

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: July 16, 2025

To: Mayor and Town Council
From: Nelle Herman, Recreation Division Manager
Subject: Allocate Funding to Non-Profit Organizations for Fiscal Year 2025-2026

Recommendation to Council:

By motion, approve allocations for fiscal year 2025-26 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 Town Council meeting on April 22, 2020, Council reviewed budget projections for the current and upcoming fiscal years (FY) due to the projected health and economic impacts of the COVID 19 pandemic. At that time, Council reduced the available funding for the Non-Profit Grant Program to \$55,000 for FY 2020-2021 and modified the application criteria to programs or projects providing direct human services of housing and shelter, food distribution and human support.

Since the budget reduction in 2020 the budget for the Non-Profit Grant Program remained the same at \$55,000 for three consecutive funding cycles. In FY 2023-2024 the funding increased to \$73,500 and in FY 2024-2025 the budget increased to \$92,000. Due to budget deficit projections the FY 2025-26 grant funding program base budget was reduced to \$50,000. An additional \$42,000 was placed on a discretionary list which Council will discuss in October once FY24-25 is closed and audited. The application criteria will remain the same, assisting with projects addressing direct human services of housing and shelter, food distribution and human support.

A total of ten (10) grant applications were received for this upcoming cycle. One (1) application of the ten, Council on Aging, was received after the deadline. The applications received span a range of human services including access to essential resources, food distribution, 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 six years:

Fiscal Year	Budget Amount	Original Allocation	Budget Amendments	Actual Reimbursements
2024-25	\$92,000	\$92,000	N/A	\$92,000
2023-24	\$73,500	\$73,500	N/A	\$73,500
2022-23	\$55,000	\$55,000	N/A	\$55,000
2021-22	\$55,000	\$52,500	N/A	\$52,500
2020-21	\$55,000	\$55,000	N/A	\$55,000
2019-20	\$90,000	\$90,000	N/A	\$64,286

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. Extent to which the Project Serves the Community of Windsor
4. Total Project Budget
5. FY 2024-25 Allocation (if any)
6. FY 2025-26 Request
7. Staff Recommendation
8. Discretionary dollar amount
9. Rank

Using the following three criteria, staff created a ranking system to assist in developing a methodology to make the staff recommendation of the grant awards:

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 criteria scores and rankings is shown on the Non-Profit Grant Worksheet (Attachment 1).

New this year, staff created an additional column on the Non-Profit Grant Worksheet (Attachment 1) titled, “Discretionary dollar amount”. Due to the Town budget deficit, the Non-Profit Grant program budget was reduced from \$92,000 in FY24-25 to \$50,000 in FY25-26. This dollar amount will give

Staff direction in October, should Council decide to increase the funding to the grant program through the discretionary list discussion. 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 2025-26 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 with Applications](#)

Prepared by:

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Reviewed by:

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Parks and Recreation Director

Approved by:

Jon Davis
Town Manager