

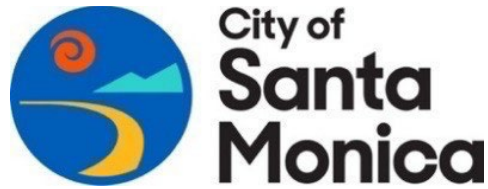
Neighborhood Organization Grant Program

(Established September 30, 2025)

Program Description • Requirements • Application

The FY2026-27 Neighborhood Organization Grant Program provides reimbursement for eligible expenses incurred between July 1, 2026 through June 30, 2027 grant period.

Important Program Dates	
Application Submission Deadline	August 31, 2026
<i>Checks will be processed upon final approval application and execution of Grant Agreement.</i>	Estimated September 14, 2026
Final Close-Out Report Due	By 5:00 pm July 15, 2027



Program Description

On September 30, 2025, the City Council reformed how the City distributes funding to neighborhood organizations and established a new Neighborhood Organization Grant Program. The Council created a new, opt-in program with specific guidelines governing allowable uses of City funds, designed to ensure funding is promoting transparency and accountability and that public funds not be used to take positions on political candidates.

A total of \$49,000 has been budgeted for the FY 2026–27 Neighborhood Organization Grant Program. Available funding is allocated among participating organizations based on the number of households within each organization's boundaries. Organizations with overlapping boundaries will share the funding attributable to households located within the overlapping area.

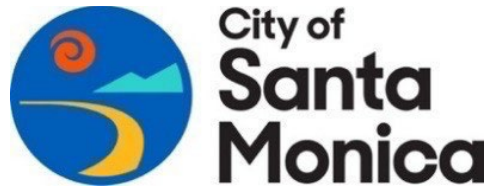
Purpose of Grant Awards

Grant funds are intended to support various **community-building events and activities** consistent with the goals and requirements of the Neighborhood Organization Grant Program.

Eligibility Requirements

To qualify for the Neighborhood Organization Grant Program, an organization must:

- Represent a commonly recognized neighborhood in Santa Monica.
- Possess current tax-exempt nonprofit status as a 501(c)(3) or 501(c)(4) organization.
- Publicly post organizational bylaws on its website.
- Have an active board of directors or officers who meet regularly, with meetings open to the public.
- Maintain an active board of directors elected in accordance with organizational bylaws.
- Hold at least one general membership meeting annually.
- Maintain a membership of at least **50 active members** (residing at separate addresses) or **10% of eligible households** within the organization's boundaries, whichever is less.
- Request and submit demographic data for board composition. This is strictly voluntary and City will provide online form on website to submit information.
- Submit a complete Neighborhood Organization Grant Program Application.



Examples of Allowable Uses of Grant Funds

For the purposes of this program, expenditures can include, but are not limited to, the following activities when open to the public and focused on neighborhood engagement:

- Neighborhood meetings, forums, workshops, and town halls.
- Community surveys and listening sessions.
- Neighborhood block parties, community gatherings, and social events designed to build connections among neighbors.
- Neighborhood cleanups, beautification projects, and other volunteer community improvement activities.
- Voter registration drives and nonpartisan civic participation activities.
- Tabling activities, pop-up outreach, and information booths.
- Joint or co-hosted events conducted with other neighborhood organizations, community groups, or City departments.
- Other similar engagement activities approved by the City Manager's Office.

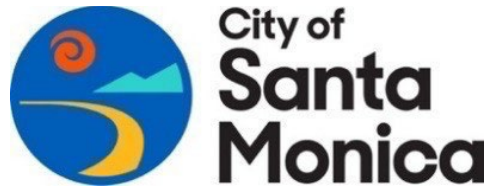
Eligible, **event / meeting-related** costs may include expenses directly tied to planning and executing an eligible event, such as:

- Room or venue rentals.
- Event supplies and materials.
- Event-specific printing (e.g., flyers or handouts used in direct support of an event), meeting noticing and programming
- Other reasonable logistical costs associated with hosting events or public meetings. (e.g., Officer & Directors (O&D) insurance)

Prohibited Activities / Uses of Grant Funds

Per the program guidelines, the following activities are prohibited for organizations that choose to participate:

- Taking any position to either support or oppose a candidate for political office.
- Utilizing program funds to engage in political endorsements.
- Utilizing program funds for mass-printed or mailed newsletters or postcards that are being used for list building.
- Utilizing program funds to purchase alcoholic beverages.



- Any activity inconsistent with the purpose of the Neighborhood Organization Grant Program.

Terms & Conditions of Participation

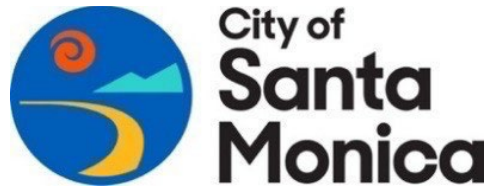
- Organizations must enter into a grant agreement with the City of Santa Monica.
- Organizations are prohibited from endorsing candidates for public office. *If an organization endorses or opposes political candidates after receiving grant funds, they are ineligible for participation for at least 5 years.*
- Program grant funds may not be used to support or oppose candidates or political activity related to ballot measures.
 - However, an officially recognized Neighborhood Organization may conduct education and outreach related to ballot measures, provided such activities are informational in nature
- Grant funds must be deposited into a bank account held in the organization's name.
- All expenditures of grant funds must be supported by invoices, receipts, or cancelled checks.
- A Final Close-Out Report with supporting documentation must be submitted by July 15, 2027.

