City of Avenal -- Community Fund Request Application

Purpose:

The City of Avenal supports local non-profit organizations that advance community engagement, cultural enrichment, youth development, and public service. The Community Fund provides financial assistance to eligible organizations whose activities benefit Avenal residents and align with the City's mission to foster a strong, inclusive, and vibrant community.

Eligible Projects Include:

Requests may include but are not limited to educational/recreational projects, arts and cultural programs, environmental awareness programs/projects, public safety programs, health and social service initiatives and programs. Grants can also help support an organization with one-time funding to purchase equipment, needed materials, repairs or augmentation of a physical site, etc.

Funding Limits and Timelines

- **Maximum Request:** Contingent upon availability of funds and number of applications
- **Decision Timeline:** Applicants may receive notification within 2 months of submission or sooner

Eligibility Requirements

To qualify for funding, applicants must:

- Be a registered 501(c)(3) or recognized non-profit organization in good standing
- Maintain a valid City of Avenal business license throughout the funding period
- Be based in or primarily serve Avenal residents
- Volunteer Participation Commitment (tiered by organization size):
    - Organizations with 6+ members: Participate in at least two (2) City-sponsored events annually, providing a minimum of three (3) volunteers per event
    - Organizations with 5 or fewer members: Participate in at least one (1) City-sponsored event annually providing a minimum of two (2) volunteers at the event
- Agree to present a short report at a City Council meeting before the end of the fiscal year detailing how funds were spent and the outcomes achieved
- Carry general liability insurance of at least $1,000,000 (certificate of insurance required) or sign a City-approved Hold Harmless and Indemnification Agreement releasing the City from liability related to funded activities.

Application Deadlines

For Annual Program Funding:

- Submit by **April 1st** for inclusion in the upcoming fiscal year budget

For Event-Specific or One-Time Project Funding:

- Submit **at least 60 days prior** to the event or project start date
- Applications submitted with less than 60 days notice will not be considered

Application Instructions

Please complete all sections below and attach the required documentation. Incomplete applications may not be considered.

Email or deliver to:

City of Avenal -- City Manager's Office
919 Skyline Blvd., Avenal, CA 93204
cityclerk@cityofavenal.gov | (559) 386-5766

SECTION 1: Applicant Information

Field	Response
Organization Name	
Mailing Address	
Primary Contact Name & Title	
Phone	
Email	
Federal Tax ID / Non-Profit Certification #	
Avenal Business License #	
Organization Size	☐ 5 or fewer members/staff ☐ 6 or more members/staff
Years Operating in Avenal	
Has your organization received City funding before? ☐ Yes ☐ No	
If yes, please specify year(s) and amount(s):	

SECTION 2: Funding Request Type

☐ **Annual Program Funding** (ongoing programs/operations)
☐ **Event-Specific Funding** (one-time event)
☐ **Capital/Equipment Purchase** (one-time purchase)
☐ **Other:** _____

If event or project, please provide date(s): _____

SECTION 3: Project or Program Description

Describe the purpose of your funding request and how it will benefit the Avenal community (500 words maximum):

SECTION 4: Community Impact

Question	Response
How many Avenal residents will directly benefit from this project/program?	
What demographic groups will you serve? (children, seniors, families, etc.)	
How does this project align with City priorities? (community engagement, youth development, public safety, cultural enrichment, etc.)	
What are the expected measurable outcomes?	

SECTION 5: Organizational Capacity

Question	Response
Briefly describe your organization's experience delivering similar programs or projects:	
List key staff or volunteers who will lead this project:	

Does your organization have the capacity to complete this project as proposed? ☐ Yes ☐ No

If receiving funds, how will you track and report outcomes?

SECTION 6: Budget Information

Item	Amount
Amount Requested from City of Avenal	$
Total Project or Annual Budget	$
Other Confirmed Funding Sources (list source and amount):	
Other Pending Funding Sources (list source and amount):	

Will this project continue without City funding? ☐ Yes ☐ No

Brief Budget Narrative - Explain how City funds will be used:

SECTION 7: Volunteer Participation Plan

Which City-sponsored events does your organization plan to participate in? (Check all that apply or specify planned events):

☐ Independence Day Celebration
☐ Pistachio Days Festival
☐ Old Timers' Day
☐ Holiday Event: _____
☐ Other: _____

Describe how your organization will fulfill the volunteer commitment:

SECTION 8: Eligible and Ineligible Expenses

Eligible Expenses:

- Program supplies and materials
- Equipment directly related to service delivery
- Facility rental for community programming
- Educational materials
- Marketing/outreach for community programs
- Modest refreshments for community events
- Site improvements for public benefit

Ineligible Expenses:

- Political activities or lobbying
- Religious worship or proselytizing activities
- Direct contributions to capital or fundraising campaigns
- Staff salaries (unless directly tied to program delivery and pre-approved)
- Debt retirement or organizational operating deficits
- Projects outside Avenal city limits

SECTION 9: Required Attachments

Please attach the following documents (check when included):

- ☐ Proof of 501(c)(3) or Non-Profit Certification
- ☐ Proof of Valid City of Avenal Business License
- ☐ Certificate of Insurance (minimum $1,000,000 general liability)
  - ☐ Hold Harmless and Indemnification Agreement (ALTERNATIVE)
- ☐ Detailed Project Budget (income and expenses)
- ☐ Most Recent Annual Report or Summary of Activities
- ☐ List of Board of Directors or Key Leadership

SECTION 10: Certifications and Agreements

By signing below, the applicant certifies and agrees to the following:

1. All information provided in this application is true and accurate
2. The organization will comply with all reporting, volunteer participation, and presentation requirements
3. City funds will be used only for the purposes described in this application
4. The organization will maintain accurate records of all expenditures and make them available for City audit upon request
5. If the organization fails to fulfill volunteer commitments or reporting requirements, the City may require repayment of funds
6. The organization agrees not to discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability
7. Application materials are public records and may be subject to disclosure under the California Public Records Act
8. The organization will acknowledge City of Avenal support in all related promotional materials

919 Skyline Blvd., Avenal, CA 93204 Phone: (559) 386-5766 Fax: (559) 386-0629

Conflict of Interest Disclosure: Does any board member, officer, or key staff member of your organization have a family or business relationship with any City of Avenal employee or elected official?

☐ Yes ☐ No

If yes, please explain: _____

_____

Signature: _____ **Date:** _____

Printed Name & Title: _____

_____

For City Use Only

Field	Response
Application Received by:	
Date Received:	
Complete? ☐ Yes ☐ No	
Staff Review Score:	/ 100
Reviewed by:	
Council Action Date:	
Amount Approved: $	
Special Conditions:	