



**TOWN OF LOS GATOS
FINANCE COMMISSION REPORT**

MEETING DATE: 08/10/2026

ITEM NO: 5

DESK ITEM

DATE: August 10, 2026
TO: Finance Commission
FROM: Chris Contantin, Town Manager
SUBJECT: Discussion of Community Grant Program and Potential Recommendation for Process Improvements

REMARKS:

Attachment 4 includes commissioner comments received before 11:00 a.m. on Monday August 10, 2026.

Attachments:

1. Rules and Eligibility Community Grants 2026-27
2. Rules and Eligibility Sustaining Community Grants 2026-27
3. Commissioner's Submitted Materials

Attachment Distributed with this Desk Item:

4. Commissioner Comments

PREPARED BY: Kristina Alfaro
Administrative Services Director

Reviewed by: Town Manager, and Town Attorney

From: Phil Koen <[REDACTED]>
Sent: Saturday, August 8, 2026 5:45 AM
To: Kristina Alfaro <KAlfaro@losgatosca.gov>; Chris Constantin <CConstantin@losgatosca.gov>; Ashby Monk [REDACTED]
Cc: Wendy Wood <WWood@losgatosca.gov>
Subject: FY 27 Community Grants - Agenda item 5 comment

[EXTERNAL SENDER]

Hello Kristina,

I understand the FY 27 community grants have been awarded. Does that mean the grant contracts have been signed and checks disbursed to all FY 27 grantees? Has the Town Council approved this individual awards?

To facilitate discussion of Agenda Item 5, it would be extremely helpful if you updated Attachment 1 which was part of the August 19, 2025 staff report, which I have included. This way the FC can see the magnitude of General Fund Grants and other grants which are designed to delivery support for not-for-profit organizations going back to FY 22. Since you have the FY 26 and FY 27 information and template, I don't believe it should be difficult to update the attachment.

I am asking this now because when I reviewed the material staff distributed for the FC meeting, I noticed staff included grant eligibility requirements and scoring matrices for FY 27 but didn't provide any information regarding the FY 27 awards. This would be very useful information to have.

ATTACHMENT 4

Please include this email in the information package for Agenda Item 5.

Thank you.

Phil Koen



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/19/2025

ITEM NO: 13

ITEM NO. 13.

DATE: August 19, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Provide Direction for the Distribution of \$155,000 Included in the FY 2025-26 Budget for Community Grants**

RECOMMENDATION: Provide direction for the distribution of \$155,000 included in the FY 2025-26 budget for Community Grants.

FISCAL IMPACT:

\$155,000 was allocated for Community Grants as part of the FY 2025-26 budget by Council motion on May 20, 2025. The direction for allocation of these funds does not create an additional fiscal impact.

STRATEGIC PRIORITY:

This item supports the Core Goal of Fiscal Stability and the strategic priority to develop a structure to ensure accountability of how funding resources move forward the Town's core goals and priorities.

BACKGROUND:

As part of the preparation and adoption of the FY 2025-26 budget, the Town Council discussed Community Grants at Budget Study Session on April 22, 2025, and again during the budget discussions on May 20, 2025. While several ideas and recommendations were discussed, the final action of the Council on May 20, 2025, was simply to allocate \$155,000 to the Community Grants line item, with distribution of that amount to be discussed in August.

Discussion highlights from the April 22nd and May 20th meetings included whether or not to continue a Competitive Grant program in the future, the possibility of outsourcing the work of

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 4

SUBJECT: Provide Direction for the Allocation of \$155,000 Included in the FY 2025-26 Budget
for Community Grants

DATE: August 19, 2025

grant administration to a third-party foundation, and possible interest in adding Sustaining Grant funding to the St. Vincent de Paul laundry service program at \$2,000.

For additional background reference to aid discussion, Attachment 1 provides tables showing the detailed breakout and accounting for all grants and giving to non-profit organizations for the past four years, including those provided through ARPA replacement funding.

DISCUSSION:

Sustaining Grants are non-competitive operational grants to select human services non-profits with long partnership histories with the Town and strong alignment to Town priorities, and are given with the purpose of sustaining the core service or operations of the non-profit recipient.

At the April 22nd and May 20th meetings, \$126,800 was proposed to fund the following sustaining grants:

- \$48,000 to Live Oak Nutrition for nutrition services,
- \$20,000 to West Valley Community Services for human services support,
- \$20,000 to West Valley Community Services for rental assistance,
- \$12,500 to Counseling and Support Services for Youth (CASSY) for mental health support,
- \$12,500 to Next Door Solutions to Domestic Violence for domestic abuse victim services,
- \$6,000 to St. Luke's Episcopal for food pantry support, and
- \$7,800 to Los Gatos Methodist for shower program support.

