



TO: Mayor and Councilmembers

SUBMITTED BY: JoAnne Plummer, Neighborhood Services Director

PREPARED BY: Cassidy Le Air, Senior Management Analyst

SUBJECT: Goleta City Grant and Community Development Block Grant Guideline Updates and Cycle Initiation

RECOMMENDATION:

- A. Approve guideline updates to the Goleta City Grant and Community Development Block Grant programs, subject to any requested revisions by City Council; and
- B. Initiate the Fiscal Year 2026-2027 Goleta City Grant program.

BACKGROUND:

The City of Goleta has been awarding grant funding to various community groups providing community services and projects since its incorporation. The first Community Grant cycle was authorized at \$20,000, received 29 applications totaling \$59,000, and had a maximum award of \$2,000.

In 2004, the City became an entitlement city, receiving Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD), which increased its fiscal capacity to provide subrecipient grants for eligible public service activities, as defined by HUD. Consistent with HUD regulations, the City allocates up to 15% of the total annual CDBG award to subrecipient grants for nonprofit organizations that provide essential public services to Low- and Moderate-Income (LMI) residents.

The most recent combined Goleta City Grant and CDBG grant cycle was authorized at \$290,000 (inclusive of \$40,000 of CDBG Public Service funding) and received 99 applications totaling \$923,157. The maximum award for Goleta City Grants was \$10,000, with no minimum, while the minimum award for CDBG Public Services exceeded \$10,000, with no maximum.

DISCUSSION:

Following the completion of the most recent combined Goleta City Grant and CDBG grant cycle, staff conducted a program review to identify improvements to the program's structure, eligibility requirements, process, policies, and timeline with the overall goal of ensuring legal compliance and improving the efficiency, effectiveness, and impacts of programs and services funded through the grant programs. Staff recommend several changes to align with best practices in grant management, ensure legal compliance, and meet the growing needs and capacity for the Goleta City Grant and CDBG Grant programs.

In evaluating the City's grant programs, staff reviewed the applicable legal framework and current policies. The Goleta City Grant Program is governed by the City's adopted Goleta City Grant Guidelines, which were approved and adopted by the City Council.

Federal rules and regulations, including HUD policy and guidance, govern the CDBG Program. Subrecipients must comply with and are subject to federal requirements associated with the use of CDBG funding. To guide funding implementation, the City adopts a Five-Year Consolidated Plan to establish funding priorities and goals, an Annual Action Plan to carry out those goals, and a Citizen Participation Plan to ensure meaningful resident involvement, particularly LMI persons, in the planning of CDBG-funded programs and activities.

For the Goleta City Grant Program, grantees must follow the adopted Goleta City Grant Guidelines. All expenditures must align with a defined public purpose and must not constitute a gift of public funds, in accordance with the California Constitution. In addition, public funds cannot be used to support political or religious activities. The City may impose additional restrictions to ensure expenditures align with the public interest, including prohibitions on alcohol, gambling, and fundraising events. Costs such as debt service, fundraising, loan repayments, or interest payments are generally ineligible because they do not provide a direct public benefit.

On October 13, 2025, staff met with the Human Services Standing Committee (HSSC) and discussed the program review. The HSSC supported the following guidelines and process changes:

Goleta City Grant Program Updates

Exclude Capital Projects

Exclude capital projects as an eligible use of funds due to the extensive oversight required to administer public funding for such projects, including compliance with building codes, permitting, prevailing wage and public works laws, environmental reviews, and other regulatory standards. In general, capital project oversight involves executing construction documents in accordance with applicable labor and construction codes, conducting environmental reviews, monitoring and reporting certified payroll, addressing insurance considerations, and tracking invoices and expenses.

Capital projects are typically ineligible for funding through community grant programs due to their high cost, extended timelines, and complex regulatory requirements, which often exceed the scope, intent, and timing of small-scale grants.

