

Funding Guidelines

General Guidelines:

- The focus of grant requests must be on direct service to target populations
- Administrative fees cannot exceed 15% of the budget request
- Capital items (real or rental) must be for the primary and direct use by target populations
- Property rental must provide space directly needed for programs funded by the grant
- Food costs must be directly related to the direct service to target populations
- All expenditures must be supported with proper documentation such as receipts or invoices
- Applications and proposals must be complete and received on time

Specific Restrictions:

- Depreciation on buildings or equipment
- Maintenance, utilities, or facility improvements
- International travel
- Religious worship, instruction or proselytization

Top Right: EPA Boxing Association
Bottom Right: Job Train Graduation



Policy Statement

City of East Palo Alto grant funds are flexible and can support a wide array of program costs that are in line with the proposed program. Realistic budgets that adequately account for true cost and the aspects of service that are key to program quality should be encouraged.



