

MAYOR'S YOUTH FUND POLICY

Purpose: The Mayor's Youth Fund provides supplemental financial assistance to Seaside youth and youth-serving organizations that enhance well-being, leadership, civic engagement, recreation, environmental sustainability and/or climate resilience. The Mayor's Youth Fund Policy has been developed to standardize the evaluation of contribution requests and ensure that the funds are used appropriately to serve the City's youth.

Eligible Applicants: Contributions will only be made to, or on behalf of, students or organized groups, such as schools and non-profit organizations based in Seaside and/or serving a majority of Seaside residents ($\geq 50\%$) that are 18 years old or younger or enrolled in high school. Faith based organizations may apply for contributions from the Mayor's Youth Fund if the funding is not used to support religious activities such as worship, Sunday School, or religious instruction. In addition, activities funded by the Mayor's Youth Fund must be open to all participants regardless of religious affiliation.

Allowable Expenditures: Eligible expenditures may include:

- Event or program costs such as field or facility rental, entry fees, or supplies.
- Equipment or uniforms directly supporting youth participation in extracurricular, athletic, cultural, or environmental programs.
- Transportation or travel expenses directly tied to eligible events
- Stipends or payments for qualified referees or contracted service providers directly supporting an approved youth event, program, or tournament.
- Materials or supplies advancing environmental sustainability, climate resilience, clean-energy awareness, conservation, waste-reduction efforts, community stewardship, or civic engagement.

The following expenses are not eligible: standard classroom supplies, textbooks, staff salaries or stipends, religious or political activities, personal gifts, activity rewards, or food and entertainment unrelated to program activities.

School Coordinated Funding Requests: Funding requests coordinated through schools may be considered when:

- The project provides a clear municipal or community benefit.
- Requests supplement but do not supplant school district funding.
- The activity involves collaboration with Seaside businesses, organizations, or City departments.
- The application includes written approval from the school principal of the participating school or an authorized district administrator confirming the project aligns with district policy and is not otherwise fully funded.

Submittal of Contribution Requests: In order to request a contribution, the following information must be provided in writing:



- Name of the organization, person(s) benefiting, proposed use of the funds, total amount needed.
- Description of other fundraising or contributors.
- An explanation of how the group, activity, or event will benefit Seaside youth.
- A written description of how the proposed activity or event contributes to environmental sustainability and climate resilience, which may include: waste reduction, recycling, reuse, pollution prevention, clean-energy or solar-powered education, water conservation, habitat restoration, community stewardship, or other practices that support a healthy and sustainable Seaside.
- How this request will provide a municipal benefit (i.e., benefit the community).
- Proof of non-profit status (not a taxpayer's I.D. number) and a current W-9 form.
- If the request originates from a school or district-affiliated program, written sign-off by school principal or appropriate school district administrator must accompany the application.

Incomplete applications will not be forwarded for Council consideration.

Evaluation Process and Criteria: Funding requests are subject to City Council approval following staff review for eligibility and completeness. Evaluation will consider:

- Scholastic, athletic, music, environmental and art activities will be considered for funding based on the quality of the proposed activity.
- Evidence that the activity or event contributes to environmental sustainability and climate resilience, such as waste-reduction practices, recycling and reuse efforts, clean-energy or solar-power learning, conservation initiatives, habitat restoration, or community stewardship projects that support a healthy environment.
- Contributions requests will be accepted from individuals and can be made to an organization on behalf of an individual member or student.
- Contributions are only paid to organizations, such as non-profit groups and schools.
- Contributions are intended to fund actual costs related to an event or activity. (Please see "Payment Process" information provided below.)
- Contributions from the Mayor's Youth Fund are not intended to be the sole source of funds for an organization or program and will only be made to supplement other fundraising activities.
- How this request will provide a municipal benefit (ie., benefit the community).

Contribution Limits: In order to equitably distribute funds available in the Mayor's Youth Fund, the following contribution guidelines have been developed, although all contributions are subject to the discretion of the City Council.

Individuals	25% of total cost of activity (not to exceed \$1,000)
Groups (≤ 20 persons)	up to \$1,500
Groups (≥ 21 persons)	up to \$3,000

Funding is limited to one contribution per applicant or organization within a twelve-month period.



Mayor's Youth Fund
986 Hilby Avenue, Seaside CA 93955
831-899-6800 | FAX: 831-718-8603

Funding Requirements:

- Submit the Mayor's Youth Fund Closing Report within 60 days of event, activity, or program completion. Applicants that do not furnish the report may not apply for funds for the following year.
- A representative from the organization is required to be at the Council meeting, or attend virtually, for their application to be heard. If no representative is present then the agenda item will be postponed to another City Council meeting upon notification by the applicant.
- Incomplete applications will not be forwarded for Council consideration; applications not answering the question related to reduce, reuse or recycle/environmental sustainability **AND** municipal benefit are considered incomplete.

Individual Requests: Please attach an itemized list of all expenses. Amount of funding request may not exceed 25% of the total cost of the activity and not exceed \$1,000.

Payment Process: If a contribution is approved by the City Council, payment will be made to the authorized organization or directly to the vendor selected by the authorized organization after submittal of a receipt or the presentation of actual invoices. No funding payments shall be made directly to individuals, ensuring compliance with municipal auditing standards.

Submission: All requests will be considered before the City Council and you will be notified of the specific date your item is placed on the agenda. Please return this completed form with necessary attachments to:

Dan Meewis
City of Seaside Recreation Services
440 Harcourt Avenue
Seaside, CA 93955



MAYOR'S YOUTH FUND CONTRIBUTION REQUEST

CONTACT INFORMATION:

Organization: _____

Name of Applicant: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Number of Participants: _____ Seaside Residents / Students: _____% Ages: _____

CRITERIA:

Applicants must meet at least one of the following criteria to be eligible for funding. Please select one or more from the following list:

- Scholastic Athletic Music Environmental Art Other _____

Is funding a reward for one of these activities? No Yes, _____

1. Description of event, activity, or program funding pertains to: *(Attach additional information as necessary)*

2. Description of how funds will be specifically used for youth groups, activities and events:

3. Describe how the event, activity, or program contributes to environmental sustainability and climate resilience.

Examples may include: waste reduction, recycling or reuse efforts, clean-energy or solar-power education, water conservation, pollution prevention, community cleanups, school garden projects, habitat restoration, or other activities that support a healthy and sustainable environment.



4. Description of how the event, activity, or program has a municipal community benefit:

Examples may include: representing Seaside in regional competitions, providing community service, supporting a local event, environmental improvements, leadership development, or youth engagement consistent with City goals.

5. What other fundraising activities are you participating in to fund your event, program, or activity? What other funding sources will supplement your requests?

Total Amount Requested: *(See contribution limits)* \$ _____

Applicant Signature: _____

Date: _____

School-affiliated requests require district approval:

Name: _____

Title: _____

School/District: _____

Signature: _____

Date: _____



MAYOR'S YOUTH FUND CLOSING REPORT

CONTACT INFORMATION:

Organization: _____

Name of Applicant: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

CONTRIBUTION INFORMATION:

Date the Mayor's Youth Fund was approved by City Council: _____

What Items were purchased with Mayor's Youth Fund Donation?

Describe the activities associated with this project that contributed to environmental sustainability and climate resilience, and explain the resulting municipal community benefit. Please provide written description, brief City Council presentation, and/or photos:

Applicant Signature: _____

Date: _____

**This form is due 60 days upon receipt of funding by the applicant. Organizations that do not comply within the 60 day time period may not apply for funding for the following year.*