

RESOLUTION 2026-0033

Adopted by the Sacramento City Council

February 10, 2026

Whale Tail Grant Application for Funding from the California Coastal Commission

BACKGROUND

- A. The California Coastal Commission has issued a Notice of Funding Availability for the 2025 – 2026 competitive Whale Tail Grant cycle.
- B. The California Coastal Commission's Whale Tail Grants Program funds projects that connect people to the California Coast and its watersheds through education, stewardship, and outdoor experiences.
- C. The Department of Youth Parks and Community Enrichment is submitting a grant application in the amount of \$20,707 to provide accessible, hands-on field trips for disadvantaged teenagers, transitional youth, and adults with intellectual and/or developmental disabilities that introduce local waterways, wildlife, and water-based recreational activities. The project emphasizes understanding watershed systems that flow to the coast and the Pacific Ocean, highlighting their ecological significance and the importance of conservation and responsible stewardship.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1.

The filing of the grant application for Whale Tail program funding from the California Coastal Commission is hereby approved.

SECTION 2.

The City Manager or designee shall have the authority to conduct all negotiations, sign and submit all documents, including but not limited to applications (see Exhibit A), agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope.

SECTION 3.

The City agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and guidelines.

TABLE OF CONTENTS:

Exhibit A – Grant Application


Adopted by the City of Sacramento City Council on February 10, 2026, by the following vote:

Ayes: Members Dickinson, Guerra, Jennings, Kaplan, Maple, Pluckebaum, Talamantes, and Vang

Noes: None

Abstain: None

Absent: Mayor McCarty

Attest:  02/13/2026
Mindy Cuppy, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.



2025 WHALE TAIL® Grant Application

CONTACT INFORMATION
Name of Applicant Organization:
Name and Title of Contact Person:
Email (where you will receive grant notifications):
Telephone:
Organization Mailing Address:
Website:
PROJECT INFORMATION
Project Title:
WHALE TAIL® Grant Request: \$
Total Project Budget (if larger than Grant Request): \$
Brief Project Summary (no more than 3 sentences, focusing on WHAT you propose to do, <i>not</i> WHY):
Location(s) where project participants are based:
Number of people who will be directly reached by the project:
Project Start Date:
Project End Date:

Projects must *start* between May 15 and October 1, 2026. If the project starts on or before June 30, 2026, the project must *end* by April 17, 2028. If the project starts on or after July 1, 2026, the project must *end* by November 30, 2028. Grant-funded expenses must occur between start date and end date.

Which describes your organization? (Mark all that apply)

☐ Non-profit corporation

☐ Project of non-profit fiscal sponsor

☐ Government entity

☐ Public school

☐ CA Native American Tribe

Are you applying for the Tribal Set-Aside of funds? (Select one) ☐ Yes ☐ No

If “Yes,” please see #17 for additional required documentation.

Where/how did you find out about this grant program?
Name and title of person submitting proposal (may be same or different from Contact Person):
Signature of person submitting proposal:
Date:

Read the [Grant Guidelines](#) document and all the application questions *before* starting your proposal.

- Use black, 12-point font.
- Please do your best to stay within a limit of 15 pages for Questions 1-11. (The remaining items may exceed that page limit if necessary.) There's no minimum page amount.
- If you already responded to something in a previous question, you can refer us to that question rather than repeating the information. If a question is not relevant to your project, write N/A.
- You do not need to include the text of the questions themselves in your proposal, but do include the question numbers and bolded titles.

BACKGROUND

1. **Organization's History** – *Briefly* describe your organization, its history (including the year it was founded), and its mission.

WHAT

2. **Goals and Objectives** – List the goals and objectives of your project. (Specific objectives are measurable and relate to what you will do in your project to accomplish the broader, longer-term goals. [Here are some examples](#) of what goals and objectives might look like.)