The City may impose additional terms and conditions consistent with the intent of the program.

City-Initiated Neighborhood Outreach (Seascape)

The City is reinstating its neighborhood newsletter, *Seascape*, which will be published at least twice annually, and will include information for Neighborhood Organization Grant Program Participants.

The submission deadline for *Seascape* publication will be provided in advance of each edition. Additional guidance regarding the submission of new events will continue to evolve as production of *Seascape* resumes and expands and will be provided by the City Manager's Office.



Collection of Demographic Data

Requesting and compiling demographic data from board members is a requirement of program participation. Board Members are encouraged to **voluntarily** provide information related to:

- Demographic information (age, gender, race)
- Income
- Education
- Occupation
- Housing status (renter or homeowner)

Demographic information shall be collected and reported only in aggregate information and will not include personal identifiable information that could directly or indirectly reveal the identity of a respondent. The use of demographic information will be for City informational purposes only.

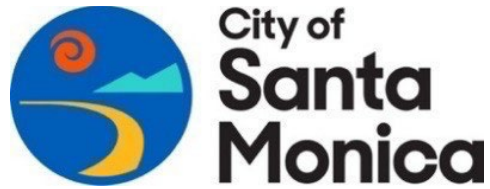
To facilitate the collection of this demographic information, the City will create an online form to collect aggregate information. Grant eligibility or award will not be based on demographic data. The City will use aggregated demographic information to compare board demographics with neighborhood demographics provided by most recent completed year of US Census Bureau data and may explore supplemental engagement strategies if disparities exist.

Application

The Neighborhood Organization Grant Program Application Form is included on the following page.

Submit completed application and attachments to:

**Office of the City Manager
Neighborhood Organization Grant Program
Attn: Josh Kurpies
Santa Monica City Hall
1685 Main St, CH-209
Santa Monica, CA 90401**



Neighborhood Organization Grant Program
Official Application Form
(Established September 30, 2025)

Purpose: This application allows neighborhood organizations to request recognition as an official City Neighborhood Organization, through which grant funding is provided. Grant funds must be used for allowable expenditures, with individual grant award amounts determined based on the number of households by each group.

SECTION A — ORGANIZATION INFORMATION

Neighborhood Organization Name:

IRS / FTB Nonprofit Status (501(c)(3), 501(c)(4), etc.):

Mailing Address:

Organization Website:

Primary Contact Name and Title:

Name: _____

Phone: _____

Email: _____

Secondary Contact Name and Title:

Name: _____

Phone: _____

Email: _____



SECTION B — PROPOSED USE OF FUNDS (NARRATIVE)

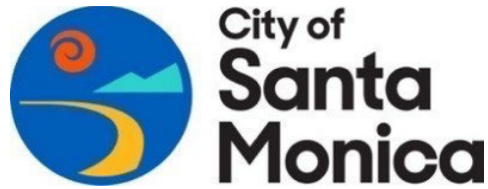
Describe your proposed use of funds, including goals, audience, planned timing, and expected outcomes.

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SECTION C — PLANNED EXPENDITURES (FOR STAFF REVIEW)

List planned expenditures below. Staff will review proposed expenses to confirm they are within allowable uses and consistent with the purpose of the Neighborhood Organization Grant Program.

Expense / Activity Description	Amount (\$)	Notes / Staff Review
TOTAL REQUESTED		



SECTION D — DEMOGRAPHIC REPORTING

Participating organizations are asked to submit aggregated demographic information regarding board composition. The City will use this information to assess board representativeness compared with represented neighborhood demographics, in order to inform supplemental outreach strategies where needed. Demographic information shall be collected and reported only in aggregate and will not include personal identifiable information. The City will create a secure online form to collect aggregated demographic information.

SECTION E — SEASCAPE SUBMISSION (OPTIONAL)

Organizations may submit organization and event information for potential inclusion in the City's *Seascape* publication. Guidance regarding submission of content will continue to evolve as *Seascape* production resumes, with additional information to be provided at a future date.

SECTION F — REQUIRED ATTACHMENTS

Attach the following items with this completed application (as applicable):

- ☐ Current board members / officers (names, titles, term dates, and contact information)
- ☐ IRS determination letter / proof of tax-exempt status
- ☐ W-9 form (if requested by the City)
- ☐ Most current copy of Bylaws
- ☐ Articles of Incorporation (if not already on file with the City)

SECTION G — CERTIFICATION & AUTHORIZED SIGNATURE

By signing below, the organization certifies that:

- ☐ I have been authorized by _____ (Organization Name) to represent the organization regarding the Neighborhood Organization Grant Program.
- ☐ The information in this application is true and complete to the best of the organization's knowledge.
- ☐ Grant funds will be used only for allowable purposes and supported with appropriate documentation.
- ☐ No grant funds will be used for political endorsements.
- ☐ The organization will submit required reporting by July 17, 2026 and return any unspent or disallowed funds as required.

Authorized Representative Name & Title:

Print Name

Print Title

Signature: _____

Date: _____

☐ As President/Secretary of the organization, I certify the above named person has been selected to represent the organization as it relates to the Neighborhood Organization Grant Program.

Print Name

President / Secretary (circle one)

Signature: _____

Date: _____