

San Marino Service Organization Assistance Program

The City of San Marino provides funds annually to local service organizations that serve or directly benefit San Marino youth. Funds pursuant to this program are approved by the San Marino City Council, with recommendations from the San Marino Recreation Commission. The San Marino Recreation Department administers the process, which involves soliciting proposals, staff reports and communications, and other administrative responsibilities.

- A. **Who May Apply:** Non-profit organizations that serve youth in San Marino are eligible to apply. San Marino youth are defined as youth that live in San Marino or attend school in San Marino. At least 51% of the clients served by the youth organization must be from San Marino.
- B. **How To Apply:** A SOAP Application is available through the San Marino Recreation Department. Applications are due to the Recreation Department by **Tuesday, January 17, 2006 by 5:00 p.m.**
- C. **What to Submit:** Agencies must submit a project application form, which requests a brief description of the organization and how the organization intends to utilize its funds as well as other relevant information.
- D. **Eligible Expenditures:** Funds under this program must be used toward programs, services, equipment, projects, events, or improvements that benefit San Marino youth.

All inquiries, correspondence, and payment claims should be addressed to:

**Recreation Director, Cindy Collins
City of San Marino
2200 Huntington Drive
San Marino, CA 91108
626-403-2200**