Goal: Provide Teens, Transition Age Youth, and Adults with intellectual and /or developmental disabilities inclusive and accessible opportunities to learn about local waterways, wildlife, and water-based recreation activities in watersheds that lead to the Pacific Ocean.

Objectives:

- Host two field trips (one for each age group – teens & transition age and adults) to visit the Nimbus Fish Hatchery & the Sacramento State Aquatic Center. Each field trip will include an education element about Chinook salmon, an adaptive kayaking experience, and a viewing of Disney's short-film "Loop."
 - Participants will receive an inclusive experience facilitated by Access Leisure staff and Sacramento State Recreational Therapy students to enhance their access to educational and experiential recreation opportunities on waterways.
- Host two pre-field trip training meetings for Access Leisure staff and Sacramento State student volunteers to ensure staff & volunteers understand the program plan and facilitation skills needed for the field trips.
 - Sacramento State Recreational Therapy students and students who participate in the Best Buddies program will have the opportunity to volunteer as 1:1 aides during the field trip. 1:1 support for each program participant will allow for full immersion into the adaptive kayaking program.

3. **Project Description** – Provide a detailed description of what you are planning to do, including the following elements:

Field trip information: Fall season field trip for Access Leisure teen, transition age, and adult participants. [Access Leisure](#) is a program area within the [Youth, Parks, and Community Enrichment Department](#). Staff within the Access Leisure team specialize in adaptive and inclusive recreation for participants of all abilities. This opportunity will provide two separate field trip days – one for teens & transition age youth (ages 13-22) with intellectual and/ or developmental disabilities and one for adults with intellectual and/ or developmental disabilities. Providing two separate days will allow for enough staff and volunteer participation for 1:1 support as needed for each participant.

- Saturday Field Trip:

Early November is the beginning of the Chinook salmon run season. Weather permitting (no rain) – this event will run in the fall accordingly. Two separate days will be scheduled – one in 2026 and one in 2027 (one for each age group: 13-22 & 18+).

- Meet at the Pannell-Meadowview Community Center at 9am, Depart in bus at 9:15am
- Arrive at the Nimbus Fish Hatchery by 10am
- Break/ restrooms/ meet for guided tour: 10am-10:30am
- Guided tour/ exploration at [Nimbus Fish Hatchery](#): 10:30a-11:30am
 - Participants will be immersed in the opportunity to learn about wildlife along the American River. There will be time to enjoy the nature trail as well as a guided tour of the salmon run. With assistance from Access Leisure staff and Sacramento State volunteers, participants will learn at their own pace about wildlife, water systems, river habitat, and human impacts on the ecosystem.
- Depart Nimbus Fish Hatchery: 11:45am
- Arrive at the Sacramento State Aquatic Center: 12pm
- Lunch/ break outside/ Lakeview Rooms (Sacramento State Aquatic Center): 12pm-1pm
 - The [Lakeview Rooms](#) will be booked for the group in the afternoon and will be utilized for a resting space, sensory break room, eating room, and debriefing space.
- [Adaptive Kayaking Experience](#): 1:15pm-3:30pm (includes orientation time, transition time to get into kayaks, kayaking, transition time to get out of kayaks, and debrief time with Aquatic Center staff)
 - Access Leisure staff are trained in inclusive recreation, meaning that program participants of all abilities will have the opportunity to participate in the kayaking experience. Program participants can complete an inclusion program assessment during the registration process. This assessment provides staff with necessary information to provide program modifications and / or accommodation on a case-by-case basis. [Specialized adaptive equipment\[DX1.1\]](#) is available from the Sacramento State Aquatic Center & the Sacramento State Recreational Therapy program.
 - The adaptive kayaking experience will be supported by [Sacramento State Recreational Therapy](#) student volunteers, volunteers from the [Best Buddies](#) program, and staff from the [Sacramento State Aquatic Center](#).
 - Participants will have the opportunity to learn about the American River while building their kayaking skills. Skills addressed include gross-motor skills, core balance, teamwork, verbal and non-verbal communication, advocating for needs, and enjoyment of nature.
 - Adaptive equipment, kayaks, paddles, and life jackets will be included in the per participant entrance fee collected by the Sacramento State Aquatic Center.

