



City of Arts & Innovation

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 6, 2023

FROM: COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT WARDS: ALL  
HUMAN RELATIONS COMMISSION

SUBJECT: INITIATION OF THE COMMUNITY SUPPORT GRANT PROGRAM BY THE HUMAN RELATIONS COMMISSION

**ISSUE:**

Initiation of a Community Support Grant Program by the Human Relations Commission.

**RECOMMENDATION:**

That the City Council approve the initiation of the Community Support Grant Program by the Human Relations Commission.

**BACKGROUND:**

The City of Riverside Human Relations Commission (HRC) held a discussion at the monthly Commission meeting on October 28, 2021, in which members provided feedback on an earlier request from Commissioner Barth to submit allocation proposals for the remaining \$5,000 in HRC funding on various community facing initiatives within the City of Riverside. Commissioner Ayra proposed that \$3,000 of existing funding be allocated towards Community Support Grants to invest in non-profits, community-based organizations, and community organizations that were furthering the mission of the HRC within the City of Riverside.

On March 24, 2022, Commissioners voted to create a separate Ad Hoc Committee, comprised of Commissioners Ayra, Scoggins, and Shirley, to plan and implement the Community Support Grants. The Ad Hoc Committee developed the grant application and grant rubric, as well as brainstormed marketing and outreach efforts to make the application accessible to as many Riverside community members and organizations as possible. A proposal was presented to the HRC and approved to move forward with a presentation to the Inclusiveness, Community Engagement and Governmental Processes Committee for review and a request to forward recommendations to City Council for approval and initiation of the program.

On February 1, 2023, Ad Hoc Committee Chair, Ayra presented the proposed Community Support Grants Program to the Inclusiveness, Community Engagement and Governmental Processes Committee with a recommendation that the Committee forward recommendations to the City Council for approval and initiation of the program. Following discussion, the Inclusiveness, Community Engagement, and Governmental Processes Committee, with Chair Cervantes and

Member Conder present, the Committee voted to recommend that the City Council approve the initiation of the Community Support Grant Program.

At the May 2, 2023, City Council meeting, this item was pulled from the Consent Calendar by Councilmember Perry for discussion, and a motion was made to bring this item to a future City Council meeting with additional details added to the application and approval process for clarification. These details are included below in the Discussion section.

**DISCUSSION:**

The HRC Community Support Grant aims to have an accessible, transparent, and accountable application process, open to as many community organizations and groups in the City as possible within financial and reporting guidelines. The HRC is proposing to offer up to three \$1,000 grants annually (subject to the availability of funds) available to non-profits, community-based organizations, and community organizations that further the mission of the HRC within the City of Riverside. This grant program closely aligns with existing grant opportunities provided by the City.

Below is a breakdown of existing grant programs and the proposed grant program:

<b>Existing Programs</b>	<b>Responsible Department</b>	<b>Award Amount</b>
City Sponsorship Program	Community and Economic Development – Arts & Cultural Affairs	Up to \$10,000
Small Sparks Grant Program	Community and Economic Development – Neighborhood Engagement Division	\$500 award for neighborhood specific activity or \$1,000 for citywide activities
Public Art Riverside (PAR) Grant Program	Community and Economic Development - Arts and Cultural Affairs Division	Up to \$1,000
<b>Proposed Program</b>	<b>Responsible Department</b>	<b>Award Amount</b>
HRC Community Support Grant Program	Community and Economic Development – Neighborhood Engagement Division	\$1,000

The HRC will partner with the City of Riverside’s Community & Economic Development Department’s Neighborhood Engagement Division by receiving guidance and support from division staff. The HRC Community Support Grant Program application (attachment 1) will be used by the Neighborhood Engagement Division and HRC to review and select grant recipients. The Neighborhood Engagement Division will receive the applications internally and complete an initial review. Below are steps that will be used for the application process.

1. An application will be maintained by the Neighborhood Engagement Division.
2. The HRC will determine when the grant applications are to be made available.
3. Application will be received by the Neighborhood Engagement Division.
4. Applications will be initially reviewed by the Neighborhood Engagement Division.
5. The Neighborhood Engagement Division will provide recommendations to the HRC of qualified applicants.
6. At a regularly scheduled HRC meeting, the Commission will review the applicants and vote to select grant award recipients.
7. The Neighborhood Engagement Division will forward approved recipients to City Council

for final approval.

8. Once approved, the Neighborhood Engagement Division will process payment for the recipients, including final report documentation.
9. HRC will work with the Neighborhood Engagement Division to send letters of approval and/or denial to all applicants.
10. Recipients will submit a final report with backup documentation after the event to the Neighborhood Engagement Division.
11. The Neighborhood Engagement Division will send the HRC a copy of each final report, prepared by the grant recipient.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 2 – Community Well-Being** and **Goal 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Community Support Grant program supports community programs and opportunities that benefit the City of Riverside.
2. **Equity** – The Community Support program is inclusive to all eligible community members and provides funding opportunities to support their efforts.
3. **Fiscal Responsibility** – The Community Support Grant program uses existing budget allocations for the HRC repurposed for all eligible community members to provide community programs, events, and services.
4. **Innovation** – The Community Support Grant program uses partnerships to support local groups to extend and enhance programs/services.
5. **Sustainability & Resiliency** – The Community Support Grant program serves groups committed to supporting the community through current and future programs, events, and services.

**FISCAL IMPACT:**

The total fiscal impact of this action is up to \$3,000. The funds are budgeted as part of the HRC annual \$5,000 allocation and are available in the General Fund, Human Relations Commission account 0120000-450051. Staff will work with the Finance Department to review future budget allocations.

Prepared by: Randy Solis, Principal Management Analyst  
Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Community Support Program Application