Expanding Ineligible Use of Funds

Update the list of ineligible uses of funding to include the following:

- Capital improvements, including construction, facility renovations, or the purchase of real property.
- Fundraising, debt service, endowments, or reserves.
- Alcohol and gambling-related expenses.
- Political campaigning, lobbying, legislative, or related activities.
- Religious activities, including worship, proselytization, and religious instruction.
- Services or activities that do not comply with the Americans with Disabilities Act (ADA), including those offered in facilities that are not accessible to individuals with disabilities.
- Services or activities located outside of Santa Barbara County.
- Any other use deemed inconsistent with City policy or public interest.

Expanding Ineligible Organizations

Include the following organizations as ineligible to apply:

- Organizations primarily involved in political action, legislation, and lobbying.
- Organizations located outside Santa Barbara County that do not have an existing operational presence within the County.

Organizations may be headquartered elsewhere, but must demonstrate an established, ongoing presence in Santa Barbara County to be eligible to apply. For a small grant program, an organization without an existing local operational presence poses a higher funding and performance risk, as most applications are not fully funded, and it is difficult for organizations to initiate new operating locations within a short timeframe.

Extend the Grant Timeline

Transition to an 18-month grant term beginning in Fiscal Year (FY) 2027-28 to align with the two-year budget cycle and strategic plan, improving the administration of the program. For timing, staff will continue with an annual application process for the next budget cycle (FY 2026-27) and implement an 18-month grant period from Fiscal Year 2027-28 to 2028-29, with the intention that the grant performance period will begin on January 1, 2028, and end on June 30, 2029.

The first six months of the fiscal year (July 1, 2027 through December 31, 2027) would be spent closing out the previous grantees awards and initiating the new grant cycle, anticipating issuing the NOFA and opening up in the grant application in August, with

application review period to occur in October/November with the final recommendations to be presented to the City Council by December. This will enable staff to close out the previous grant cycle, identify and rectify any noncompliance issues with grantees, and ensure that any outstanding issues are addressed before a new award is issued.

Establish Award Limits

Establish a minimum and maximum award. For FY 2026-27, the minimum is \$1,000, and the maximum is \$10,000. During the following 18-month grant period, beginning in FY 2027-28 (assuming an 18-month cycle), the minimum would be \$2,000 and the maximum would be \$20,000. Establishing a minimum award ensures that grants are large enough to produce meaningful community impact, reduces the administrative burden associated with processing small awards, and prevents excessive fragmentation of limited funds.

Expand Compliance and Termination Language

Language was added to the guidelines authorizing the City to withhold or terminate funding for noncompliance, recover improperly or unused funds, and pursue legal or equitable remedies as necessary. Applicants are also required to disclose any real or perceived conflicts of interest at the time of application.

Notice of Funding Availability (NOFA)

Issue a NOFA for the Goleta City Grant program. A NOFA is the official announcement that a grant program is open for applications and provides all the cycle-specific details applicants need to prepare and submit applications. To maintain flexibility in the application process, staff recommend that the NOFA include information previously contained in the guidelines, such as application requirements, maximum award amounts, and review criteria.

The program guidelines will continue to define overall policy goals, eligible uses, restrictions, and limitations, and the general application process. The NOFA will be used to establish the goals of each grant cycle and to include any necessary administrative requirements, deadlines, and direction.

Community Development Block Grant Updates

Public Hearings

Hold the required CDBG planning-stage public hearing with the HSSC to address and gather input on community needs, goals, and funding priorities, including proposed subrecipients, rather than a separate City Council meeting. Following the HSSC public hearing and CDBG subrecipient recommendations, the draft Annual Action Plan would be released for the required 30-day public review. The final Action Plan, incorporating public comments, would then be forwarded to City Council as a consent item for final approval and authority to submit to HUD.

CDBG Subrecipient Guidelines

The guidelines were updated to include references to applicable federal rules and regulations governing the program, ensuring that subrecipients understand the regulatory framework and compliance obligations for the administration and use of CDBG funds.

As a federally funded program, all CDBG subrecipients must comply with federal requirements associated with the use of CDBG funds. This includes 24 CFR Part 570 (*Community Development Block Grants*), 2 CFR Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), and any HUD-issued guidance and notices. Compliance also extends to cross-cutting federal laws on civil rights and fair housing, conflict of interest, environmental review, labor standards, debarment and suspension, and lobbying restrictions, as applicable to the funded activity.

