

# INSTRUCTIONS FOR PREPARING NEIGHBORHOOD REINVESTMENT PROGRAM GRANT APPLICATION

(Located at <http://www.sdcounty.ca.gov/auditor/nrp.html>)

The Neighborhood Reinvestment Program provides grant funds to County departments, public agencies, and to non-profit community organizations for one-time community, social, environmental, educational, cultural or recreational needs. Board of Supervisors Policy B-72: Neighborhood Reinvestment Program governs the distribution of these funds and can be viewed at <http://www.sdcounty.ca.gov/auditor/nrp.html>.

To apply for Neighborhood Reinvestment Program funding from the County, an applicant must submit a completed application form and cover letter to one or more of the five Supervisors (see Board Policy B-72 for criteria).

You may download, save (page 1, upper right hand corner) and complete the application form on this website using your computer. Please see the instructions on page 3 below for further information on the submittal process.

## COVER LETTER

The cover letter must include the following information:

- A brief description/history of the organization and the project for which funds are requested;
- A cost estimate for the project;
- A statement regarding whether any Neighborhood Reinvestment Program grant applications have been submitted to other Supervisorial District offices for this or any other project and whether your organization has an active application for a Community Enhancement Program grant. If so, briefly describe each one and indicate the amount requested;
- Statement that the organization agrees to spend any funds that may be granted for the project within 12 months of the grant award;
- Any prior County funding from the Neighborhood Reinvestment Program, the former Community Projects Program, or the Community Enhancement Program received by the organization for any project within the past three years;
- A description of not less than one sentence for each previously funded project including the amount received, and the date of the grant award.

The cover letter should be addressed to the Supervisorial District office from which funding is requested. If a request is made to more than one office, you must submit separate applications to **each** office.

## ELIGIBILITY DETERMINATION (Application Form, Page 1)

**Only non-profit or government/public agencies (e.g., cities, school districts, fire protection districts) operating in San Diego County may apply.** A non-profit entity must attach a copy of the IRS letter showing its current Tax Exempt/Non-profit Status. Non-County government entities may apply to fund projects that benefit the community and enhance the region's quality of life. Non-profit entities must provide services in one or more of the following areas:

- Educational/recreational projects for children and/or adults;
- Local business and tourism promotional activities;
- Arts and cultural programs;
- Environmental awareness programs or projects, including maintaining and increasing open space holdings;
- Public safety programs including fire protection; or
- Health and social service initiatives and programs.

## ORGANIZATION INFORMATION (Application Form, Page 1)

Please provide the following information:

**Federal Tax Identification Number (TIN) (Also known as Employer Identification Number (EIN)):** Enter the federal tax identification number as it appears in the IRS letter showing the organization's Tax Exempt/Non-profit Status.

**Organization Name:** Enter the name as it appears on the IRS letter for the organization.

**Street Address:** Enter the address of the Organization's primary place of business.

**Mailing Address:** Enter the address to which all correspondence will be sent or select "same as above" if it is the same as the street address.

**Popular Name or "doing business as" (d.b.a.):** If funding is being requested for a program or sub-entity within the organization or if the organization is popularly known by a different name, enter that name on this line. For example: Organization Name: Arts and Theatre Association, d.b.a.: Our Town Playhouse.

**Supervisorial District:** Indicate the Supervisorial District in which your organization is physically located. Go to the County of San Diego's web site: [http://www2.sdcountry.ca.gov/rov/Eng/Edistrict\\_query.asp](http://www2.sdcountry.ca.gov/rov/Eng/Edistrict_query.asp) and enter the street address to determine the correct Supervisorial District.

**Due to redistricting, your County Board of Supervisors elected official may have changed. Follow the instructions at the link above to ensure that you are submitting your application to the correct Supervisorial District office.**

**Title of Grant Request:** Provide a brief title that describes the project for which funding is sought.

**Contact Persons:** Grant agreements with a non-profit organization must be signed by two individuals from the organization. Enter the name of the two individuals who will be responsible for overseeing the expenditure of the grant funds and who are authorized to sign the Neighborhood Reinvestment Program grant agreement on behalf of the organization. Non-County government/public agencies should provide two names, but only one of the individuals will be required to sign the grant agreement.