- With assistance from staff and volunteers, water access at the center is accessible for individuals utilizing wheelchairs. 1:1 assistance for wheelchair transfers will be provided as needed.
 - Restrooms/ break: 3:30pm-4pm
 - View Disney's short-film "[Loop](#)," / rest/ debrief in Lakeview Rooms: 4pm-4:45pm
 - Loop is a short film (9 minutes) about two youth who attend a canoeing camp. One of the characters has Autism and is non-verbal. During the short story, the characters learn to communicate with each other and bond over their experience on the waterway.
 - Staff/ volunteers will utilize this film as an icebreaker to debrief the adaptive kayaking experience and discuss accessible education and recreation opportunities along California's waterways.
 - Break/ restrooms: 4:45pm-5pm
 - Depart from Sacramento State Aquatic Center: 5pm
 - Arrive back at the Pannell Meadow View Community Center: 5:45pm
 - Participants picked up/ end of program: 5:45pm
- Volunteer /staff training meeting & program registration:
 - August/ early September 2026 (start of semester at Sacramento State): begin volunteer recruitment process in collaboration with the Sacramento State Recreational Therapy Department.
 - September 2026: program registration and participant accommodation plans are completed. The [City](#) provides program modifications for all recreation and leisure activities on a case-by-case basis based on the needs of participants, as outlined in Title II of the Americans with Disabilities Act (ADA). If you require an inclusive modification for successful participation in the programs of your choice, there will be an option upon registration to make this request. Staff may contact you directly to be sure that program needs are met.
 - Late September prior to the November field trip – the Access Leisure Program Coordinator will organize a staff/ volunteer meeting & training (2 hours long, hosted at a Youth, Parks, and Community Enrichment Community Center). The Program Coordinator will cover the following topics:
 - Overview of field trip day (review of plan for day).
 - Emergency / safety plans.
 - Review of skills taught during adaptive kayaking session.
 - Review of participant program modifications/ equipment accommodations as needed.
 - FAQ/ debrief as needed.
- Describe all project elements, such as events, field trips, classroom activities, trainings, presentations, meetings, development of educational resources or tools, or other aspects of your project.

- Describe what participants will do and experience during your project, including details such as the number of days, number of hours per day, and general timing of participant programming as applicable.
- Be sure to discuss your project design considerations such as cultural relevancy, age-appropriateness, accessibility, and/or education strategies.
- If you will create resources, tools, or some other kind of product to be used by your organization or by others, explain the product and how it will be experienced or distributed.
- If you will use an existing curriculum, handbook, or other program material, briefly describe it and explain why you have chosen it, and include a copy with your application (as a digital file or mailed as a hard copy – see [Grant Guidelines](#) “Deadline and Submission Process”) or include a link if it’s viewable online. Make sure that we can open any links you include. If you plan to use the Coastal Commission’s curricular materials, do not include a copy; just reference the specific material you plan to use and why.

WHO

4. Participants[DX2.1][DX2.2] –

Field Trip 1: Teens & Transition [DX3.1] Age Youth

Number of participants: 23

Number of Access Leisure staff: 6 (one full-time Program Coordinator and five part-time Adaptive Recreation Leaders)

Number of Sacramento State/ Best Buddy Volunteers: 17

- Participant age range: 13-22
- Disability/ diagnoses: Intellectual and/ or developmental disabilities
- Gender: open to all

Recruitment of participants: YPCE / Access Leisure have an active group of program participants from the greater Sacramento region/ City of Sacramento who participate in year-round Access Leisure programming. This field trip would be marketed to active Access Leisure participants. Additionally, outreach will be conducted in collaboration with the ALTA Regional Center and within citywide school districts. Lastly, YPCE markets through social media (Facebook & Instagram), the COAP (digital Come Out & Play publication), YPCE website, program flyers in YPCE Community Centers, monthly email newsletters, and through word of mouth.