Goleta City Grant and Community Development Block Grant Updates

Grant Credit

As a condition of funding, grantees must acknowledge the City of Goleta's support in all promotional, informational, or published materials. The City logo must be used in accordance with the City's logo use policy.

Separate Grant Applications

With the Goleta City Grant and CDBG programs governed by different rules and regulations, it is necessary to separate the applications. Reinstating separate applications for CDBG and City Grants ensures compliance with federal requirements and provides clearer, program-specific guidance to prospective applicants.

Policy Administration

Authorize the Neighborhood Services Director to make updates to the guidelines, including revisions necessary to conform to applicable laws, update procedures, forms, or processes as deemed appropriate and reasonable by the Neighborhood Services Director. Changes that would impact the program's goals would be brought to the HSSC for consideration.

2026-2027 Grant Program Cycle

The upcoming grant cycle will introduce several immediate changes, including updated program guidelines, the separation of Goleta City Grant and CDBG applications. Another significant change is the implementation of a new online grant application portal, Submittable. The City previously used ZoomGrants, but the platform did not support the full-cycle grant administration needed for the programs. Submittable will allow applicants to manage the entire lifecycle of their grant in one centralized system, including application submission and tracking, document and report uploads, and award

management. Staff will host a technical assistance webinar to demonstrate the new software and review the updated grant guidelines.

The proposed NOFA for the City Grant Program is included as Attachment 3. Applications are set to open on January 5, 2026, and close on February 6, 2026.

For Fiscal Year 2026-27 CDBG Public Services funding, due to recent HUD guidance, staff are currently reviewing the impacts on CDBG program management and updating internal procedures to comply with the new guidance. As such, it is recommended to extend the current subrecipients' agreements for an additional program year. A Public Hearing to gather community needs, goals, and funding priorities will be held in March to finalize the recommendations and gather community input, ensuring alignment with community needs and consolidated plan goals.

FISCAL IMPACTS:

There are no additional fiscal impacts associated with this item. Existing appropriations exist within the approved budget. For future Goleta City Grant 18-month grant cycles spanning multiple fiscal years, funding disbursements will be made as a single payment per fiscal year. For example, if the grant award is \$20,000, the grantee would receive two payments: \$10,000 in Year One and \$10,000 in Year Two. The second-year payment of any multi-year award will be contingent upon City Council appropriation in that fiscal year, which ensures compliance with state law and prevents the City from obligating funds beyond the current budget period.

For CDBG Public Services funding, annual subrecipient allocations are contingent upon the City's yearly federal CDBG entitlement award from HUD. If HUD adjusts the entitlement amount, the City may modify CDBG subrecipient funding to align with the final federal allocation.

ALTERNATIVES:

Council may request modifications to the grant guidelines, except those governing the CDBG program. For CDBG funding, the City cannot alter or modify any federal laws, rules, or regulations governing the program. For any other recommended changes, staff would need to evaluate the impact and alternatives on an individual basis.

LEGAL REVIEW BY: Isaac Rosen, City Attorney

APPROVED BY: Robert Nisbet, City Manager

ATTACHMENTS:

1. Goleta City Grant Guidelines
2. Community Development Block Grant (CDBG) Subrecipient Guidelines
3. NOFA - FY 2026-27 Goleta City Grant Program

ATTACHMENT 1

Goleta City Grant Guidelines



Policy Name: Goleta City Grant Program Guidelines		Policy No.: NS-001
Date Adopted: November 19, 2013	Date Revised: December 16, 2025	Adopted/Revised by: City Council
Published Location: https://www.cityofgoleta.org/grants		

PURPOSE

Subject to funding availability, the City of Goleta (the “City”) may award grants to civic services, community projects, and public services that benefit Goleta residents. The Community Grant Program Guidelines establish eligibility, application, review, and compliance requirements for organizations seeking funding.

ELIGIBLE SERVICES AND ACTIVITIES

All services and activities funded through the City of Goleta’s Community Grant Program must directly benefit Goleta residents and be sponsored by an eligible organization.