While discussed at the May 20th meeting, this list does not include funding for the laundry program through St. Vincent de Paul as there was no official motion of the Council to add it at the time.

Staff requests that the Council give direction on the following:

1. Would Council like to move forward with the proposed Sustaining Grants or make any changes?

Competitive One-time Grants are open to all classes of non-profits to fund one-time projects. No organization is guaranteed that its application will rank high enough to receive funding. They do not impact the operating budget of any organization, as these funds were never intended or structured to serve that purpose.

Staff requests that the Council give direction on the following:

2. If there are remaining funds that are not allocated as Sustaining Grants, would Council like to make them available as Competitive One-time Grants?

Staff cost for administration was considered. Staff received quotes from third-party foundations to administer Competitive Grants; however, it was found that this was cost-

SUBJECT: Provide Direction for the Allocation of \$155,000 Included in the FY 2025-26 Budget
for Community Grants
DATE: August 19, 2025

prohibitive. As such, the process will need to remain internal at a staff cost of 112 hours (estimated indirect cost of \$20,600). It may be possible to reduce the workload by reducing the number of applications received and/or by reducing the number of grants to be administered.

Staff requests that the Council give direction on the following:

3. If Competitive One-time Grants continue, would Council consider any of the following modifications to the competitive program that may result in a staff workload reduction:
 - Only allow an organization to receive a competitive award every other year, rather than remaining eligible every year (i.e., if an organization has a successful application that is awarded in FY 2025-26, they would not be eligible to reapply again until FY 2027-28). Organizations that are unsuccessful will still be able to apply again the following year. This would potentially cut the number of applications for processing in half and may additionally provide opportunities for a wider range of recipients to be successful over a two-year period.
 - Lower the maximum grant award amount to \$5,000 or less. We have seen very successful projects for under this dollar amount, so it is known that funding at this level can be useful, while at the same time, it may potentially reduce the number of applications if organizations decide the funding level is not worth the dollar amount limitations.
 - Reduce the number of awards given to reduce contracts and reporting by earmarking a smaller total competitive grant fund pool.
 - Stipulate that 100% of the service or event funded by the grant takes place within the municipal boundaries of incorporated Los Gatos. This will reduce/eliminate the number of applications that, while benefiting Los Gatos residents, operate with a more regional focus or whose proposed grant project extends into the areas that are the jurisdiction of Santa Clara County, unincorporated Los Gatos mountain communities, Saratoga, Monte Sereno, etc. This would not bar an organization headquartered outside of Los Gatos from applying, so long as the service or project seeking grant funding remains fully inside the municipal limits of Los Gatos.

Additional clarification on specific aspects of the Community Grant program would also be helpful for staff administration of the program going forward. Staff requests that the Council give direction on the following:

4. Is the Council's intention for the composition of the grant reading/rating pool to include two members of the Arts and Culture Commission, two members of the Community Health and Senior Services Commission, and one member of the Diversity, Equity and Inclusion Commission; OR would Council prefer a different composition of grant readers/raters.
5. Would the Council like to revisit Community Grants again during the Fiscal Year 2026-27 Budget Process; OR is Council comfortable committing to the direction given at tonight's meeting as a multi-year framework in keeping with the strategic priority to "develop

SUBJECT: Provide Direction for the Allocation of \$155,000 Included in the FY 2025-26 Budget
for Community Grants
DATE: August 19, 2025

structure to ensure accountability of how funding resources move forward the Town's core goals and priorities".

CONCLUSION:

Staff looks forward to Council's discussion and the questions above are summarized here for ease of reference:

1. Would the Council like to move forward with the proposed Sustaining Grants or make any changes?
2. If there are remaining funds that are not allocated as Sustaining Grants, would the Council like to make them available as Competitive One-time Grants?
3. If Competitive One-time Grants continue, would the Council consider the following program modifications:
 - Only allow an organization to receive a Competitive One-time award every other year, rather than remaining eligible every year?
 - Lower the maximum grant award amount to \$5,000 or less?
 - Reduce the number of awards given?
 - Stipulate that 100% of the service or event applied for takes place within the municipal boundaries of incorporated Los Gatos?
4. Who would the Council prefer for the composition of the grant reader/rater pool?
5. Would the Council like to revisit Community Grants again during the Fiscal Year 2026-27 Budget Process; OR is the Council comfortable committing to the direction given at tonight's meeting as a multi-year framework?

