



SPECIAL ASSISTANCE PROGRAM

Introduction

The Azusa City Council is committed to fostering education in the community by increasing opportunities for community based organizations and groups to further develop community programs for educational purposes. In addition, the program seeks to enrich community groups and organizations by providing funding assistance to support their participation in educational programs. The Special Assistance Program addresses the need to encourage enrichment opportunities among Azusa youth to create well rounded individuals.

Mission

The mission of the Special Assistance Program is to support community based organization non-profits and campus recognized clubs and organizations by providing financial assistance.

Vision

The vision of the Special Assistance Program is to provide enrichment opportunities to Azusa youth via participation in extracurricular programs in pursuit of becoming skilled and capable in a variety of disciplines.

Purpose

The Special Assistance Program has been developed to assist community based organizations and groups in the following:

- Assist by providing funding assistance in developing a program that will diversify experiences for the community;
- Assist by providing funding assistance to support their participation in educational programs such as extracurricular activities, sporting competitions, arts and cultural activities.

The Special Assistance Program is aimed at providing grant funding of up to \$200. Applicants are required to demonstrate why they need the requested amount. Applicants must clearly identify and define the long term outcome advantage of the activities being funded and how the activities further enrich education and or learning. Special Assistance grants are offered throughout the year; however, applicants are restricted to one application per fiscal year per organization.

Qualifications

To be eligible to receive a Special Assistance grant the applicant must identify with **ONE** of the following groups:

- **Campus Recognized Club and Organization**

Club or organization must be affiliated with an educational institution in the Azusa Unified School District.

- **Community Based Organization**

A Community based organization non-profit proposing a program aimed at educational enrichment or the participation in a program for educational purposes. Funds will not be disbursed to individuals. The organization must be organized under the Model Non-Profit Corporation Act and designated as an exempted organization as defined by Internal Revenue Code Section 501(c).

Requirements

- If applicant organization is awarded funds to develop a program diversifying experiences for the community, the organization must provide evidence of how the funds were utilized to facilitate the developing of such program.

OR

- If applicant's organization is awarded funds to participate in an educational program, the organization must be able to provide sufficient details to the City about the program to ensure funds are disbursed directly to the sponsoring organization.

The City of Azusa **WILL NOT** consider applications for grant funding from any of the following:

- A private individual for his/her own use;
- A private for-profit entity or organization;
- A political, politically affiliated or political action organization;
- Private/Parochial Schools; or
- Organizations conducting programs that discriminate against individuals or groups based on race, color, national origin, ancestry, sex, religion, age, marital status, sexual orientation, gender expression, disability or political affiliation.

Disbursement of Funds

The City will disburse funds directly to the affiliated organization. Checks will not be made to individuals.

How much can I apply for?

The Special Assistance Program provides small grants of up to \$200 per organization. Submitting an application does not guarantee that funding will be allocated and applications may not be funded in full. Applicants are restricted to one application per fiscal year per organization.

What will not be funded?

It is the City's policy not to fund requests from applicants for services that are normally supported by general tax dollars, represent a duplication of services which the City

already provides funding or where the request comes from an applicant requesting funds for a service in another community, which is a type of service Azusa already funds for itself.

Specifically, the following requests will not be funded:

- Requests for “start-up” costs, administrative costs, overhead costs, fund-raising costs, or other costs related to operating the initial service/program for which the group was organized;
- Retrospective applications – if an event, service, activity or program takes place before the application is submitted it will not be considered for funding;
- Requests for core staffing costs or utilities;
- Requests for monetary donations or grants programs;
- Programs for the sole purpose of advocating a religious faith or belief;
- Celebrations for individuals; or
- Requests from organizations to assist with a specific program or event which has received funding through another City of Azusa grant program in that fiscal year.

How are applications evaluated for funding?

In evaluating whether to award grant funding, the City Council may consider a combination of factors including, but not limited to:

1. The organization’s ability to identify and define the long term outcome advantage of the activities being funded;
2. How the organization’s participation in activities further stimulate scholarship;
3. Whether the applicant’s program directly benefits the City;
4. Whether residents of Azusa are directly involved in the group/organization as members of the Board of Directors, program administrators or participants;
5. Sustainability of the organization; and
6. Demonstrated need for the assistance being requested.

How to Apply

Requests for Special Assistance grant funding are accepted throughout the year. Organizations applying for Special Assistance grant funding must complete a formal application. The application may be downloaded from the City's website at www.ci.azusa.ca.us. Completed grant applications must be mailed or hand delivered to:

City of Azusa
City Manager's Office
Attn: Special Assistance Program
213 E. Foothill Blvd
PO Box 1395
Azusa, California 91702

GENERAL SCHOLARSHIP PROGRAM CONDITIONS:

- a. The City reserves the right to withdraw or cancel the Special Assistance Program at any time without prior notice.
- b. The City reserves the right to seek clarification of information submitted in response to the Special Assistance Program.
- c. The City reserves the right to modify the Special Assistance Program as it deems necessary.
- d. Any material misrepresentations made by the applicant(s) will void the application and eliminate the applicant from further consideration.
- e. The City reserves the right to take all reasonable and appropriate steps to recover diverted funds.

For More Information

If you have questions or need further information about the Special Assistance Program please contact the City Manager's Office at 626-812-5238.



SPECIAL ASSISTANCE PROGRAM APPLICATION

(Please print or type)

The applicant organization is requesting funding to:

- Develop a program that will diversify experiences for the community
- Participate in an educational program such as extracurricular activities, sporting competitions, arts and cultural

Please identify the program _____

Applicant Organization Information

Legal Name of Applicant Organization

Contact Name

Title/Position

Mailing Address

City

State

Zip Code

Email Address

Phone Number

Number of Paid Staff

Number of Volunteers Year

Organization Founded

Is this organization incorporated in California as a non-profit organization?

- Yes Date of incorporation as a non-profit: _____
Federal identification number: _____
State identification number: _____

- No Are you planning to partner with a non-profit organization. If so, please provide the following:

Name of Non-Profit

Federal identification number: _____

State identification number: _____

Contact Name

Title/Position

Mailing Address

City

State

Zip Code

Email Address

Phone Number

Has the organization or any members of the Board of Directors of the organization been involved with any personal business transactions valued over \$500 including any business transactions, negotiations, investments or interests in real property with a Azusa City Councilmember during the past twelve (12) months?

No.

Yes. If yes, briefly describe:

Program Description

1. Describe the program the applicant organization is planning on either developing or participating and identify the following:
 - Objectives and goals
 - Participants
 - Intended audience that will benefit from the program (If applicable)
 - Number of volunteers

2. Why do you need the requested amount of funding?

3. Identify and define the long term outcome advantage of the activities being funded. How will the program benefit participants and or the community?

4. How will the program enrich education and/or learning?

Past Program Benefits

If your organization received City of Azusa funding in the previous year, please explain and show how Azusa residents benefited.

This is my first time applying for funding.

We hereby certify the information contained in this application is true to the best of our knowledge and belief.

Prepared by:

Name Title

Signature Date

President or Authorized Officer:

Name Title

Signature Date

Mail Completed Applications to:

Attn: Special Assistance Program
City of Azusa
City Manager's Office
P.O. Box 1395
Azusa, CA 91702-1395

Or Deliver in Person to:

Attn: Special Assistance Program
City of Azusa
City Manager's Office
213 E. Foothill Blvd.
Azusa, CA 91702-1395

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