Categories of services and activities eligible for funding include:

- Civic projects and services.
- Cultural programs in music, art, dance, and related fields.
- Recreational activities, including fitness, camps, sports, and outdoor programs.
- Educational programs.
- Community festivals, special events.
- Environmental and wildlife programs.
- Public services, including services for seniors, youth, low-income individuals, and people experiencing homelessness.
- Health, wellness, food security, and nutrition programs.
- Services or activities that address community needs and demonstrate a public benefit.

ELIGIBILITY REQUIREMENTS

Eligible organizations:

- Nonprofit organizations.
- Government or quasi-governmental agencies.
- The use of nonprofit sponsors is permitted.

Eligible organizations must possess and maintain current corporate and tax status as non-profit entities.



Ineligible organizations:

- For-profit organizations.
- Individuals.
- Organizations primarily involved in political action, legislation, and lobbying.
- Organizations that are located outside Santa Barbara County and do not have an existing operational presence within Santa Barbara County.

PROCESS

The City of Goleta will issue a Notice of Funding Availability (NOFA) for each grant cycle. The NOFA provides cycle-specific details and instructions for applicants and serves as the official announcement of available funding and associated administrative guidance.

Each NOFA will include, at a minimum:

- Funding Availability: Total funds available, allocations by category, and minimum/maximum grant award amounts.
- Timeline: Key dates for application opening and closing, review and recommendation process, City Council award approval, and performance period start and end dates of the grant.
- Eligibility: Confirmation of eligible applicants and program categories.
- Priorities: Any established funding priorities or focus areas.
- Application Instructions: Submission requirements, including application portal link, deadlines, and required attachments (e.g., nonprofit status proof, fiscal sponsor letter, budgets, references).
- Review Criteria: The evaluation standards or scoring rubric that will be applied to review applications.
- Restrictions: A summary of ineligible uses of funds.
- Contact Information: City staff contact for questions or technical assistance.

The NOFA will be published on the City's website and distributed through appropriate public communication channels. All applicants must follow the instructions and deadlines stated in the NOFA; late or incomplete applications will not be accepted.

RESTRICTIONS AND LIMITATIONS

Ineligible uses of funds:

- Capital improvements, including construction, facility renovations, or the purchase of real property.
- Fundraising, debt service, endowments, or reserves.
- Alcohol and gambling-related expenses.
- Political campaigning, lobbying, legislative, or related activities.
- Religious activities, including worship, proselytization, and religious instruction.
- Services or activities that do not comply with the Americans with Disabilities Act (ADA), including those offered in facilities that are not accessible to individuals with disabilities.



- Services or activities located outside of Santa Barbara County.
- Any other use deemed inconsistent with City policy or public interest.

COMPLIANCE

All grant recipients must sign a Grant Agreement with the City. By accepting funds, recipients agree to:

- Reporting. Submit an end-of-year report demonstrating how funds benefited Goleta residents and program impacts.
- Recipients may be asked to present to a Committee, City Council, or workshop.
- Grant Credit. As a condition of funding, grantees must acknowledge the City of Goleta's support in all promotional, informational, or published materials. The City logo must be used in accordance with the City's logo use policy.
- Use of Funds. Funds must be used as approved. Misuse or failure to provide documentation may result in repayment of funds and disqualification from future opportunities.
- Audit and oversight. The City reserves the right to audit expenditures and request additional documentation.
- Political Neutrality. Grant recipients (and affiliates) may not endorse, fundraise, or campaign for or against any candidate for City of Goleta elected office.
- If an organization applies through a fiscal sponsor, both entities must sign the Grant Agreement. The fiscal sponsor must assume full financial and reporting responsibility for the grant funds. Grant payments will be remitted to the fiscal sponsor.

TERMINATION

The City reserves the right to withhold, suspend, or terminate grant funding, in whole or in part, if the Grantee fails to comply with the Grant Agreement or Grant Guidelines. The City may require repayment of disallowed costs or unexpended funds and may pursue any remedies available at law or in equity.