Field Trip 2: Adults

Number of participants: 23

Number of Access Leisure staff: 6 (one full-time Program Coordinator and five part-time Adaptive Recreation Leaders)

Number of Sacramento State/ Best Buddy Volunteers: 17

- Participant age range: 18+
- Disability/ diagnoses: Intellectual and/ or developmental disabilities
- Gender: open to all

Recruitment of participants: YPCE / Access Leisure have an active group of program participants from the greater Sacramento region/ City of Sacramento who participate in year-round Access Leisure programming. This field trip would be marketed to active Access Leisure participants. Additionally,

outreach will be conducted in collaboration with the ALTA Regional Center. Lastly, YPCE markets through social media (Facebook & Instagram), the COAP (digital Come Out & Play publication), YPCE website, program flyers in YPCE Community Centers, monthly email newsletters, and through word of mouth.

- Describe who you will directly engage with your project, *in as much detail as you can*, such as number of people, location, income, and other demographic descriptors and/or identities. If working with schools, include school name(s) and district(s) if possible. (If selected for funding, your final report must include detailed information about participants.)
- If your project reaches an *indirect* audience, briefly describe and quantify that wider group.
- Describe your plan for recruiting your participants, or a description of how you have already recruited them.

5. **Partners** – If any partnerships are central to your project, describe them.

The adaptive kayaking experience will be supported by [Sacramento State Recreational Therapy](#) student volunteers, volunteers from the [Best Buddies](#) program, and staff from the [Sacramento State Aquatic Center](#).

Adaptive equipment, kayaks, paddles, and life jackets will be included in the per participant entrance fee collected by the Sacramento State Aquatic Center.

YPCE/ Access Leisure has a Memorandum of Understanding (MOU) with the Sacramento State Recreational Therapy Program and The WELL AIR Program (Sacramento State's inclusive recreation program within its on-campus gym). Through this collaboration, Sacramento State has a history of collaborating with Access Leisure to provide student volunteers from its Recreational Therapy & Best Buddies programs.

6. **Organization and Staff** –

Access Leisure has operated as a program area within YPCE since the late 1960s, making it one of the oldest community-based public recreation programs to support participants with disabilities. Access Leisure is currently supported by a full-time Recreation General Supervisor, two full-time Program Coordinators, and 15 part-time Adaptive Recreation Leaders. The Recreation General Supervisor, one of the Program Coordinators, and several of the part-time staff are [Certified Therapeutic Recreation Specialists](#) (CTRS).

A CTRS in a parks and recreation agency specifically specializes in providing inclusive and adaptive recreation opportunities for participants of all ages and abilities. Access Leisure provides year-round adaptive sports, social programs, and goal-oriented programming for youth, teens, and adults with disabilities.

The Sacramento State Recreational Therapy program provides hands on academic training to all students interested in becoming a CTRS.

Grant/ project roles:

- Recreation General Supervisor (CTRS): Will support the grant writing process, tracking assessment of impact, fiscal / administrative tasks associated with organizing the logistics of the field trips, schedule transportation, and will assist the administrative team in reporting outcomes after the grant project has been completed.
- One Program Coordinator (CTRS): Will organize the participant registration process for the field trips, initiate and follow through on marketing efforts to fill the field trip spots,

coordinate with parents/ care providers/ participants as needed to ensure field trip information is shared and understood, schedule Nimbus Fish Hatchery Tour, schedule Aquatic Center Adaptive Kayaking, book Aquatic Center Lakeview Room, conduct outreach with Sacramento State to obtain student volunteers for the trip, plan and implement a volunteer/ staff training meeting, attend field trips and implement all day of event logistics.

