

Community Enhancement Collaborative (CEC) and Community Advisory Committee (CAC) Grant Policy

1. PURPOSE and GOAL

- a) The purpose of the Community Enhancement Collaborative (CEC) Grant Program is to provide funds to generate short and long-term economic and quality of life impacts and social benefits within the Palo Verde Irrigation District's (PVID's) service area. This includes, but is not limited to, economic and community development, job creation, vocational training programs, increasing service access, supporting sporting and social ventures, increasing the tax revenue base, and supplementing educational endeavors.
- b) The goal is to provide grants which foster the attraction, formation, and/or expansion of businesses, municipalities, local governments, and nonprofit organizations within the community, which will stimulate the local economy and further the missions of the nonprofit organizations.

2. OBJECTIVE

- a) This policy establishes guidelines for the receipt, consideration, and awarding of monetary grants to qualifying community businesses, municipalities, and nonprofit organizations.
- b) It is the objective of this policy to expedite grants whenever possible.

3. POLICY

- a) Monetary grants will be awarded on a short-term, emergency, and non-recurring basis. The CEC has the exclusive right and authority to fund or deny any grant request brought to its attention. There is no maximum amount of an individual grant.
- b) Each grant shall not assure continued or recurring funding. However, multiple grants to qualified agencies or entities will be evaluated on their individual merit(s) by the Community Advisory Committee (CAC).
- c) Each grant shall be selected for funding on a case-by-case basis.
- d) The funding of each grant shall be at the CEC's prerogative and shall be fair and impartial in all cases.
- e) Where possible, and at the discretion of the CEC, each submittal will be considered and approved/denied at the next meeting of the CEC.

4. AUTHORITY AND RESPONSIBILITY

- a) Initial contact with potential grantees is the responsibility of the Administrator. This includes communication of the CEC and CAC grant scope and objectives and the receipt of applications. Timing of application review by the CAC and CEC will be at their discretion.
- b) The CAC makes recommendations for grant awards to the CEC. Awards of grants will be determined by the CEC board.

5. PROCEDURE

- a) The CAC will have at least five members. A minimum of three members will be from the community at large, and at least one member who is currently on the PVID Board, MWD, or any combination of Named Agency Members to fully seat the Committee. The Committee's responsibility will be to recommend approval or denial of each grant proposal to the CEC. The CAC will review and refine the Grant Policy and forward it to the CEC for final approval. Ultimate recommendation for approval or denial of any grant request shall be decided by a favorable two-thirds majority vote of the CAC. The recommendations for approval or denial of grant applications will be sent to the CEC for consideration and final approval/disapproval.
- b) Grants awarded by the CEC committee will have 12 calendar months during which the funds are encumbered for a specific project. If the grant proponent cannot go forward with the project within the time frame, a letter directed to the CEC can request an approval for an additional 12-month extension. Approval of an extension is on a case-by-case basis, is not automatic, and will be at the sole discretion of the CEC. After 24 months, those specific unused grant funds become unencumbered, and the CEC is no longer liable for forwarding previously awarded grant proceeds to the initial grantee.
- c) Grant requests shall identify a specific dollar amount requested, along with a detailed breakdown of anticipated expenditures.

d) Grant applications must include the following:

GRANT APPLICATION REQUIRED DOCUMENT	Non Profit	Business	Gov't/ Municipality
APPLICATION completely filled in and signed	X	X	X
LIST OF BOARD OF DIRECTORS/AGENCY AUTHORITIES with name, email and phone	X	X	X
ARTICLES OF ORGANIZATION FORMATION and BYLAWS	X	X	
IRS TAX ID LETTER	X	X	X
PROOF OF GOOD STANDING WITH STATE OF CALIFORNIA FTB	X	X	X
LATEST SIGNED TAX RETURN	X	X	X
CURRENT YEAR BUDGET	X		X
ITEMIZED PROJECT BUDGET AND TIMELINE WITH SUPPORTING EXPENSE DOCUMENTS AND BIDS	X	X	X
A SIGNED RESOLUTION AND MEETING MINUTES AUTHORIZING GRANT REQUEST	X	X	X
A LIST OF THE LAST 3 YEARS OF GRANTS AND LOANS RECEIVED with details	X	X	X
PROOF OF BUSINESS LICENSE AND INSURANCE	X	X	X
BUSINESS PLAN (NEW BUSINESS)		X	
LATEST AUDIT COVER LETTER WITH LETTER TO MANAGEMENT	X		X

Application Process

Phase 1 - Grant Application: Proposed project information

Phase 2 - Grant Application: Budget, financial disclosures/information and supplemental information specific to the project being reviewed

Phase 3 - Community Advisory Committee (CAC) interview

Phase 4 - Community Enhancement Collaborative (CEC) Review: CAC presents funding recommendations to the CEC for approval