CONFLICT OF INTEREST

All applicants must disclose any actual, potential, or perceived conflicts of interest at the time of application. This includes, but is not limited to:

- Any officer, employee, or agent of the applicant organization who is a City of Goleta official, employee, or contractor.
- Any family, business, or financial relationship between an applicant and a member of the City Council, City staff, or advisory body involved in the grant review or approval process.
- Any personal or financial interest of an officer, employee, or agent of the applicant organization that may benefit financially from the grant award.



POLICY ADMINISTRATION

The City Council adopted the Goleta City Grant Program Guidelines. The Neighborhood Services Director is authorized to make updates to these guidelines, including revisions necessary to:

- Conform to applicable federal, state, or local laws.
- Update procedures, forms, or processes as deemed appropriate and reasonable by the Neighborhood Services Director.

ATTACHMENT 2

Community Development Block Grant (CDBG) Subrecipient Guidelines



Policy Name: Community Development Block Grant (CDBG) Subrecipient Guidelines		Policy No.: NS-003	
Date Adopted: December 4, 2018	Date Revised: December 16, 2025		Adopted/Revised by: City Council
Published Location: https://www.cityofgoleta.org/grants			

PURPOSE

The City of Goleta (the “City”) receives annual federal grant funding from the U.S. Department of Housing and Urban Development (HUD) for its Community Development Block Grant (CDBG) Program. While HUD administers the funds, the City manages the local use through programs and activities that meet the program’s goals and CDBG national objective(s). To achieve these goals, the City may partner with organizations and agencies to deliver public services and other eligible activities.

As a federally funded program, all CDBG subrecipients must comply with federal requirements, including 24 CFR Part 570 (*Community Development Block Grants*), 2 CFR Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*), and any HUD-issued guidance and notices. Compliance also extends to cross-cutting federal laws on civil rights and fair housing, conflict of interest, environmental review, labor standards, debarment and suspension, and lobbying restrictions, among other requirements, as applicable to the funded activity.

ELIGIBLE SERVICES, ACTIVITIES, AND PROJECTS

- All CDBG-funded services and activities must primarily benefit residents of the City.
- All eligible services, activities, and projects must meet one of the three national objectives of the CDBG program:
 1. Benefit low- and moderate-income persons.
 2. Prevent or eliminate slums or blight.
 3. Address urgent community needs in the event of an emergency.

Examples of eligible activities include public services, housing rehabilitation, public facility improvements, economic development initiatives, and other activities permitted under 24 CFR §§ 570.201-570.206.

For public services, eligibility for CDBG funding requires that the activity be either a new service or a measurable expansion of an existing service. If the service already exists, the CDBG-funded activity must provide a quantifiable increase, such as serving more clients, extending operating hours, expanding coverage, or adding program components, beyond existing service levels. Refer to 24 CFR 570.201(e).

ELIGIBLE SUBRECIPIENTS

Organizations eligible to be a subrecipient include:

- Nonprofit 501(c)(3) organizations.
- Government or quasi-governmental agencies.
- Housing authorities.
- Community-Based Development Organizations (CBDOs) for special activities.
- For-profit entities only when carrying out specific authorized economic development activities.
- Faith-Based Organizations (funds may not be used for inherently religious activities).

SUBRECIPIENT SELECTION AND CRITERIA

The City may use several approaches to select subrecipients to carry out CDBG-funded activities. The City has established written selection criteria to be used in the selection process.

Minimum selection criteria include:

- Relevant Experience. Demonstrated history of successful partnership with the city or other public agencies.
- Geographical Proximity. Ability to serve residents within the city or target service area.
- Program Experience. Documented capacity and track record in implementing the proposed activity or similar programs.
- Program Knowledge. Understanding of the CDBG program, applicable federal requirements, and compliance responsibilities.
- Organizational Capacity. Qualified staffing, financial management systems, and overall organizational strength and stability.

The City may also apply additional criteria tailored to the specific activity, funding priorities, the City's Consolidated Plan, Annual Action Plan, or the applicable Notice of Funding Availability (NOFA).

Additional guidance, requirements, and instructions specific to each funding cycle will be provided in the NOFA. The NOFA will outline the City's funding priorities, application procedures, submission deadlines, evaluation criteria, and any further eligibility or documentation requirements applicable to that cycle.

