



Neighborhood Organization Grant Program

(Established September 30th 2025)

Program Description • Requirements • Application & Forms

The 2026 Neighborhood Organization Grant Program provides reimbursement for eligible expenses incurred August 1, 2025, through June 15, 2026, and may also provide advance funding for future, pre-approved eligible expenditures during the grant period.

Important Program Dates	
Application Submission Deadline	March 19, 2026
Grant Application Review Period	through March 31, 2026
Grant Agreements Executed <i>(checks will be processed upon execution of Grant agreement)</i>	through April 30, 2026
Final Close-Out Report Due	June 30, 2026



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 used for community-building events while promoting transparency and accountability.

A total of \$49,000 is budgeted for the FY 2025-26. Individual grant award amounts are determined by the City Manager’s Office based on the number of households represented within each participating organization’s boundaries.

Neighborhood Group	# of Households (2/1/2026)	Grant Amount
Wilshire-Montana Neighborhors	12,707	\$ 12,339
Santa Monica Mid-City Neighborhoods*	8,016	\$ 6,895
Pico Neighborhood*	9,592	\$ 8,425
Friend of Sunset Park	7,228	\$ 7,018
North of Montana	5,090	\$ 4,942
Ocean Park Association	8,035	\$ 7,802
Northeast Neighbors Association	1,632	\$ 1,585
*share 1,830 households		

Purpose of Grant Awards

Grant funds are intended to support **community-building events and activities** and may only be used for **pre-approved expenditures** 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 both membership and board composition.
- Submit a complete Neighborhood Organization Grant Program Application, including a Proposed Use of Funds Plan.

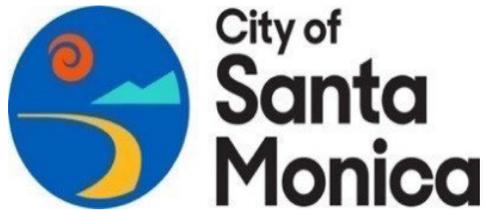
Allowable Uses of Grant Funds

For purposes of this program, **community-building events** 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, pre-approved **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.
- Limited, event-specific printing (e.g., flyers or handouts used in direct support of an event).
- Other reasonable logistical costs associated with hosting events or public meetings. (e.g., Officer & Directors (O&D) insurance)



Prohibited Uses of Grant Funds

- Political endorsements or candidate forum not sponsored by the City or ballot measure advocacy.
- Mass-printed or mailed newsletters or postcards.
- Alcoholic beverages.
- Any activity inconsistent with the purpose of the Neighborhood Organization Grant Program.

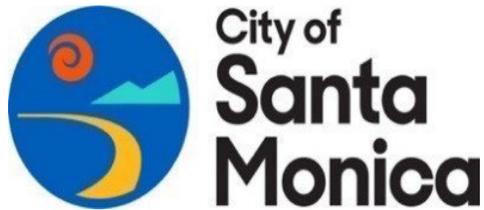
Terms & Conditions of Participation

- 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.*
- City grant funds may not be used to support or oppose candidates or ballot measures.
- 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 documentation must be submitted by June 30 of the grant year.

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

City-Initiated Neighborhood Outreach (Seascope)

City will reinstate its neighborhood newsletter, *Seascope*, publishing at least one edition annually and will include information for Neighborhood Organization Grant Program Participants. **Submission deadline for Seascope publication will be provided in advance of any edition.** Additional guidance regarding the submission of new events will continue to evolve as production of *Seascope* resumes and expands and will be provided by the City Manager's Office.



Collection of Demographic Data

Requesting and compiling demographic data from both members and board members is a required component of participation. Members are encouraged to **voluntarily** provide information related to:

- Age
- Income
- Housing tenure (renter or homeowner)

Demographic information shall be collected and reported only in aggregate information and must 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. The city will create an online form on the neighborhood grant website to collect aggregate information. Grant eligibility or award shall not be based on demographic data. The City will use aggregated demographic information to compare organizational demographics with neighborhood demographics provided by most recent completed year of US Census Bureau data and may explore supplemental engagement strategies where disparities exist.