- Five Adaptive Recreation Leaders: Will support the Program Coordinator in attending and implementing all day of event logistics and will provide direct participant support as needed.
- 17 Student Volunteers: Will provide direct participant support as needed.
- Explain whether and how your organization identifies as part of the community you plan to reach.
- For Tribal Set-Aside: Provide a brief description of your organization's relationship to the California Native American tribe(s) or tribal communities you will engage.
- Explain why and how your organization and staff is particularly suited to working with your participants to carry out the project.
- Describe the key staff members who will carry out the project: their positions, their specific roles in the project, and their relevant qualifications and experience. Be sure to include the people[DX4.1] who will interact directly with participants, including volunteers if they will lead your programming. If positions are not yet filled, explain the qualifications for those positions.

WHY

7. **Why are you proposing this project?** Explain your "why" as an issue, interest, or need that your project will address and explain why *this project* is suited to be successful in that effort. How did you come to identify and understand this issue, interest, or need? Why is this project of value to the community you want to engage?

Despite the passage of the Americans with Disabilities Act in 1990, individuals with disabilities still face many barriers to participation in recreational and educational activities in public and private settings. Destinations for outdoor recreation and education can be inaccessible (physically, environmentally, socially, and emotionally). Providers of recreational opportunities do not always have the expertise or awareness to proactively and effectively include individuals with disabilities in these experiences. Teens, transition age youth, and adults with intellectual and/ or developmental disabilities are often left out of community-based experiential learning.

Access Leisure staff and Sacramento State Recreational Therapy student volunteers have the understanding and expertise needed to provide an inclusive and educational experience for these populations. By providing meaningful access to California waterways for this population, these field trips will increase the participants' understanding of their part in the ecological system, create opportunities for them to learn about the wildlife habitat along watersheds that lead to the Pacific Ocean, and enhance their awareness of accessible recreational activities in nature.

Providing two field trip options for two different age groups will allow for up to 46 participants with intellectual and/or developmental disabilities to engage in this experience. Six staff and 17 student volunteers will create an impact on this population and will engage in crucial professional development and team-building work by implementing these experiences. These field trip destinations are located near the City of Sacramento, which will demonstrate the proximity to nature-based learning that exists within the region.

Lastly, Access Leisure has a history of providing nature-based and overnight camping outings for these populations. Due to budget constraints beginning in 2023, nature-based and camp outings outside of the City of Sacramento no longer have funding. This grant would provide an opportunity to engage the community in these important experiences without affecting the overall operating budget.

HOW

8. Project Future and History –

This project can only continue with external funding support. Access Leisure has a history of providing nature-based and overnight camping outings for these populations. Due to budget constraints beginning in 2023, nature-based and camp outings outside of the City of Sacramento no longer have funding. This grant would provide an opportunity to engage the community in these important experiences without affecting the overall operating budget.

- If your project is funded, will you continue it past the grant period? If so, briefly explain the longer-term funding plan.
- If your proposal is for an existing project, how long has it been operating, how was it funded in the past, and what results have you achieved?
- If this project was previously funded by a WHALE TAIL® Grant, include a brief summary of what was accomplished through the previous grant and how the new proposal relates to the previous work.

9. Tracking and assessing your impact – Describe your project evaluation plan. You are encouraged to include impact tracking and assessment in your timeline and budget. (If selected for funding, you must report on project impact in your final grant report.)

Through YPCE's program registration system, Access Leisure will track basic demographic information of the program participants:

- Age, race/ ethnicity, gender, home zip code, and whether a program modification/ accommodation was requested

A quantitative pre-test and post-test survey will be provided before and after each field trip. Participants will be encouraged to complete the survey and can be assisted by parents/ care providers as needed. Pre- and post-test surveys will be provided in paper format, electronically, and /or can be completed over the phone or in person with one of the Access Leisure Program Coordinators. Questions will ask participants about their pre and post trip understanding of wildlife habitat along the American River, their confidence level in adaptive kayaking, and their overall satisfaction with the field trip (post).