INELIGIBLE COSTS

Ineligible costs are defined by federal regulation. Under 24 CFR § 570.207, CDBG funds may not be used for government facilities (with limited Americans with Disabilities Act exceptions), most equipment purchases, operating or maintenance expenses, political



activities, direct income payments, new housing construction (except by qualified CBDOS), or any other activities not expressly authorized under 24 CFR §§ 570.201-570.206. Ineligible costs are distinct from eligible program delivery costs.

AGREEMENTS

All subrecipients must enter into a written Subrecipient Agreement with the City prior to the use of CDBG funds, as detailed in 24 CFR § 570.503. Under this agreement, subrecipients are required to use funds only for approved purposes, maintain appropriate financial and programmatic records, and submit required performance and financial reports, including an annual report documenting community benefits. Subrecipients must also participate in monitoring by the City and HUD, which may include audits, site visits, and requests for additional documentation, and must repay any funds not used in compliance with program requirements. Subrecipients are prohibited from committing or expending any funds on the project until the City has completed the required environmental review.

The City reserves the right to withhold, suspend, or terminate grant funding, in whole or in part, if the Subrecipient fails to comply with the Subrecipient Agreement or Grant Guidelines. The City may require repayment of disallowed costs or unexpended funds and may pursue any remedies available at law or in equity.

POLICY ADMINISTRATION

The City Council adopts the CDBG Subrecipient Guidelines to guide the selection of subrecipients. The Neighborhood Services Director is authorized to make updates to these guidelines, including revisions necessary to:

- Conform to applicable laws.
- Update procedures, forms, or processes as deemed appropriate and reasonable by the Neighborhood Services Director.

In the event of a conflict between these guidelines and federal rules or regulations governing the CDBG Program, the federal requirements shall control.

RESOURCES

- HUD Guidebook for Subrecipients:
 - [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems - HUD Exchange](#)
- 24 CFR Part 570 Community Development Block Grants:
 - [eCFR: 24 CFR Part 570 -- Community Development Block Grants](#)
- 2 CFR Part 200 Uniform Guidance:
 - [eCFR: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- Income Limits:
 - [CDBG and CDBG-DR Income Limits - HUD Exchange](#)

ATTACHMENT 3

NOFA - FY 2026-27 Goleta City Grant Program



Notice of Funding Availability (NOFA) Goleta City Grant Program

I. Introduction

The City of Goleta invites applications for the Fiscal Year 2026-2027 Goleta City Grant Program. This Notice of Funding Availability outlines the available funding, eligibility, application requirements, and review process for this grant cycle. Applicants must also comply with the City's adopted Goleta City Grant Program Guidelines.

II. Timeline

- NOFA Release: Monday, January 5, 2026
- Technical Assistance Webinar: January 8, 2026, 10:00 a.m. - 11:00 a.m. (PST)
- Applications Due: February 6, 2026, at 5:00 p.m. (PST)
- Application Review: February - March 2026
- Recommendations to City Council: May 5, 2026
- Recommended Award Notifications: May 2026
- Final Budgets Due: May 29, 2026
- Agreements Released: June 2026
- Grant Start Date: July 1, 2026
- Grant End Date: June 30, 2027
- Year-End Report Due: July 31, 2027

III. Available Funding & Categories

Total Funding Available:	\$250,000
Maximum Award:	\$10,000
Minimum Award:	\$1,000
Grant Period:	July 1, 2026 – June 30, 2027 (12 months)

Available funding is allocated across program categories as follows:

Category	Available to Award
Community Engagement Programs and Events, Economic Development	\$ 25,000
Human Services, Educational, Food/Nutrition, Senior, the Arts (music, dance, theater, art), Youth Services and Miscellaneous Programs.	\$ 150,000
Environmental/Wildlife/Animal Programs, Parks and Recreation Programs	\$ 50,000
Homeless & Low-Income Programs	\$ 25,000
Grand Total Available	\$ 250,000

Notice of Funding Availability (NOFA)
Goleta City Grant Program

Applicants will be required to select the funding category they are applying for within the application. One category may be selected per application, and applicants may not submit duplicate applications for multiple categories.

