Date: April 21, 2009

To: All Neighborhood Group Board of Directors

From: Rachel Waugh, Neighborhood Grants Administrator

Re: **Important Change to the Neighborhood Grant Cycle**

City of
Santa Monica

As you know, the city has made matching grant funds of up to $4,000 available each year to qualified neighborhood organizations for membership development and communications purposes.

The City of Santa Monica performs its accounting on a fiscal year beginning on July 1 of each year and ending on June 30. In the past the city has opened the grant cycle at the beginning of the fiscal year but has found that most groups do not apply until near the end of the fiscal year, in March or April. In 2008, the city revised the application period to officially take place in March and April, with funds awarded in June.

This is inconvenient for some of the neighborhood groups as many activities for which the grant funds are used are scheduled for late spring and early summer; and it is difficult for the city due to the two-week period prior to the end of the fiscal year when the city freezes payments in order to reconcile the year's finances as cleanly as possible.

For those reasons, the city would like to alter the grant cycle during calendar years 2009 and 2010 so that we may fund the grants at the beginning of the fiscal year rather than at the end. To achieve that end and to make it as easy as possible for the groups that rely on this funding for their communications and membership building efforts, the city will be awarding a matching grant of up to $6,000 for the application period ending on May 4, 2009. These funds will be awarded in May 2009. The next application period for neighborhood grants will begin in June 2010, with funds awarded after the beginning of the city's 2010-2011 fiscal year on July 1, 2010.

Should any newly formed neighborhood group be established and qualify for funding during the remainder of calendar year 2009, they will be eligible for a $4,000 matching grant upon completion of the grant application. All recognized neighborhood groups will be eligible for FY2010-11 matching grant funds as of July 1, 2010. It is anticipated that the FY2010-11 grant funds will again be set at $4,000 per group.

Thank you for your cooperation in this matter. We look forward to assisting you in your efforts to build vibrant and active communities. Please don't hesitate to call me at 310-458-8301 or email rachel.waugh@smgov.net with any questions on the grant cycle transition.