Sacramento State Recreation Therapy student volunteers will provide qualitative one-page reflection papers on their experience. These papers can be included in post-grant documentation.

Program registration information, pre- and post-surveys, and volunteer feedback will be analyzed by the Recreation General Supervisor. Feedback will impact future field trip plans, operational fund allocation for community outings, staff development/ training topics and opportunities, as well as future marketing efforts to reach underserved areas of the city (zip code evaluation).

- How and when will you track and assess your project outcomes and success relative to your project goals and objectives? Possible examples of outcome indicators include participant

satisfaction with the project experience; changes in knowledge, skills, attitudes and/or behaviors; and changes to the environment. Consider whether quantitative methods (such as pre-tests/post-tests and surveys), qualitative methods (such as interviews, observation, and focus groups), or a combination of methods is most appropriate for learning about your program and its impacts.

- How will you use what you learn to improve your project in the future?
- If you already have specific tools you plan to use (such as surveys or tests), include them as attachments.

No documents in place

10. **Permits** (if any) – If permits will be required for your project, explain whether you already have them or whether you will need to acquire them during the project timeline.

WHEN

11. **Task timeline** – Provide a timeline of the necessary tasks for your project. Grant project tasks must *begin* between May 15 and October 1, 2026. If your project begins on or **before June 30, 2026, your project must end by April 17, 2028**. If your project begins on or after July 1, 2026, your project must *end* by November 30, 2028. (This timeline should only include tasks and dates within the grant funding period, even if your project extends beyond the grant period.) [Here are some examples](#) of what a task timeline might look like.

Project Preparation:

- June 2026:
 - Book Nimbus Fish Hatchery Tour dates
 - Book Sacramento State Aquatic Center adaptive kayaking dates
 - Book Sacramento State Aquatic Center Lakeview Rooms
 - Book All West buses for two field trip dates
- July 2026:
 - Add field trips to the Active Net online registration system for participants to begin enrolling (activity registration for community members for fall 2026 programming will open in mid-July 2026)
 - Begin implementing marketing plan (YPCE monthly newsletters, Come Out and Play publication, website updates, social media campaign, and community outreach)
- August 2026:
 - Evaluate program registration (including inclusive modification/ accommodation requests/ dietary needs)
 - Visit Sacramento State Recreational Therapy classes and promote volunteer opportunities
 - Add volunteer opportunity to Better Impact (volunteer management software) and include requirement for one-page qualitative feedback
 - Plan staff/ volunteer training / meeting (to be held in September)
 - Schedule Program Coordinator & five Adaptive Recreation Leaders for both field trip days
 - Create pre- and post-surveys
 - Create program plans for two field trip days (utilize outline provided in grant writeup and add specific details – i.e., how to teach kayaking skills, plan filler icebreaker activities in case they are needed, and debriefing questions needed for each activity)

- September 2026:
 - Finish evaluating program registration (including inclusive modification/ accommodation requests/ dietary needs)
 - Implement staff and volunteer training/ meeting
 - Order lunches
 - Reconfirm details with the Nimbus Fish Hatchery, Sacramento State Aquatic Center, and All West
- October 2026:
 - Send field trip itinerary to staff, volunteers, and participants/ parents/ care providers
 - Implement pre-survey with participants

Project Implementation:

- November 2026:
 - Implement the two field trips
 - Collect student volunteer qualitative writeups
 - Implement post-survey with participants
 - Ensure all payments have been made with field trip partners
 - Ensure staff timesheets are completed for staff members who worked on the project

Project Evaluation:

- December 2025
 - Evaluate program feedback (surveys/ registration results/ qualitative feedback)
 - Complete post-grant documentation as needed (including reimbursement for labor/ supplies/ services)

ADDITIONAL DOCUMENTATION (THE FOLLOWING ITEMS ARE NOT INCLUDED IN THE 15-PAGE LIMIT):

12. **Budget –** Use our Grant Project Budget Form, *or* your own document that includes the same information, to explain your grant request. The form is at the end of this application packet *or* can be downloaded in an [Excel format](#). Please take careful notice of the footnotes, which contain important information. *If your total project budget is larger than your grant request*, complete the Total Project Budget Form as well (located at the end of the packet).