IV. Eligible Applicants

Eligible organizations:

- Nonprofit organizations.
- Government or quasi-governmental agencies.
- The use of nonprofit sponsors is permitted.

Eligible organizations must possess and maintain current corporate and tax status as non-profit entities.

Ineligible organizations:

- For-profit organizations.
- Individuals.
- Organizations primarily involved in political action, legislation, and lobbying.
- Organizations that are located outside Santa Barbara County and do not have an existing operational presence within Santa Barbara County.

V. Eligible Services, Activities, and Projects

All services and activities funded through the City of Goleta's Community Grant Program must directly benefit Goleta residents and be sponsored by an eligible organization.

Categories of services and activities eligible for funding include:

- Civic projects and services.
- Cultural programs in music, art, dance, and related fields.
- Recreational activities, including fitness, camps, sports, and outdoor programs.
- Educational programs.
- Community festivals, special events.
- Environmental and wildlife programs.
- Public services, including services for seniors, youth, low-income individuals, and people experiencing homelessness.
- Health, wellness, food security, and nutrition programs.
- Services or activities that address community needs and demonstrate a public benefit.

The City's 2025-2027 strategic goals focus on environmental stewardship, community and recreational vitality, financial and economic stability, strong infrastructure, revitalizing Old Town, ensuring public safety, promoting transparent and efficient operations, and advancing equity, inclusion, and access. The complete 2025-2027 City of Goleta Strategic Plan is available [here](#).

Notice of Funding Availability (NOFA)
Goleta City Grant Program

VI. Restrictions and Limitations

Ineligible uses of funds:

- Capital improvements, including construction, facility renovations, or the purchase of real property.
- Fundraising, debt service, endowments, or reserves.
- Alcohol and gambling-related expenses.
- Political campaigning, lobbying, legislative, or related activities.
- Religious activities, including worship, proselytization, and religious instruction.
- Services or activities that do not comply with the Americans with Disabilities Act (ADA), including those offered in facilities that are not accessible to individuals with disabilities.
- Services or activities located outside of Santa Barbara County.
- Any other use deemed inconsistent with City policy or public interest.

VII. Application Instructions

Applications must be submitted through the City's online grants portal, Submittable. Applicants must create an account, complete all required fields, and upload all required documents before the deadline. Applications submitted by email, mail, or hand delivery will not be accepted. The complete application, including all narrative questions and required uploads, is available in Submittable.

The grant portal can be accessed here:

<https://cityofgoleta.submittable.com/submit>.

The following information is required:

- Name and general purpose of the applicant providing or sponsoring the proposed service or activity.
- Contact name and information for the grant application.
- Description of the project or program.
- Number of Goleta residents would be served by the proposed service or activity.
- Two references who may be contacted regarding the proposed service or activity.
- If the activity is taking place at or within school grounds, the application must state that permission and approval were received by the affected school.
- If the applicant is receiving other city funds or is applying for other city grant programs, the applicant must disclose other sources to ensure there is no duplication.

Required documents:

- Proof of non-profit or government status (IRS determination letter).
- List of board members.
- Most recent Year-end Balance Sheet or Profit/Loss Statement.
- Most recent Year-end 990.
- Organization budget.

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- For applicants using a fiscal sponsor, a letter of commitment from the fiscal sponsor agreeing to serve as the fiscal sponsor of the program.

If the applicant is using a fiscal sponsor, the above required documents must be submitted for the fiscal sponsor. The sponsored program may provide supplemental materials, but the fiscal sponsor must provide all organizational documentation.

VIII. Technical Assistance Webinar

The City will host a Technical Assistance Webinar for the Goleta City Grant Program to review the Notice of Funding Availability (NOFA), provide an overview of the Submittable application platform, and address questions related to eligibility, evaluation criteria, required documentation, and reporting obligations. Attendance is not mandatory to apply but is highly encouraged for all prospective applicants.