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENT:

1. Community Grant Recipient Details from FY2021-22 through FY2024-25

From: Phil Koen <[REDACTED]>
Sent: Saturday, August 8, 2026 6:32 AM
To: Ashby Monk <[REDACTED]>; Adam Fischer <[REDACTED]>; Joseph Rodgers <[REDACTED]>; Matthew Hudes <MHudes@losgatosca.gov>; Maria Ristow <MRistow@losgatosca.gov>; Chris Constantin <CConstantin@losgatosca.gov>; Kristina Alfaro <KAlfaro@losgatosca.gov>; Gabrielle Whelan <GWhelan@losgatosca.gov>
Cc: Wendy Wood <WWood@losgatosca.gov>
Subject: Agenda Item 5 - Information update - August 10 FC meeting

[EXTERNAL SENDER]

**THIS EMAIL IS FOR INFORMATIONAL PURPOSES ONLY.
DO NOT DISCUSS, FORWARD OR RESPOND TO THIS
EMAIL TO ENSURE COMPLIANCE WITH THE BROWN ACT.**

All,

Staff has distributed the material for our upcoming discussion of the Community Grant Program. That material can be found under Finance Commission, agenda item 5 at (https://url.emailprotection.link/?bXkfk_-aak_FeuXu5-eUutqi_NWVF9B6Rvb0IXO9GMxMgYblzRE97I1obaHz9pNJR_LDR-mCiYW5p9XUPSXj-DVapdFdj2UXf70Hp1L7U58_OvgHSqnYfrH4IRRtFmzOSa).

Unfortunately, when staff posted the attachments for the meeting, they failed to individually identify each attachment, thus making it extremely difficult to navigate and understand what had been provided. **This email is intended to assist you in navigating the over 200 hundred pages of material provided and focus on the most important material to facilitate our discussion.**

I would ask that you review the selected attachments identified below in the order presented. I have noted where

each attachment can be found, referencing the title of the attachment and the page number in the package. In addition, I have requested Staff to provide hard copies of the documents below so we can easily refer to them during the meeting.

1. **Scoping Memo** – pages 173 – 175. This proposes the scope of the Community Grant review which we need to agree upon.
2. **Community Grant Review – discussion agenda** – pages 219 – 220. This is a proposed agenda for the August 10 meeting to help us stay on track. There is much to discuss, and this is a way to work through the material
3. **2026-2017 Town of Los Gatos Community Grant Rules for Non-Profit Organizations** – pages 161-168. This is Staff's exhibit which details the rules for applying for FY 27 grants, including the required information to apply, and the scoring rubric used to award the FY 27 competitive grants. This is what was used to award the FY 27 grants.
4. **Application Eligibility and Scoring Card** – pages 178 – 185. This is a proposed revised scoring card that the Commission will review in detail. It would replace the rubric referenced above. Most of our time will be spent stress testing this rubric.
5. **Memo to Town Council** – pages 222 – 223. This is a memo that I sent to the Town Council last week addressing agenda item 18 on the TC agenda. I

apologize that this was not distributed to the FC in advance but given the short time frame I needed to send this to the TC. I am asking that the FC review this and provide any feedback.

I have also attached a staff memo from August 19, 2025 which details the Community Grant Program. This document is already in the public domain and can be found as part of the TC package for their August 19, 2025 meeting.

I have requested Staff to update Attachment 1 to reflect all grants awarded for FY 26 and FY 27, so the FC has a total view of the amount of funds awarded from FY 22 through FY 27 – a six-year horizon. Hopefully, Staff will be able to provide this in time for our meeting.

I look forward to seeing you on Monday evening.

All the best,

Phil

Town of Los Gatos Finance Commission

Motion to Approve a Work Plan to Review the Town's Community Grant Program

For consideration August 10, 2026

I move that the Finance Commission adopt the Community Grant Program Review Scoping Memorandum as the Commission's work plan to guide it through the review of the Town's Community Grant Program, with the review to proceed in three phases, anticipated to take three sessions but continuing beyond that if the work requires it, and with the work plan subject to amendment by the Commission at any session.

This work plan is adopted as an accommodation to Town staff, to assist them in planning and scheduling their support of the Commission's work, and in response to the Town Manager's request for a work plan. It is not an acknowledgment that a work plan is required by Measure A.

Nothing in this work plan alters, abridges, or abrogates the duties assigned to the Finance Commission by Measure A, and nothing in it limits the Commission's authority to take up any matter within those duties, whether or not the matter appears in the plan.

