



CITY OF CARPINTERIA

COMMUNITY SERVICES SUPPORT GRANTS (CSSG)

PROGRAM SHEET & APPLICATION

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CITY OF CARPINTERIA
COMMUNITY SERVICES SUPPORT
Grant Program Overview
July 2025 - June 2026

Applications due July 31st, 2025 before 12:00 PM (PST)

1. PROGRAM GOALS

The City of Carpinteria's Community Services Support Grant (CSSG) program provides vital funding to non-profits enhancing local quality of life through essential services and innovative solutions. The program addresses a broader spectrum of community needs:

- **Community Collaboration:** Supporting City Council's Strategic Goals and priorities including outreach, education, collaboration, affordable housing, equity and inclusion, and improving city services for youth, seniors, and homeless programs.
 - **Social Services:** Serving Carpinteria with a focus on needs beyond the City's immediate scope, including Health and Human Services. (e.g., Health, Wellness, Transportation, Childcare, and others).
 - **Community Events:** Special events that align with and/or incorporate the Council's Strategic Goals and priorities.
- City Council Initiatives/Emergent Needs:** Projects Requested by the City via a Request for Proposal and/or Emergent Needs.

2. PROGRAM INFORMATION

- **Funding Cycle Schedule** - The Community Services Support Grant (CSSG) program funding is allocated according to a fiscal year cycle: July 1, 2025 to June 30, 2026.
- **Grant Amounts** - City Council has allocated a limited amount of funds awarded on a competitive basis, with grants ranging in size from \$1,000 to \$30,000 per fiscal year.
- **Project Based Funding** - Grant funding is restricted to project-based grants that support individual projects and initiatives and not general operating expenses. Grant funds may only be used for direct project expenses and may not support (including but not limited to) debt, legal issues, most capital improvements, non-essential travel/hospitality, or long-term savings
- **Grant Review Process** - City staff and the Finance Committee will review and approve applications based on criteria such as: funds availability, the quality and effectiveness of proposed programs to meet City needs, the impact on Carpinteria residents, alignment with City priorities, etc.
- **Appeal Process** - Applicants may submit written appeals to the Assistant City Manager within 30 days of the award notification. The Finance Committee will arbitrate the appeal. The decision will be final. Grant contracts and fund disbursement will be withheld pending the outcome of any appeals.
- **Scope of Work Modifications** – If during the fiscal year a grantee decides to use the awarded funds outside of the Scope of Work, applicants may write to the Assistant City Manager for a Scope of Work change.

3. ELIGIBILITY REQUIREMENTS

Organization must:

- Be headquartered or have a significant operational presence within Santa Barbara County *and* demonstrate a primary focus on serving residents of Carpinteria.
- Have clearly defined goals and measurable objectives that align with the City's strategic priorities.
- Submit a status report to be considered for the next fiscal year grant cycle.
- Demonstrate financial stability and the ability to responsibly manage grant funds.
- Provide proof of 501(c)(3) status or sponsorship.
- [If working with vulnerable populations (e.g., children, seniors)] Require background checks for staff and volunteers, per California law.

4. TIMELINE

July 31, 2025 before 12PM (PST)	Deadline to submit application and all supplemental materials, either by mail, email, or in-person.
August 2025	Staff and Finance Committee review and approval. Award notifications sent via email. Insurance requirements announced.
September 2025	Agreements initiated and finalized.
April 30, 2026	Progress status report due.
May, 2026	Council presentation for selected organizations awarded \$20,000 or more.

5. SUBMISSION OF APPLICATION INFORMATION

➤ **Email to:**
communitygrants@carpinteriaca.gov

➤ **Mail to/Walk In:**
City of Carpinteria
Attn: CSSG
5775 Carpinteria Ave.
Carpinteria, CA 93013

6. REQUIRED APPLICATION MATERIALS

For grant consideration, applicants must submit *one of each* of the following:

- ☐ Completed Grant Application.
- ☐ 501(c)(3) Determination Letter as proof of non-profit status (or proof of non-profit sponsorship).
- ☐ Copy of active Business License with the City of Carpinteria.

7. CONTACT

If you have any questions or need help, please contact Carpinteria staff:

- **Ryan Benson | 805-755-4417 or Ryan Kintz | 805-755-4400**



CITY OF CARPINTERIA
COMMUNITY SERVICES SUPPORT

Grant Application

July 2025 - June 2026

Applications due July 31st, 2025 before 12:00 PM (PST)

1. APPLICANT / ORGANIZATION INFORMATION

Applicant name: _____

Phone number: _____ Email Address: _____

Name of 501(c)(3) organization: _____

Mailing address: _____

City: _____ | State: _____ | Zip Code _____

Federal Tax Identification Number (Non-profit): _____ - _____ - _____

Contact person/Title: _____ / _____

Contact phone number (if different than above): _____

Contact email (if different than above): _____

2. FINANCIAL INFORMATION

Annual organization budget for last year: _____ | _____ Fiscal -or- Calendar _____

Amount of grant funds requested*: _____

*Must be a specific amount within \$1,000 to \$30,000

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3. PROPOSAL NARRATIVE

Please address the following 3 sections of evaluation criteria:

I. Organizational Mission Statement & Alignment – (250 word maximum)

- A. Provide your organizations mission statement (one or two sentences).
- B. Share how your mission statement and proposed project/initiatives aligns with community priorities.



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II. Community Impact – (250 word maximum)

- A. Describe the impact your programs, activities, services, and/or initiatives will have on the community, including the segments of the community you reach, and the specific needs being met.
- B. Describe your organization's past efforts and future plans to become more inclusive and expand your community impact.



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III. Organizational Information– (250 word maximum)

- A. Describe your administrative and governance structure, including numbers of staff and volunteers.
- B. Briefly describe your operating budget's current status, future outlook, and long-term financial viability, including earned income and private/government support.



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IV. Scope of Work

- A. Detail how your organization plans to use the CSSG funds requested throughout the fiscal year. **Note:** Each proposed cost/expenditure requires a description.

Scope of Work Continued (extra page, if needed):

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