- Webinar Date: Thursday, January 8, 2026
- Time: 10:00 AM to 11:00 AM (PST)
- Registration Link: [Goleta City Grants FY 26-27 Workshop \(Teams\)](#)

Prospective applicants are encouraged to register in advance. The webinar will include a Submittable demonstration, a brief presentation, and a question-and-answer period. Questions may also be submitted in advance to CityGrants@CityofGoleta.gov.

IX. Review Criteria

Applications will be reviewed and funding determined based on the following criteria.

- To what extent does the organization's mission or the project/program/service meet a Strategic Plan or General Plan goal?
- To what extent will the grant funds be utilized for the benefit of the residents of the City of Goleta, and will the program or project clearly be able to demonstrate that the services provided are of benefit to Goleta residents? Is the applicant located in Santa Barbara County? (e.g., consider how many Goleta residents will be served by the applicant)
- Is the amount of funding requested appropriate/reasonable for the project/program/service?
- To what extent does the project/program/service satisfy an unmet or under-met need in the community?
- To what extent does the applicant or organization appear to be staffed and equipped to carry out the project/program/service effectively?
- Will the applicant's program/project/event provide a service that the City does not or cannot provide?
- To what extent does the project or program further or advance the City's Diversity, Equity, and Inclusion (DEI) goals? Is it committed to ensuring equity, inclusion, and access for all participants?

Notice of Funding Availability (NOFA)
Goleta City Grant Program

X. Review Process

Grant applications will be reviewed by one of the following groups:

- City Council's Human Services Standing Committee
- City Council's Homelessness Issues Standing Committee
- City Council's Economic Development and Revitalization Standing Committee
- Parks and Recreation Commission

Applicants will be notified when the appropriate Committee/Commission reviews their application. While attendance at the review meetings is not required, it is recommended that a representative be present to answer any questions the reviewers have about the application or program.

Recommendations of the Committees and Commission will be forwarded to the City Council for final approval and action of funding awards. The tentative schedule of review meetings is listed below.

Committee/Commission	Applications Reviewed	Date
Economic Development and Revitalization Standing Committee	Community Engagement Programs and Events, Economic Development	March 30, 2026, at 1:30 p.m.
Human Services Standing Committee	Human Services, Educational, Food/Nutrition, Senior, the Arts (music, dance, theater, art), Youth Services and Miscellaneous Programs.	1st meeting: Feb 23, 2026, at 3:30 p.m. 2nd meeting: March 6, 2026, at 9:00 a.m.
Parks and Recreation Commission	Environmental/Wildlife/Animal Programs, Parks and Recreation Programs	March 18, 2026, at 6:00 p.m.
Homelessness Issues Standing Committee	Homeless & Low-Income Programs	March 10, 2026, at 3:00 p.m.

XI. Final Budget

Following notification of the award, Grantees shall submit a final budget detailing how the awarded funds shall be used based on the actual award amount. Upon notification of the award, the final budget document will be made available within the Submittable platform.

XII. Grant Agreement & Reporting

All grant recipients must sign a Grant Agreement with the City. The agreement will be sent via DocuSign. Grantees will be asked to provide signatory information within the Submittable platform. A final year end report will be due on July 31, 2027, detailing how

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the funds were used, program accomplishments, and number of persons served. The report will be made available in the Submittable platform.

XIII. Grant Credit

As a condition of funding, grantees must acknowledge the City of Goleta's support in all promotional, informational, or published materials. The City logo must be used in accordance with the City's logo use policy. The

XIV. Submittable Help

For technical questions regarding Submittable, customer support is available through its online portal, [Submittable Help - For Submitters | Submittable](#).

- Applicant training video: [How to use Submittable \(for applicants\) | Submittable Help Center](#)
- Frequently asked questions: [Help for Applicants | Submittable Help Center](#)

Applicants are strongly encouraged to submit early to account for technical issues, including internet connectivity or upload delays. The City cannot provide technical support for Submittable and will not accept late applications for any reason, including technical difficulties.

XV. Contact Information

For questions regarding this NOFA, eligibility criteria, or the Goleta City Grant program, please contact:

CityGrants@CityofGoleta.gov or (805) 690-5126.

Additional applicant resources can be found at: www.cityofgoleta.org/grants.