



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}B

Yountville Town Council Staff Report

DATE: March 19, 2024

TO: Mayor and Town Council

FROM: Samantha Holland, Parks and Recreation Director

PREPARED BY: Samantha Holland, Parks and Recreation Director
Kyle Batista, Financial Analyst

RECOMMENDATION

Approving Resolution 24-4256, Moving the Administration of Small Projects Grant Program to the Town of Yountville Community Foundation Including Transfer of \$50,000 currently budgeted in Community Promotion & Programs 01-1015 to the Town of Yountville Community Foundation Newly Established Small Projects Grant Fund 85-8007.

DISCUSSION/BACKGROUND

In the 2023-24 Budget process, the Town Council approved allocating \$50,000 to a Small Projects Grant Program to be further developed. After consideration by the Town Manager and Staff, we are recommending that this program come under the purview of the Town of Yountville Community Foundation (TOYCF).

The TOYCF is a 501c3 entity created by the Town Council in 2017 with the purpose of supporting community-based programming that benefits and serves the residents of the Town. At current, the Foundation oversees funds in the following categories: Youth Subsidy Fund, Senior Subsidy Fund, Yountville Bocce Fund, Yountville Arts Fund, the Community Thanksgiving Fund, the Friends of the Yountville Library Fund and the General Community Fund.

At their January 26, 2024 meeting, the TOYCF Board of Directors voted in favor of creating a new Small Projects Grant Fund and working with the Town Council and staff to develop the program and criteria used to call for and award grants on an annual basis. The Board appointed three members to serve in an advisory capacity to work on the grant program if the Town Council approves the transfer.

If approved, staff will proceed with the Advisory Members of the TOYCF Board to develop the Small Project Grants Program including criteria, that will come back to the Town Council for approval at a future meeting prior to the program starting. The program and disbursements will be overseen by the TOYCF Board and the Town Council will be provided an annual report on the distribution of the funds and their impact.

The appropriation of the grant funding will be conditioned to comply with the grant criteria approved by the Town Council and adopted by the TOYCF. The Town Council and TOYCF must make a finding that the grant funds serve a public purpose to avoid the claim of a gift of public funds. The criteria and description of "Public Purpose" will be determined in the program criteria approval process.

Staff ask that the Council provide consensus direction to help guide the Advisory group members in drafting the program and criteria. The following areas are for consideration and discussion as well as any other points from the Town Council.

- Applicants must be a 501c3 Non-Profit or apply with a 501c3 fiscal agent?
- Applicants must provide community-based programming that benefits and serves the residents of Yountville for a public purpose.
- Awardees must provide an annual short form report showing impact and use of funds.
- One grant cycle per year:
 - Applications open in July.2024
 - Awards announced in September 2024
 - Funding for the next calendar year initiatives 2025.
- Set a funding minimum of \$5,000.
- Prove a financial need?
- Can funding be used for administrative expenses and overhead or only for a specific initiative or program?
- Can applicants be current funds of the TOYCF. (Art, Bocce, Friends of the Library?)
- Could it be for new, existing, or both programs/events?

Staff have set a timeline to bring the draft program back to Council in May of 2024 to be ready to open the grant cycle in July 2024.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Non-Departmental Small Projects Grant Program (01-1015-4985)

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Engaged Residents:** The Town embraces our residents' commitment to community as seen through volunteerism, civic engagement, and public participation that enhances the quality of life in Yountville.

Briefly Explain Relationship to Strategic Plan Goal and Objective: Utilizing the TOYCF engages those residents on the Foundation Board to facilitate this program engages our residents in guiding this public service program.