

City of Solana Beach Community Grant Program

FY 2026-27 APPLICATION GUIDELINES

The City of Solana Beach is soliciting community grant applications until **5:00 PM, Friday, May 29, 2026**. The City Council has a total of \$60,000 available for community organizations. A maximum of two grant applications may be submitted per community organization. Grants will be awarded with a maximum award of \$5,000.

Requests for grants are limited to non-governmental, nonprofit organizations and recognized community-based organizations serving the Solana Beach community. Excluded entities include the following: County of San Diego, Municipal Organizations, Special or Water Districts, school districts or schools (but not their supporting organizations), and private individuals.

Grant Application & Required Documents

Applicants must complete the online application form and provide the following documents:

- Summary of organization's (overall) budget
- Proposed program budget detailing costs which are fair and reasonable.
- Financial Statements, including the Balance Sheet and Revenue/Expenditure Statement, and the Tax Statements filed for the prior year.
- W-9 Form
- California Franchise Tax Board Entity Status Letter showing nonprofit status
 - Organizations which have filed as a nonprofit with the State of California must attach a copy of either its current year 501(c)3 nonprofit certification form or determination letter pursuant to Cal. Rev. and Tax. Code Section 23701d.

Organizations that are "recognized" within the community but not formally registered as 501(c)(3) nonprofit organizations must still submit the following:

- Financial documentation, including a financial condition statement, as well as revenue and expenditure statements and tax returns for the prior operating year.
- A W-9 for the individual who will receive the grant payment if awarded.
- Please note: Recognized community-based organizations will be considered at the discretion of the City Council.

Applications will be judged and selected on the following criteria:

- Proposed program or project must serve the residents of Solana Beach.
- Proposed program costs that are fair and justifiable.
- Preference will be given to non-profit organizations that provide either services/goods to Solana Beach groups or to Solana Beach residents with special economic needs that are not being met in the economic environment. These can be non-profits whose funding has been reduced or eliminated and are unable to serve these populations in need.
- Preference will be given to organizations that service the residents and utilize the businesses of Solana Beach.
- Preference will be given new programs or ones that provides a new or unique aspect to an existing program.
- Consideration may be given to applications that collaborate or partner with other organizations.
- Consideration may be given to applications which receive matching funds from other organizations.
- Information provided on application will be used to review prior grant management and performance history. Significant non-compliance issues will be taken into consideration and may affect future funding decisions by the City Council.
- City Council has full discretion regarding any decisions made concerning the community grant process and any and all decisions are final.

Application Submittal Deadline: NO LATER THAN 5:00 PM, Friday, May 29, 2026

All grant applications must be submitted through the online form: [2026-27 Community Grant Application](#)

All applications must be submitted by 5:00 PM on Friday, May 29, 2026. Late applications will not be accepted or considered.

For application issues or questions regarding the submission process, please email communitygrants@cityofsolanabeach.ca.gov or call (858) 720-2436.

Grant Awards & Funding:

The City Council, at its discretion, may determine the grant award to qualified applicants based on the above qualifying criteria, number of qualified applicants received, and purpose of request to meet areas as enumerated by the City Council that benefit the Solana Beach community.

Awarded grants will be provided as a one-time, lump-sum monies to the selected organization(s). Grants will be funded after the approval by the City Council.

Individual grant awards will not exceed \$5,000, and applicants may request up to \$5,000 per program submission. The total of all grant awards may not exceed \$60,000

Final Report and Expenditures:

Grant expenditures must be directly related to the approved project and incurred during the grant award period (from the date of Council approval through May 31, 2027). Grantees are required to maintain records to support all expenditures and project outcomes. Grant funds may not be used to replace or offset existing funding sources or to support the applicant's own grantmaking activities.

All FY 2026–27 grant funds must be expended and programs completed by May 31, 2027. Exceptions to this deadline may be granted with proof of good cause.

Final reports and expenditures must be submitted to the City no later than 5:00 PM on June 15, 2027. The final report and expenditure must include:

- Completed expenditure form
- Copies of paid receipts and invoices
- Summary of the grant-funded activity
- Number of residents served
- Program outcomes achieved

The City Manager's Office will review all submitted reports and supporting documentation. If required receipts or documentation are not submitted, or if funds are found to have been used inappropriately, the recipient will be required to reimburse the City of Solana Beach for the applicable amount of the grant.

PROGRAM FY 2026-27 KEY DATES:

April 30, 2026 The 2026-27 Grant Application Program opens, and applications are available for distribution and solicitation.

May 29, 2026 GRANT APPLICATION DEADLINE (5:00 PM).

The City Manager's Office will review each application and make recommendations to City Council based upon:

- 1) Completed application, including required attachments;
- 2) Clear indication of the grant amount requested and reasons therefore; and
- 3) Benefit to Solana Beach community and conformity with program criteria as detailed above.

June 10, 2026 First Council Review: All eligible grant applications for Fiscal Year 2026-27 will be considered by City Council at the June 10th City Council meeting. Eligible applicants will have the opportunity to present their program proposals during the public comment period for additional Council's review. Please review the City's public comment guidelines in advance.

- June 24, 2026 Final Council Review: City Council will make final decisions and approve grant recipients at the June 24th meeting. The City Manager will be directed to issue awards to recipients. Grant recipients will be announced to the community via public notification.
- May 31, 2027 All FY 2026–27 grant funds must be expended and programs completed by May 31, 2027. Final reports and copies of receipts must be submitted by June 15, 2027. A reminder notification will be sent to recipients two weeks prior to the deadline.
- (Exception to the completion date can be made with proof of good cause.)
- June 15, 2027 All FY 2026-27 grant recipients must submit copies of paid receipts/invoices and written report, that includes the number of citizens served and outcome of grant funded activity. If no paid receipts/invoices are received, recipient will be required to immediately reimburse City of Solana Beach grant funds.
- September 2027 At the City Council Meeting in September 2027, the City Manager will present a final report on completed FY 2026–27 grant programs.
- If determination is made that funds were expended inappropriately, Council will direct Grant recipients to reimburse the City of Solana Beach for the designated amount of award.