## PROPOSAL INFORMATION (Application Form, Pages 1 and 2)

**Project Location:** Identify the location of the project for which funds are requested.

Whenever possible, provide a street address for the project. For capital projects also identify the name of the person or entity that owns the project site, and the name of the person or entity who will be responsible for site/project maintenance once it is completed. **Attach** a copy of any agreements to maintain the site/project, as applicable, and any letters of commitment or agreements to proceed with the project from the site owner should grant funds be awarded, as applicable. Capital projects are defined as construction of new facilities (such as structures, playgrounds, ball fields, etc.) or repairs or improvements to existing facilities.

For events or other projects/programs that may not be site specific, provide a brief description of the area or community that will be served by the project/program for which funds are requested.

**Purpose of Grant:** Provide a brief description of the project for which funding is sought. If the request encompasses multiple needs, provide an itemized list of the components in priority order. A higher priority shall be given to requests for capital projects and/or one-time program expenses.

**Cost Estimate:** **Attach** verifiable cost estimates for the project.

**Questions 1 and 2:** Provide clear, concise information in response to questions 1 and 2. This information will be used to help evaluate each proposal. Additional pages may be attached if needed to answer these questions.

## SUMMARY OF FINANCIAL INFORMATION (Application Form, Page 3)

Please provide the requested financial information for the organization as a whole, not just for the project or activity for which funding is requested.

This portion of the form requests summary budget data for two different periods (see column headings). Data provided in the “prior year actuals” column should be actual amounts. The “current year” column should reflect current year budgeted amounts. If your fiscal year covers a different time period than the County’s (July 1 – June 30 fiscal year), you may use data from your own fiscal year periods. The financial data that is entered should reflect the organization’s current fiscal year and immediate past fiscal year.

Report revenues in the following four categories: County Community Enhancement Grant, County Neighborhood Reinvestment Grant (include also in this category any grants received under the former Community Projects Program), City funding (specify the city), and Other Revenues (e.g. State, donations, and other grants). Total revenues are then totaled on the form followed by an entry for total expenditures. The “Operating Surplus (Deficit)” is calculated as the difference between revenues and expenditures.

## RESOLUTION OF THE BOARD OF DIRECTORS (Application Form, Page 4)

Page 4 requires the signature, name and title of **all** individuals who are authorized to sign the grant agreement with the County of San Diego for Neighborhood Reinvestment Program funds for the 2016 – 2017 fiscal year. You **must** submit an **original** Resolution from the organization’s Board of Directors authorizing the submittal of this funding request with the application packet.

### IN SUMMARY

**The completed application packet must include the following:**

1. Cover letter.
2. The four-page application.
3. Any additional pages that may be needed in conjunction with project location information, cost estimates and to answer questions 1 and 2 on page 2.
4. A copy of the IRS letter showing current Tax Exempt/Non-profit Status (not required for government/public agencies).
5. A copy of pages 1-8 of the most recent IRS form 990 or pages 1-3 of 990EZ. For organizations with gross receipts of less than \$50,000, attach IRS form 990N e-postcard (not required for government/public agencies).

**SUBMIT BY E-MAIL (Preferred method):** E-mail the completed electronic application and attach other required items as described above to the appropriate Supervisorial District Office(s) (see contact information below).

**SUBMIT BY U.S. MAIL/IN PERSON:** Mail the completed application packet, or hand deliver the completed application packet to the location listed below.

ATTN: District (**Number**) Neighborhood Reinvestment Program  
County of San Diego  
1600 Pacific Highway, Room 335  
San Diego CA 92101-2470

Please note, if an application is submitted to more than one Supervisorial District office, a separate electronic or hard copy of the completed application packet must be sent to **each** of those offices.

- **Further questions:** Contact the Board of Supervisors offices at:
  - **District 1** – Supervisor Greg Cox – Khea Pollard – 619-531-5511 – [khea.pollard@sdcounty.ca.gov](mailto:khea.pollard@sdcounty.ca.gov)
  - **District 2** – Supervisor Dianne Jacob – Matthew Parr – 619-531-5522 – [matthew.parr@sdcounty.ca.gov](mailto:matthew.parr@sdcounty.ca.gov)
  - **District 3** – Supervisor Kristin Gaspar – 619-531-5533
  - **District 4** – Supervisor Ron Roberts – Nerea Urtasun– 619-531-5544 – [nerea.urtasun@sdcounty.ca.gov](mailto:nerea.urtasun@sdcounty.ca.gov)
  - **District 5** – Supervisor Bill Horn – Candyce Yee – 619-531-5555 – [candyce.yee@sdcounty.ca.gov](mailto:candyce.yee@sdcounty.ca.gov)