

**RESOLUTION NO. 2024-63**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI**  
**APPROVING THE COTATI CULTURAL SMALL GRANTS PROGRAM AND USE IT**  
**AS A REPLACEMENT FOR THE OUTDATED DONATION POLICY (1990-01).**

**WHEREAS**, the City of Cotati has a desire to implement a small grant program to bring more multicultural events to Cotati; and

**WHEREAS**, the City of Cotati has an outdated Donation Policy (1990-01), which is no longer in use; and

**WHEREAS**, the City Council finds that this grant program is part of a comprehensive economic development strategy in that new multicultural events may increase visitation to the City, promote the Cotati community and result in increased sales tax revenues; and

**WHEREAS**, the City Council further finds that the health, safety, and welfare of the citizens of the City of Cotati will not be jeopardized by the approval of this program; and

**WHEREAS**, the application and scoring rubric for this program is attached as Exhibit B; and

**WHEREAS**, the action of approving a Cultural Events Grant program does not constitute a project as defined by California Environmental Quality Act Guidelines Section 15378; therefore, no further environmental review is required.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Cotati as follows:

Section 1. Findings. The above recitals are declared to be true and correct and are incorporated herein as findings of the City Council.

Section 2. Approvals. The Cotati Cultural Small Grant Program (Exhibit A) and application and scoring rubric (Exhibit B) are approved and adopted and will replace the City's current Donation Policy (1990-01), which will no longer be in effect.

Section 3. Effective Date of this Resolution. This Resolution shall become effective immediately.

Section 4. Severability. Each portion of this resolution is severable. Should any portion of this resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Cotati hereby declares that it would have adopted this resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section, subsection, clause, sentence, phrase or other portion may be held invalid or unconstitutional.

**IT IS HEREBY CERTIFIED** that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Cotati held on September 24, 2024, by the following vote, to wit:

**RESULT:** ADOPT [4-0]  
**MOVER:** Susan Harvey, Councilmember  
**SECONDER:** Ben Ford, Vice Mayor  
**AYES:** Sparks, Ford, Harvey, Lemus  
**ABSENT:** Rivers

Approved:  \_\_\_\_\_  
Mayor

Attest:  \_\_\_\_\_  
Kevin Patterson, Deputy City Clerk

Approved as to form:  \_\_\_\_\_  
City Attorney

## **Exhibit A – Cotati Cultural Event Grant**

### **What is the Cotati Cultural Event Grant? What is the purpose of the program?**

The Cotati Cultural Event Grant is the City of Cotati's community grant program. Its purpose is to encourage organizations and groups to host new and multicultural events in Cotati that promote an equitable, compassionate, and healthy community, that honor diversity as a source of strength. Funding comes from the City of Cotati's General Fund and is non-guaranteed annually.

### **What will the grant fund?**

The grant can be used to fund new or ongoing cultural community events in Cotati.

### **How much can we apply for?**

Applicants can apply for up to \$5000, which is the maximum grant award. Up to \$10,000 in awards may be granted in each annual cycle of funding, dependent upon budget availability. The amount of the grant award will be determined by the amount available. Funding for the Cotati Cultural Event Grant is limited; not all applications will be awarded.

### **Who can apply?**

Any local organization or non-profit or individuals or small groups who are partnering with an organization or non-profit with event experience is eligible to apply for the grant. Grants will not be awarded to groups who propose events that promote hate, discrimination of any kind, or political lobbying.

### **What is the grant cycle time frame?**

Applications will open in August and close in November. All applications are reviewed in December and awards will be announced in January. Awards will be sent out in two payments. The first half will be sent out in late January or February following the announcements, and completion of required paperwork. The second half will be sent out approximately 30 days prior to the event. The performance period will be from April to November of the year awarded.

### **How will grants be selected?**

Applications will be reviewed, evaluated, and ranked by an internal staff committee. The committee will recommend projects to the City Council, who will make the final decisions on which grants will be awarded.

### **Can grants be awarded to the same applicant more than once?**

To provide a diverse use of funds, applicants can only receive one award per cycle. Groups may submit multiple applications per cycle, but only one per group may be awarded.

### **Can applicants apply for on-going funding?**

No. Each event can be awarded one time. Applicants can apply for multiple events, but each event is only eligible for one award. Applicants who are not selected for an award may apply multiple times.

**When must the event take place?**

Each awardee must host their event during the performance period each year, between April and November of the year awarded. Special circumstances may be approved to host an event outside of the performance period and will be reviewed on a case-by-case basis.

**What happens if an awardee cancels their event after receiving a grant?**

If a grant recipient does not follow through with the proposed event after being awarded, the awardee will be responsible for returning all grant funds to the City and may be ineligible to receive additional grant awards.

**If awarded, will the City of Cotati waive permit and other fees associated with the event?**

Awarded applicants should include applicable City fees with their application. Waivers may be considered for City permits addressed in the application, to be approved by the City Council on a case-by-case basis.

**How will awardees be notified?**

Grant awardees will be notified via email, phone, or post when selected. The City will communicate with the primary contact listed on the application.

Applicants not selected to receive grant funds will be notified as well.