General Fund Grants from FY 2021-22 through FY 2024-25

The tables shown below give the detailed breakout and accounting of all General Fund grants and giving to non-profit organizations for the past four years, as well as General Fund monies made available because of the utilization of ARPA replacement funding for that purpose. The inclusion of the ARPA component is to provide clarity regarding grant funding sources at various points over the past four years.

Community Grants Program

Sustaining Grants are non-competitive operational grants to select human services non-profits with long partnership histories with the Town and strong alignment to Town priorities, and are given with the purpose of sustaining the core service or operations of the non-profit recipient.

Sustaining Recipient	2021-22 Awarded	2022-23 Awarded	2023-24 Awarded	2024-25 Awarded
Counseling and Support Services for Youth/CASSY	\$ 10,000	\$ 10,000	\$ 12,000	\$ 13,000
Live Oak Senior Nutrition*	\$ 22,000	\$ 22,000	\$ 22,000	\$ 23,000
Next Door Solutions	\$ 5,000	\$ 10,000	\$ 12,000	\$ 13,000
West Valley Community Services	\$ 20,000	\$ 20,000	\$ 20,000	\$ 21,000
Total	\$ 57,000	\$ 62,000	\$ 66,000	\$ 70,000

*Live Oak Senior Nutrition received an additional \$25,000 in one-time funds earmarked by the Council for nutrition programs in FY2024-25 for a total of \$48,000. To match accounting with the published budget, the additional \$25,000 is noted below under Competitive Grants, despite the organization not needing to compete for that funding.

Competitive One-time Grants are open to all classes of non-profits to fund one-time projects. No organization is guaranteed that its application will rank high enough to receive funding. They do not impact the operating budget of any organization, as these funds were never intended or structured to serve that purpose. The list below shows only successful applications that were awarded funds in one of the past four years, and it is not representative of all applications received.

One-Time Recipient	2021-22 Awarded	2022-23 Awarded	2023-24 Awarded	2024-25 Awarded
Arts Docents of Los Gatos	\$ 10,000	-	\$ 1,300	\$ 4,500
AWO	-	\$ 7,500	\$ 5,998	
Billy Jones Wildcat Railroad	-	-	-	\$ 10,000
Bay Area Housing Corp	-	\$ 7,500	-	-
Chabad of San Jose	-	-	\$ 12,000	-
Collaborating Agencies' Disaster Relief Effort/CADRE	-	-	-	\$ 10,000

Daves Avenue Elementary School	-	-	\$ 10,500	-
Friends of the Library	-	\$ 600	-	-
Girls on the Run of Silicon Valley	-	-	\$ 12,000	\$ 10,000
History Club of Los Gatos	\$ 10,000	-	-	-
Homementen Santa Clara Ani Chapter	-	-	\$ 4,320	-
JCC Los Gatos	-	\$ 7,500	\$ 12,000	\$ 10,000
Kyle J. Taylor Foundation	-	-	-	\$ 10,000
Live Oak Adult Day Services	\$ 13,000	-	\$ 12,000	-
Live Oak Senior Nutrition*	-	-	-	\$ 25,000
LGSRec	-	-	\$ 12,000	-
Los Gatos Anti-Racism Coalition (rental assistance)**	-	-	\$ 12,000	\$ 12,500
Los Gatos Chamber of Commerce	-	-	\$ 12,000	-
Los Gatos Community Concert Association	-	-	\$ 6,000	\$ 7,500
Los Gatos Education Foundation	-	-	\$ 12,000	\$ 10,000
Los Gatos Foundation for Older Adults to Thrive	-	-	-	\$ 1,500
Los Gatos Methodist Church	\$ 5,750	\$ 6,000	-	-
Los Gatos Music and Arts	-	\$ 7,000	\$ 12,000	\$ 10,000
Los Gatos Public Media/KCAT	-	\$ 7,500	-	\$ 10,000
Los Gatos Youth Park	-	-	-	\$ 10,000
Louise Van Meter Project Cornerstone	-	\$ 7,500	\$ 12,000	\$ 10,000
Mariposa Montessori School	\$ 9,263	-	-	-
NAMI Santa Clara County	-	\$ 7,500	-	-
New Museum of Los Gatos/NUMU	\$ 10,000	\$ 7,500	\$ 12,000	\$ 10,000
Omnware Networks	-	-	\$ 2,500	-
Parent Helping Parents	\$ 10,000	-	\$ 12,000	\$ 10,000
Plant Based Advocates	-	-	\$ 9,382	-
Rebuilding Together Silicon Valley	-	-	\$ 7,500	\$ 7,500
Silicon Valley Jewish Film Festival	-	-	\$ 12,000	\$ 10,000

