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San Diego Unified Port District  
Document No. 54248  
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Office of the District Clerk

## BPC Policy No. 025

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**SUBJECT:** FINANCIAL ASSISTANCE PROGRAM

**PURPOSE:** To provide guidelines for the consideration of requests for financial assistance.

**POLICY STATEMENT:**

1. Any organization or individual (applicant) requesting financial assistance from the San Diego Unified Port District (District) shall submit such request annually in writing, in the form and by the due date prescribed by the District, to the Director of Communications & Governmental Affairs.
2. Requests received by the prescribed date shall be forwarded by the Director of Communications & Governmental Affairs to a Financial Assistance Advisory Committee (Committee) appointed by the Chairman of the Board of Port Commissioners (Board). The Committee shall promptly meet at its discretion to review all properly submitted requests, hear oral presentations from applicants desiring to do so, and prepare its recommendations for presentation to the full Board for its consideration.
  - a. It is the intent of the Board that approval of financial assistance for an applicant in one year does not guarantee approval of financial assistance in any subsequent year.
  - b. To assist the Committee in its review, District staff shall review all properly submitted requests and prepare a report that includes a brief summary of event or program for which funding or services are requested, past history of District support, value of funding and/or services requested, and staff's recommended level of support.
  - c. All requests for Financial Assistance must be for events or programs that fall within the District's trust purposes, specifically for the promotion of commerce, navigation, fisheries and recreation on the tidelands, or that otherwise support the District's goals of serving as an economic engine, environmental steward and provider of community services.
  - d. The Director, Communications & Governmental Affairs shall be responsible for implementing the administrative procedures of the Financial Assistance Program each year. These include developing the

annual timeline for the program as well as the contents of the application package and any reports associated with the program.

3. Pursuant to this Policy, an overall funding limit for financial assistance requests shall be established by the Board for each fiscal year.
  
4. The Board shall make its annual funding decisions at a duly scheduled public meeting. Final authorization for expenditure of District funds rests with the Board. The District shall pay funds and provide services directly to the organizations for which funding was approved by the Board, pursuant to service agreements that will be prepared and entered into with all organizations receiving financial assistance.

RESOLUTION NUMBER AND DATE: 2008-241, dated November 4, 2008 (*Supersedes BPC Policy 025, Resolution 2003-13, dated January 28, 2003; Resolution 98-157, dated June 9, 1998; Resolution 96-76, dated April 9, 1996; and Resolution 95-127, dated April 18, 1995*)

(1)

REFERENCE  
COPY

54248

Re Amendment of BPC Policy 025, ]  
] ]  
Request for Financial Assistance ]  
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RESOLUTION 2008-241

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified  
Port District, as follows:

That Board of Port Commissioners Policy No. 025, Request for Financial  
Assistance, as amended, a copy of which is on file in the office of the District Clerk, is  
hereby adopted.

ADOPTED this 4th day of November, 2008.

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11/4/08