

**TO:** City Council

**FROM:** Community Funding Review Committee

**DATE:** December 3, 2024

**SUBJECT:** Fiscal Year 2024-25 Community Sports Grants Recommendations

**RECOMMENDATION:**

1. Approve the award of Community Sports Grants totaling \$74,394.25.
2. Authorize the City Manager or designee to execute Community Sports Grants agreements with grantees.
3. Authorize expenditure in the amount of \$74,394.25 from A/C #001-1120-611-5920 (SF2025 - General Fund, Grants and Donations) for Community Sports Grants.
4. Find that this action is not a project as defined under the California Environmental Quality Act.

**LEVINE ACT ITEM: Yes**

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** \$75,000 is included in the Adopted FY 2024-25 General Fund Budget (grants and donations, SF2025).

**BACKGROUND:**

The Community Sports Grants (CSG) is a competitive grant program providing financial support for capital projects or equipment purchases that benefit sports or fitness-related teams/groups within City limits. During the City's FY 2023-2025 biennial budget process, City Council renewed its support to the program by appropriating \$100,000 annually to be used for CSG. On December 5, 2023, City Council approved a one-time allocation of \$25,000 from the Community Sports Grants to the Community Social Services Grant, adjusting the FY 2024-25 Community Sports Grants budget to \$75,000.

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Since 1998, the CSG has funded a wide variety of projects including: the update of old or unsafe sports equipment, facility renovations for disabled access, high school girls' activity and weight room, indoor golf equipment, and batting cage refurbishment.

This year, the CSG provides grantees a maximum grant award of \$7,500 and requires a minimum grant award of \$2,000. Grant applicants must demonstrate that the requested grant funds will be matched through other sources.

CSG grant applications for FY 2024-25 were accepted from September 3, 2024, through October 3, 2024. Public outreach for the grant program took place in September and October and included news postings on the City's website and social media channels. A grant workshop was held on September 10, 2024, for interested grant applicants and the workshop recording is available on the City's website. In addition, emails were sent to previous sports grant applicants and recipients, school principals, athletic directors and booster clubs within the Conejo Valley Unified School District, and a press release was sent to local media outlets. The Acorn published an article about the grant opportunity on September 6, 2024. Complete program information can be found on the dedicated Grant Opportunities webpage ([www.toaks.gov/grants](http://www.toaks.gov/grants)) on the City website.

A history of the CSG (previously called the Sports Facilities Endowment Fund Grant and changed by City Council at the September 14, 2021 City Council meeting) awards for the past five years is attached for City Council reference (Attachment #1).

**DISCUSSION/ANALYSIS:**

There were 16 CSG applications received this year. Staff conducted an initial review to confirm the applicants met minimum qualifications. One application was rejected for non-compliance with the program requirements. The 15 CSG applications that met minimum qualifications requested a total grant amount of \$86,316.50.

The Community Funding Review Committee (CFRC) members separately reviewed each application and scored them based on several grant-specific criteria, including the organization's mission and background, program goals and objectives, and benefit to City residents.

**Allocation Scoring Method**

In May 2019, the CFRC approved an allocation method based on collated points scored on the application as shown in Table 1.

**Table 1**

<b>85 – 100 points scored on application</b>	100% of requested amount
<b>70 – 84 points scored on application</b>	75% of requested amount
<b>55 – 69 points scored on application</b>	50% of requested amount
<b>54 or below points scored on application</b>	No funding

On October 30, 2024, the CFRC met to discuss the scores of the applications. Based on the combined committee members' scorecards and using the approved allocation method in Table 1, it was revealed that eight applications scored over 85 points and are recommended for 100 percent of the funding requested, six applications scored between 70-84 points and are recommended for 75 percent of the funding requested, and one application scored between 55-69 points and is recommended for 50 percent of the funding requested. The total funding recommendation is \$74,394.25.

The CFRC unanimously (6-0, with three members absent) recommends awarding grants in the amount of \$74,394.25 to 15 programs. (Attachment #2).

#### Next Steps

Upon City Council approval, CSG grantees will enter into agreements with the City for a one-year period effective January 1, 2025. The terms of the agreement state that the City reserves the right to request reimbursement of all or part of the funds if the funds are not provided for the program as described in the contract. Grantees will receive payment upfront and will be required to submit a Final Performance Report that demonstrates how the City funds were used to benefit the community.

#### **LEVINE ACT (California Government Code § 84308):**

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially-interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any

Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially-interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made (Attachment #3).

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

G. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).

**PREPARED BY:** Denise Monden, Community Funding Review Committee  
Chair  
Sarah Mailes, Community Services Analyst

**Attachments:**

- Attachment #1 – Five Year Award History Community Sports Grants
- Attachment #2 – FY2024-25 Community Sports Grants Award  
Recommendations
- Attachment #3 – Levine Act Disclosure Forms