Trip costs:

- **All West bus for participants, staff, and volunteers:** \$4,500[DX5.1] each day (47 people total)
- **Staff time (labor):** \$1,145.12
 Full trip, 8:30am – 6pm = 9.5 hours
 - Program Coordinator (1) = 9.5 hours x \$41.86 (full benefitted hourly pay) = \$397.67
 - Adaptive Recreation Leaders (split into two shifts for full coverage of day – 9:30am-1:30pm & 1pm-5:15pm)
 - 9:30am-1:30pm: 4 hours x 5 staff x \$18.12 = \$362.4
 - 1pm-5:15pm: 4.25 hours x 5 staff x \$18.12 = \$385.05
 - Volunteers = \$0 cost
- **Meals (lunch):** \$20 per person x = \$940[DX6.1]

- **Adaptive Kayaking entrance fees for participants, staff, and volunteers:** \$40 x 47 = \$1,880
- **State Park parking fee for All West Bus (Sacramento State Aquatic Center):** \$0 (parking in Sacramento State Aquatic Center parking lot)
- **State Park parking fee for staff (have to split shifts due to length of trip):** 10 x \$10 (parking in state park area) = \$100
- **Rental of Lakeview Rooms (Sacramento State Aquatic Center):** \$240
 - o **Total for one trip:** \$8,805.12
 - o **Total for two trips (taking two trips, one for each age group):** \$17,610.24

13. Authorization (can be submitted after deadline by 2/28/26)- A letter of authorization *or* a resolution from the applicant organization’s governing body that contains the following: support for and authority to submit the proposal, authority to enter into a contract with the California Coastal Commission if the grant is awarded, and designation of the applicant’s authorized representative—the person who would sign a grant contract (name and title). If the authority to perform such tasks has already been delegated by the governing body, you may submit a letter from the person who has that delegated authority.

If your organization is the project of a non-profit fiscal sponsor, the document will come from them. Examples of letters of authorization and resolutions can be found [here](#).

This is the only item that may be submitted after the proposal deadline. *If it must be late, for example due to your board meeting schedule, submit your resolution or letter by 2/28/2026.*

14. Proof of tax status - For non-profits, proof of 501(c)(3) status in the form of an exemption letter from the IRS. If you are a project of a non-profit fiscal sponsor, this document will be for that organization.

15. Leadership - The names of board members and/or organization leaders. For a public school, this could be your principal, department head/s, and perhaps the superintendent if the district is the applicant. If you’re fiscally sponsored, list the leaders of your own organization rather than the sponsor. If any organization leaders or board members (including those of a fiscal sponsor) are California Coastal Commission members or staff, please note that.

16. Organization Budget - Your organization’s most recent annual budget, including sources of funds. We do not require a specific format – send your budget in the format you have. Budget information is not necessary for public schools or government agencies.

17. For Tribal Set-Aside: Proof of Partnership – Proof of partnership or formal support with a brief description of the applicant’s relationship to the tribe(s) or tribal communities engaged, such as a signed letter from the tribes’ leadership council or chairperson or signed tribal council resolution authorizing and consenting to partnership. If you are a tribe, your letter of authorization (see #13) fulfills this requirement.

18. OPTIONAL: Supporting materials – Any other supporting material you would like to provide such as newsletters, press stories, or letters of support or commitment from project partners or others. Any letters may be addressed to “California Coastal Commission” or “Whale Tail Grant Review Panel.”

Submit your complete application package by 8:00pm, December 15, 2025, by:

Email: whaletailgrant@coastal.ca.gov

OR
[Upload](#)
OR
Mail:

Whale Tail Grants
California Coastal Commission
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105

Refer to [Grant Guidelines](#) for complete instructions on how to submit your proposal.