**How will the grant funding be dispersed?**

Checks will be mailed to the awardees at the address listed on the grant application.

# Cotati Cultural Event Grant Program Application

Event Title: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

## **Budget:**

Total Project Budget: \_\_\_\_\_

Applicant Cash Match: \_\_\_\_\_

In-Kind Resources: \_\_\_\_\_

Grant Request Amount: \_\_\_\_\_

## **Event Narrative Questions:**

Please provide an event description:

How will your event promote diversity in the Cotati community?

How will your event promote inclusivity and access in the Cotati community?

How are you/your organization suited to produce this event? Please provide community resources that will be used if applicable (volunteers, vendors, local contributions, etc.)?

What are your goals for this event? What population are you aiming to serve? Using measurable amounts whenever possible, please explain how you will know if you have succeeded in your goals.

How will you be able to host successfully continue your proposed event in future years, without Cotati Cultural Grant funding?

How does your event promote community togetherness and/or a broad community appeal?

Do you own/operate a Cotati business/organization? If so, please list: \_\_\_\_\_

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Cotati Cultural Grant Program as an event sponsor.

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Cotati Cultural Grant Program monies to the City of Cotati.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Grant applications must be submitted with a completed Park Use & Special Event Policy application.

Applicant \_\_\_\_\_

## COTATI CULTURAL GRANT SCORING RUBRIC

CRITERION	2 EXEMPLARY (7-10 POINTS)	1 ADEQUATE (4-6 POINTS)	0 INSUFFICIENT (0-3 POINTS)	COMMENTS
<b>CREATIVITY – USES IMAGINATION AND INNOVATION TO CREATE A NEW, DIFFERENT, AND/OR UNIQUE AND MEMORABLE EVENT EXPERIENCE FOR ATTENDEES (10PTS)</b>	The proposal presents an innovative and original concept that is new to Cotati.	The proposed event is new to Cotati but has been hosted in nearby communities.	The proposal presents an event that is similar to existing events or is an existing event.	
<b>DIVERSITY – HIGHLIGHTS THE CULTURE OF ONE OR MORE PARTICULAR ETHNIC GROUPS OR COMMUNITIES OF INTEREST. (10PTS)</b>	The application exceptional diversity, engaging multiple cultural, ethnic, and/or social groups and reflects a broad and accurate representation of various cultural perspectives.	The proposed event involves some engagement with different ethnic, cultural, and/or social groups but could include more or is not comprehensive in the application.	The proposed event lacks clear effort to include diverse groups and shows minimal to no representation of diverse cultural perspectives.	
<b>INCLUSIVITY /ACCESS – INCREASES ACCESS TO MUSIC, ARTS, HISTORY, CULTURE, OR HERITAGE, FOR PEOPLE WHO MAY NOT FEEL INCLUDED IN COMMUNITY LIFE, INCLUDING LOW INCOME RESIDENTS, PEOPLE WITH DISABILITIES AND OTHER SPECIAL POPULATIONS. (10PTS)</b>	The application leaves no question as to how activities will be adapted when appropriate to create an inclusive environment for all populations, including those with specific disabilities and limitations.	The application implies intent to provide an inclusive environment for all populations, but does not clearly articulate the specifics about adaptations to be employed.	The application includes few or no plans to adapt activities to create an inclusive environment.	
<b>FEASIBILITY – THE EVENT CAN BE DELIVERED WITH THE AVAILABLE RESOURCES, TIME, AND SKILLS, AS PROPOSED IN THE APPLICATION (10PTS)</b>	Personnel, event activities timeline, and budget expenditures congruent with project description and outcomes.	Deficiencies or overestimations exist in personnel, timeline, or budget within tolerable range, outcomes appear achievable despite gaps or leaps.	Insufficient information about personnel, event activities timeline, or budget expenditures to gauge feasibility.	

Applicant \_\_\_\_\_

## COTATI CULTURAL GRANT SCORING RUBRIC

CRITERION	2 EXEMPLARY (7-10 POINTS)	1 ADEQUATE (4-6 POINTS)	0 INSUFFICIENT (0-3 POINTS)	COMMENTS
<b>SUSTAINABILITY - THE EVENT WILL CONTINUE PAST THE GRANT PERIOD (10PTS)</b>	Evidence presented that event or its impact can be sustained locally beyond grant period, if results warrant.	Event plan is temporary, designed to end when grant ends, or some effort to secure commitment beyond grant period is represented.	No meaningful plans for future event beyond funding term appear in application.	
<b>PROMOTES COMMUNITY TOGETHERNESS/ BROAD COMMUNITY APPEAL (10PTS)</b>	The event proposes high engagement and encourages widespread community participation and addresses critical needs or interests of the community.	Proposed community engagement is limited with moderate participation and has some relevance but may not fully align with community needs or interests.	The proposal shows low levels of community engagement and participation or shows minimal relevance to community needs or interests.	
<b>COTATI LOCAL RESIDENT/BUSINESS OWNER (10PTS)</b>	The applicant lives in or has a business in Cotati.	The applicant lives in or has a business in Sonoma County.	The application does not live in or have a business in Sonoma County.	
<b>TOTAL SCORES</b>				