

# City of Lincoln City

## City Council Communication

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### Nonprofit Grant Subcommittee Appointment and Procedure

Meeting Date: 1/12/2026  
Department: Administration  
Secondary Dept:  
Approval: Daniel Hunter  
Strategic Priority: Not Applicable

Primary Staff Contact: Jamie Young  
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Secondary Contacts:  
Estimated Time: 15 minutes

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#### Question:

Should the City Council nominate three Council members to review the Outside Agency Grant request and make a recommendation to the full City Council, or review the requests together at a work session?

Should the City Council approve the process, award limits and deadlines starting with the 2026-27 grant year and moving forward?

#### Background:

The City Council awards nonprofit grants one time per year with the amount that is allocated during the budget approval process. In the previous 5 years of awarded grants, the median award has been \$10,000. Over that same period the median of all grants awarded annually is \$120,000.

#### Council Options:

1. The Council can choose to have the entire Council approve applications and the allocation of funds or choose three Council members to serve on a sub-committee that will bring a recommendation forward to the City Council.
2. The Council needs to adopt a procedure for the application process that will include: application period (start date to accept & deadline to submit applications), requirements for completeness, date to submit before the Council, date to distribute funds, electronic or paper binders for Council, and any other information deemed necessary.
3. The Council should adopt an upper limit for grants and/or an upper limit for the annual total awarded in grants.

#### Staff Recommendation:

It is the recommendation of the staff of Lincoln City that a per grant dollar limit and a total granted funds limit be set by Council. For this purpose, an annual \$10,000 per grant limit and \$120,000 total granted limit is the recommendation. This is based on a 5-year median of both amounts.

Staff recommend a timeline of:

1. Application Period – July 1 to August 1.
2. City Council at a work session, or Subcommittee reviews of applications in early August.
3. At the first meeting in September Council considers approval of grants.
4. Following approval, staff notify awardees and distribute grant agreements and reporting forms. Staff will also notify those not awarded a grant.
5. Staff shall schedule an award ceremony where the Mayor (ceremonial) and Awardee sign the agreement and checks are handed out. The City Manager signs the agreement for legal purposes.
6. Reports due to the City from grant recipients on or before the first Monday in April (mid-term) and first Monday in August for final report.

**Potential Motions:**

1. Motion to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as the subcommittee for the nonprofit grant request with the procedure and grant limits as recommended
2. Motion to appoint the Council as the subcommittee for the nonprofit grant request with the procedure and limits as recommended
3. Motion to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as the subcommittee for the nonprofit grant request with the procedure and grant award limits at \$ \_\_\_\_\_ per grantee, total of all grants awarded not to exceed \$ \_\_\_\_\_ per fiscal year.
4. Motion to appoint the Council as the subcommittee for the nonprofit grant request with the procedure and grant award limits at \$ \_\_\_\_\_ per grantee, total of all grants awarded not to exceed \$ \_\_\_\_\_ per fiscal year.
5. Decline action and direct staff to rework program based on Council discussion.