Make sure you have all the following before you submit your proposal:

- ☐ Completed and signed Cover Sheet
- ☐ Answers to Questions 1-11
- ☐ Curriculum sample, *if applicable* – see #3
- ☐ Examples of assessment tools, *if applicable* – see #9
- ☐ Grant Project Budget showing your grant request – see #12
- ☐ Total Project Budget, *ONLY* if project budget is larger than grant request – see #12
- ☐ Letter of Authorization or Resolution – see #13 (*This item can be sent late if necessary.*)
- ☐ 501(c)(3) status letter from the IRS, *if applicable* – see #14
- ☐ Names of board members and/or organization leaders – see #15
- ☐ Your organization's most recent annual budget, *if applicable*– see #16
- ☐ Proof of formal tribal support or partnership, *if applying for Tribal Set-Aside* – see #17
- ☐ *Optional:* Letters of support, press stories, or other supporting materials – see #18

WHALE TAIL® GRANT PROJECT BUDGET FORM

PERSONNEL EXPENSES		
Job title #1:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
Job title #2:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
Job title #3:		
Rate (\$/hour):	Time (hours):	Total (Rate x Time): \$
<i>(Add additional positions as needed. Include title, rate, hours, and \$ amount.)</i>		
Total Benefits requested ⁽¹⁾ : \$		
1. Total Personnel Expenses requested (all positions plus benefits): \$		

OPERATING EXPENSES
Supplies/Materials ⁽²⁾: \$
List your anticipated major purchases of supplies/materials and estimated costs:
Travel ⁽³⁾: \$
Briefly explain any proposed travel costs:
Food ⁽⁴⁾: \$
Briefly explain the purpose of this food or beverage request:
External Contract(s): \$
Briefly explain the purpose of the contract(s):
Other operating expenses <i>(participant stipends, admission fees, fiscal sponsor fees, etc.)</i>
Type of expense: Amount: \$
Type of expense: Amount: \$
<i>(Add additional types of expenses as needed, with dollar amount for each.)</i>
2. Total Operating Expenses requested: \$
3. Indirect Costs/Overhead requested ⁽⁵⁾: \$
Total Budget Request (add 1, 2, and 3): \$

- ¹ **Pay rates and benefits** reflect actual rates. Benefits may not exceed 55.34% of amount requested for wages.
- ² **Grant funds can't purchase** vehicles, insurance, prizes, incentives, gift cards, cash gifts, or items that will be sold.
- ³ **Use of owned vehicles** are reimbursed at the federal rate, currently 70 cents/mile. Rented vehicles are reimbursed for rental fee and gas. Travel to or from outside California is not eligible for funding by this grant.
- ⁴ **Maximum reimbursement for food** is \$20 per person per meal. No tips are reimbursed for food that's not part of overnight travel. Any food in the grant budget must be essential to the success of the project.
- ⁵ **Indirect costs are limited to 10%** of Total Personnel Expenses and include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it.

TOTAL PROJECT BUDGET FORM

ONLY complete this form IF Project Budget is LARGER than your Grant Request. In the spaces below, note the TOTAL amounts needed to complete your entire project.

TOTAL PROJECT PERSONNEL EXPENSES

1. Total Personnel Expenses for this project (all positions plus benefits): \$

TOTAL PROJECT OPERATING EXPENSES

Supplies/Materials: \$

Travel: \$

Food: \$

External Contract(s): \$

Other operating expenses (*participant stipends, admission fees, fiscal sponsor fees, etc.*)

Type of expense:

Amount: \$

Type of expense:

Amount: \$

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses for this project: \$

3. Indirect Costs/Overhead for this project: \$

Total Project Budget (add 1, 2, and 3): \$

Please answer the following questions in the box below:

Have you already secured the additional funds (beyond the grant request) needed to complete your project? If not, what is your plan to secure them?