

**TOWN OF WINDSOR  
AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** June 17, 2026

**To:** Mayor and Town Council  
**From:** Nelle Herman, Recreation Division Manager  
**Subject:** Allocate Funding to Non-Profit Organizations for Fiscal Year 2026-2027

**Recommendation to Council:**

By motion, approve allocations for fiscal year 2026-27 and authorize the Town Manager to execute funding agreements with each non-profit on behalf of the Town.

**Strategic Plan Element:**

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

**Background:**

The Town Council established the Non-Profit Grant Program in 1998 to support local non-profit organizations that directly serve the community and benefit the Town. The Program is supported by the General Fund and is administered by the Parks and Recreation Department. On occasion, Council has allocated supplemental funding from their Benevolent Fund. Awards are made annually by Council for services, programs or events held in the upcoming fiscal year. Funding recipients are reimbursed by the Town, after expenses, as outlined in an agreement with each non-profit including appropriate conditions recommended by staff or Council.

When the Program was established, Council recommended as a guideline to place an allocation cap of 0.75% of the General Fund balance to Human Service projects and 1% of the General Fund balance to Promotional projects. At its regular meeting of August 6, 2008, Council agreed to base the future Non-Profit Grant Program budget on the General Fund balance of the previous fiscal year, as reported by the auditor.

At a special meeting on April 22, 2020, the Town Council reviewed budget projections related to the anticipated impacts of the COVID-19 pandemic. Council reduced funding for the Non-Profit Grant Program to \$55,000 for FY 2020-2021 and limited eligibility to programs providing direct human services, including housing and shelter, food distribution, and human support services.

The program budget remained at \$55,000 for the next three funding cycles before increasing to \$73,500 in FY 2023-2024 and \$92,000 in FY 2024-2025. Due to projected budget deficits, the FY 2025-2026 base budget was reduced to \$50,000. Application criteria will remain focused on direct human services related to housing and shelter, food distribution, and human support services.

A total of eight (8) grant applications were received for this upcoming cycle. The applications received span a range of human services including access to essential resources, food distribution, education, housing and shelter and mental and emotional support.

**Discussion:**

Staff have reviewed the applications and confirmed that all the required documents are in compliance with the grant guidelines. The following is the history of the total General Fund allocations Council has made toward the Non-Profit Grant Program for the last five years:

<b>FISCAL YEAR</b>	<b>BUDGET AMOUNT</b>	<b>ORIGINAL ALLOCATION</b>	<b>ACTUAL REIMBURSEMENTS</b>
2025-26	\$50,000	\$50,000	\$50,000
2024-25	\$92,000	\$92,000	\$92,000
2023-24	\$73,500	\$73,500	\$73,500
2022-23	\$55,000	\$55,000	\$55,000
2021-22	\$55,000	\$52,500	\$52,500
2020-21	\$55,000	\$55,000	\$55,000
2019-20	\$90,000	\$90,000	\$65,286

For the convenience and ease of comparing the various funding requests, staff has provided the attached Non-Profit Grant Worksheet with grant applications (Attachment 1) that shows the following information:

1. Organization
2. Project
3. Returning Applicant
4. Total Project Budget
5. Previously Awarded FY25-26
6. Amount Requested FY26-27
7. Staff Recommendation
8. Rank

To provide Council a framework and starting point for grant allocations, staff included the Staff Recommendation column in the Non-Profit Grant Worksheet (Attachment 1). This column represents the award each returning grantee received in the FY 2025-2026 grant cycle. Staff did not include a recommended amount for Boys & Girls Clubs of Sonoma-Marín because it is a new applicant for the FY 2026–2027 cycle.

Additionally, using the following three criteria, staff created a ranking system to assist Council in understanding the impact each grant award would make toward the project and community:

1. Extent to which the project serves the community of Windsor
2. Extent to which the project is filling a need in the community
3. Extent to which the grant request will impact the project budget

Staff assigned each of the criteria above a score from one to three (1-3) with a score of one being a low score and three being the highest. The ranking is an average of the three scored criteria rounded to the nearest half a point and was used to guide staff in developing recommended grant award amounts. The spreadsheet with rankings is shown on the Non-Profit Grant Worksheet in the Rank column (Attachment 1).

Representatives from the requesting non-profit organizations have been invited to attend the Council

meeting to be available to answer questions regarding their applications and projects.

**Fiscal Impact:**

There is \$50,000 allocated in the FY 2026-27 General Fund budget for the Town Non-profit Grant Program.

**Environmental Review:**

The recommended action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

**Attachment(s):**

- 1. [Non-Profit Grant Worksheet 26-27 wApplications](#)
- 13.1 [PowerPoint \(Distributed 2026.06.16\)](#)

**Prepared by:**

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**Reviewed by:**

Olivia Lemen  
Parks and Recreation Director

**Approved by:**

Jon Davis  
Town Manager