligible activities: Fundraising, political, religious and individual activities are not eligible for funding through the City's contributions program.

III. PROCEDURE

The procedure for requesting and receiving a contribution is as follows.

- A. The City Council appropriates the program's budget through the City's budget development process.
- B. All applicants must submit a fully completed application. Multiple applications may be submitted in a single fiscal year (July 1 – June 30), so long as the total of such requests does not exceed the maximum funding cap. Non-profits, or groups partnered with a non-profit, must provide a Federal Tax ID number.

- C. Within thirty (30) days from receipt of request, the City Manager's Office will evaluate and determine if a request will be granted.
- D. The City Manager's Office will provide the City Council with a quarterly report on the requests received and whether the requests were approved or declined.
- E. Requests are considered on a first-come-first-served basis, staff's evaluation of the request, and availability of funding.
- F. Funding shall not exceed \$2,500 to any single applicant in a fiscal year. Poway High School is the only exception and is eligible for \$3,000 annually for its grad nite. Travel related expenses are not eligible.
- G. Funding for events can only be used to offset event expenses. City contributions cannot be used as a direct contribution for fundraising.

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