Rotary Club of Los Gatos	-	-	\$ 7,500	-
St. Luke's Episcopal Church	-	-	\$ 6,000	-
St. Vincent de Paul (rental assistance)**	-	-	-	\$ 12,500
St. Vincent de Paul Society	-	-	-	\$ 4,000
Tianmu Educational Foundation	-	-	-	\$ 10,000
Veterans' Memorial and Support Foundation	-	\$ 7,500	\$ 12,000	\$ 5,000
West Valley Community Services	\$ 10,000	-	-	\$ 10,000
Youth Theater Alliance	-	\$ 7,500	-	-
Total	\$ 78,013	\$ 81,100	\$ 229,000	\$ 230,000

*See note under Sustaining Grant table

**Rental assistance programs. In addition, a \$15,000 annual grant for rental assistance is given to West Valley Community Services listed under the table for grants from other budget lines.

Innovation Grants was a program to promote community-driven ideas initiated by students and community members. This program was discontinued at the end of FY2023-24.

Recipient	2021-22 Awarded	2022-23 Awarded	2023-24 Awarded	2024-25 Awarded
Arjun Seshadri	\$ 1,500	-	-	-
Bruce Preville	\$ 1,500	-	-	-
Cheryl Hansen	\$ 1,500	-	-	-
Heather Shaw	-	\$ 1,500	-	-
Tom Picraux	-	\$ 1,500	-	-
Lilli Valencia	-	\$ 1,500	-	-
Farah Tavana	-	\$ 1,500	\$ 1,500	-
Alyssa Ackalloor	-	-	\$ 1,500	-
Mikaela Swanson	-	-	\$ 1,500	-
Roya Tavana	-	-	\$ 1,500	-
Total	\$ 4,500	\$ 6,000	\$ 6,000	\$ -

Other Grants

Grants from other budget line items are for projects or support of non-profit organizations outside of the Community Grant process. These include grants given directly by the Council at the request of a non-profit organization, or as line items captured in other departments. Note that the two items listed below from the Town Manager's Office (TMO) Unhoused Initiatives were removed from that line item for FY2025-26 and suggested for inclusion in the Community Grant Program as Sustaining Grants for better consistency.

Other Grant Recipient	2021-22 Awarded	2022-23 Awarded	2023-24 Awarded	2024-25 Awarded
Los Gatos Methodist Church (TMO line item for Unhoused initiatives)	-	-	-	\$ 7,800
Los Gatos Public Media/KCAT (Direct request made to Council)	-	-	\$ 100,000	-
New Museum of Los Gatos/NUMU (Direct request made to Council)	-	-	-	\$ 100,000
St. Luke's Episcopal Church (TMO line item for Unhoused initiatives)	-	-	-	\$ 6,000
West Valley Community Services (CDD line item for rental assistance)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total	\$ 15,000	\$ 15,000	\$ 115,000	\$ 128,800

ARPA Replacement Funds

ARPA Replacement Funds provided additional funding opportunities and enhanced what was normally available in the General Fund. These grants were considered by the Council on an individual basis at the direct request of non-profit organizations. The inclusion of these grants in this report is only intended to clarify any confusion that may have arisen regarding grant funding sources at various points over the last four years.

Recipient	2021-22 Awarded	2022-23 Awarded	2023-24 Awarded	2024-25 Awarded
Los Gatos Public Media/KCAT	\$ 100,000	-	-	-
LGSRec 55+	\$ 328,500	-	\$ 225,000	-
SASCC (Community Assessment Survey)	\$ 21,500	-	-	-
SASCC (Health Fair)	\$ 15,000	-	-	-
SASCC (Outlook Newspaper)	\$ 30,000	-	-	-
SASCC (Senior Drive Through)	\$ 5,000	-	-	-
Total	\$ 500,000	\$ -	\$ 225,000	\$ -

Totals listed below are drawn from the sums of the tables listed above.

Fiscal Year	General Fund					ARPA Replacement Funded Grants
	One-time competitive	Sustaining	Innovation	Other budget line items	GENERAL FUND TOTALS	ARPA TOTALS
FY2021-22	\$ 78,013	\$ 57,000	\$ 4,500	\$ 15,000	\$ 154,513	\$ 500,000
FY2022-23	\$ 81,100	\$ 62,000	\$ 6,000	\$ 15,000	\$ 164,100	\$ -
FY2023-24	\$ 229,000	\$ 66,000	\$ 6,000	\$ 115,000	\$ 416,000	\$ 225,000
FY2024-25	\$ 230,000	\$ 70,000	\$ -	\$ 128,800	\$ 428,800	\$ -
TOTALS					\$ 1,163,413	\$ 725,000