



Grant and Incentive Program Review and Approval Process

Each City-Administered Grant and Incentive Program has guidelines and specific terms and conditions. Please refer to the individual program for eligibility and funding requirements.

The following standardized review and approval process applies to all programs:

- Applications must be received by 4:00 pm on the due date (for applicable programs); Incomplete or late applications will not be accepted
- All application questions must be answered, and supporting documentation must be included with the signed application, guidelines acknowledgment, and terms of conditions acknowledgment
- A person with authority must sign and date the application
- Applications must provide a complete description of the service or project. There must be a clear connection to the City of Citrus Heights and community benefit. *Staff may request additional information to assist in determining eligibility*
- All activities must occur within the Citrus Heights city limits
- Funding must not be regarded as a recurrent commitment from the Council. There is no guarantee that a recurring project will be funded. *Funding is limited*
- Submission of an application is not a guarantee of funding
- Applicants will be notified of the funding decision following the City Council meeting or City Manager review.
- Applicants will receive funding within two weeks of successful award.

Neighborhood Improvement Program, Community Support Grant, Community Projects Grant, History and Arts Grant, Economic Development Support Fund

Funding Approval

- The City Manager can review all funding requests of \$5,000 or less and determine whether to fund all or a portion of the requested amount or refer the matter for formal Council action.
- Application requests above \$5,001 will be reviewed by the City Council Quality of Life Committee for funding recommendations to the City Council. The City Council may elect to fund all or a portion of the amount requested.

*All Community Support Fund requests will be reviewed by Quality of Life Committee and City Council

Design Assistance Program, Sign Improvement Program, Activate Auburn Program

Funding Approval

The Economic Development & Community Engagement Director reviews and approves funding requests. See program guidelines for details on the review and approval process.