Application & Forms

- Neighborhood Organization Grant Program Application Form
- Seascape Publication Submission Form



City of Santa Monica
Neighborhood Organization Grant Program
Official Application Form

(Established September 30, 2025)

Purpose: This application allows neighborhood organizations to request grant funding for community-building events and related eligible costs. Grant funds must be used for pre-approved, allowable expenditures. Individual grant award amounts are determined by the City Manager’s Office based on the number of households represented within each organization’s boundaries (total program budget: \$49,000).

SECTION A — ORGANIZATION INFORMATION

Neighborhood Organization Name:

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

Mailing Address:

Primary Contact Name and Title:

Phone: _____

Email: _____

Secondary Contact Name and Title:

Phone: _____

Email: _____

Organization Website: _____



SECTION B — ELIGIBILITY CHECKLIST

Check each item to confirm your organization meets the minimum requirements.

Requirement	Check
Represent a commonly recognized neighborhood in Santa Monica.	<input type="checkbox"/>
Maintains current tax-exempt nonprofit status (501(c)(3) or 501(c)(4)).	<input type="checkbox"/>
Posts organizational bylaws publicly on the organization website.	<input type="checkbox"/>
Have an active board of directors or officers who meet regularly, with meetings open to the public	<input type="checkbox"/>
Maintains an active Board of Directors or officers elected per organization’s bylaws.	<input type="checkbox"/>
Holds at least one general membership meeting annually.	<input type="checkbox"/>
Maintains membership of at least 50 active members (separate addresses) or 10% of eligible households, whichever is less.	<input type="checkbox"/>
Agree to collect & submit aggregated annual membership & board demographic data.	<input type="checkbox"/>
Agree to not endorse candidates for office.	<input type="checkbox"/>
Agree to submit a Final Close-Out Report with required documentation by June 30th.	<input type="checkbox"/>

Proposal on How Grant Funds Will Be Used

SECTION C — PROPOSED USE OF FUNDS (NARRATIVE)

Describe your proposed community-building events and outreach activities, including goals, audience, planned timing, and expected outcomes.



SECTION D — COMMUNITY-BUILDING EVENTS (ELIGIBILITY CLARIFICATION)

For purposes of this program, “community-building events” include meetings, forums, workshops, surveys, tabling activities, pop-ups, and joint/co-hosted events, when open to the public and focused on neighborhood engagement. Eligible, pre-approved event-related costs may include venue rentals, supplies/materials, and limited event-specific printing (e.g., posters or flyers used in direct support of an event).

_____ Initial here to acknowledge this significant change from previous grant guidelines.

SECTION E — 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 F — DEMOGRAPHIC REPORTING (ANNUAL REQUIREMENT)

Participating organizations must submit aggregated demographic information regarding membership and board composition. Members are encouraged to voluntarily provide information about age, income range, and housing tenure (renter/homeowner). The City uses this information to assess representativeness and to inform supplemental outreach strategies where needed. Demographic information shall be collected and reported only in aggregate and must not include personal identifiable information that could directly or indirectly reveal the identity of a respondent. The city will create a secure online form on the neighborhood grant website to collect aggregate information.

Please describe how your organization will collect demographic information (e.g., annual survey, membership form, meeting sign-ups) in a way that encourages members to provide information:

Check here if it would be helpful if the City provided tools to aid in the collection of demographic data.

SECTION G — SEASCAPE SUBMISSION (OPTIONAL)

Organizations may submit organization and event information for potential inclusion in the City’s Seascape publication. Guidance regarding submission of new events will continue to evolve as Seascape production resumes and expands and will be provided by the City Manager’s Office at a future date.

SECTION H — REQUIRED ATTACHMENTS

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

- Roster of 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 I — 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 pre-approved, allowable purposes and supported with appropriate documentation.
- No grant funds will be used for political endorsements candidate advocacy, or ballot measure campaigns.
- The organization will submit required reporting and return any unspent or disallowed funds as required.

Authorized Representative Name & Title:

Signature: _____ **Date:** _____

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**