

INSTRUCTIONS FOR PREPARING COMMUNITY ENHANCEMENT PROGRAM APPLICATION

(Located at <http://www.sdcountry.ca.gov/auditor/commehnc.html>)

All data provided must be for the grant period: July 1, 2016 - June 30, 2017

All applications and supplemental materials must be received by the Clerk of the Board of Supervisors no later than 11:59 p.m., Tuesday, March 1, 2016.

The Community Enhancement Program funds grants for cultural activities, museums, visitor and convention bureaus, economic development councils, and other similar institutions that promote and generate tourism and/or economic development at the regional and community levels throughout San Diego County. Board of Supervisors Policy B-58: Funding of the Community Enhancement Program governs the distribution of these funds and can be viewed on the County's Website at <http://www.sdcountry.ca.gov/auditor/commehnc.html>.

Applications can be completed by mail or submitted electronically to the County. For details, see "SUBMISSION PROCESS" on page 3 of the instructions.

Note: Only one application per organization, as defined by the federal tax identification number (TIN) (also known as employer identification number (EIN)) may be submitted. You may request funding for more than one activity or sub-organization, but the requests should be combined as explained below.

ELIGIBILITY DETERMINATION (Page 1)

Only nonprofit or government/public agencies (e.g., cities, school districts and fire protection districts) operating in San Diego County may apply.

If the entity is a nonprofit organization with gross receipts of **more than \$50,000**, the following items are required:

- A copy of the IRS letter showing its current Tax Exempt/Nonprofit Status
- Pages 1 through 8 of its most recent IRS Form 990 **or** pages 1 through 3 of IRS form 990EZ.

If the entity is a nonprofit organization with gross receipts of **\$50,000 or less**, the following items are required:

- A copy of the IRS letter showing its current Tax Exempt/Nonprofit Status
- A copy of the most recent IRS Form 990-N e-postcard.

For additional information contact the IRS at 1-877-829-5500 or www.irs.gov and click on the Charities & Non-Profits tab.

ORGANIZATION INFORMATION (Page 1)

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/Nonprofit 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 the mailing address 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.

Total Amount Requested: If the application is completed on the computer, this amount will be calculated automatically from the entries made on pages 1 and 2 in the “amount requested” fields under each activity. If the application is completed manually, enter the total amount of funding requested. This amount is the sum of the “amount requested” entries for all of the activities listed on pages 1 and 2.

Supervisory District: Indicate the Supervisory District in which your organization is physically located. If you are uncertain, go to [ArcGIS - County of San Diego Supervisory Districts](#) on the County of San Diego's Web site and enter the street address to determine the correct Supervisory District and whether your organization is located within a city's boundaries or in the unincorporated area of the district.

PROPOSAL INFORMATION (Pages 1 and 2)

Activity(ies) to be Funded: Provide a title, a brief description, and the amount requested for each activity (maximum of five (5) activities allowed) for which you are seeking funding. It is very important to provide a clear description for each activity. The brief description should indicate how the funds would be spent if you were to be awarded a grant for that activity. **The grant funds may not be spent on any item that is not part of the activity description in this application.** For example, if the activity is described as “printing brochures,” you will not be able to spend the funds for mailing brochures, newspaper advertisements or any other marketing activities. Further, the amount of grant funds that may be spent for each activity will be limited to the lesser of the amount requested or the amount awarded for each activity. Because the grant may be for less than the total amount requested, you should be careful to list the proposed activities in order of importance, with activity number 1 being the highest priority. If the activity is an event, the event has to take place between **July 1, 2016, and June 30, 2017**. For each activity, indicate the district (1, 2, 3, 4 or 5) of the event, project, program or service to be provided. If you are requesting funding for fewer than five activities, leave any remaining activity sections blank.

ORGANIZATIONAL PERFORMANCE INDICATORS (Pages 2 and 3)

Provide clear, concise information in response to questions 1 through 3. The information will be used to help evaluate your proposal.

CONTACT INFORMATION (Page 3)

Contact Person & Title: The name of the contact person who is part of the organization and can answer questions that may arise during the application process.

Administrator of the Funds & Title: The name of the primary person who would be responsible for overseeing the expenditure of the funds and authorized to sign the Community Enhancement grant agreement. **This individual must be different from the Contact Person listed above.**

SUMMARY OF FINANCIAL INFORMATION (Page 4)

Please provide the requested financial information for the organization as a whole, not just for the project or activity for which funding is requested. Applicants must confirm that the organization seeking grant funds is financially solvent.

This portion of the form requests summary budget data for three different periods (see column headings). The first period is historical, so the data provided will be actual amounts. The second column is for current year budgeted amounts, while the third column will be your projected budget amounts for the upcoming fiscal year. If your fiscal year covers a different time period than the County's July 1 through June 30 fiscal year, you may use data from your own fiscal years. We need financial data for the immediate past year, the current year and the upcoming year.

Report revenues in the following four categories: County Community Enhancement Grants, County Neighborhood Reinvestment Grants (also include 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). If you are using the computer to enter the data, "Total Revenues" will be automatically calculated. If you are manually completing the form, the sum of the above revenues is to be entered on this line in each of the columns followed by an entry for total expenditures. All highlighted fields must be completed. If the revenue category is not applicable to your organization, please enter zero (0). Do not leave the highlighted fields blank or make other entries such as N/A. The "Operating surplus/<deficit>" is calculated as the difference between total revenues and total expenditures.

RESOLUTION OF THE BOARD OF DIRECTORS (Page 5)

Page 5 requires the signature, name, and title of all individuals who are authorized to sign the grant agreement with the County of San Diego for Community Enhancement 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.

SUBMISSION PROCESS

Electronic Application Submission (Preferred method):

Step 1: Once you have completed the application, click the **VALIDATE** button on page 6. If any of the required fields are blank or incorrect, you will receive a message and a link to the fields that need to be corrected. Once you have made any necessary corrections, click **VALIDATE** again. You will receive a message indicating that your application has been successfully submitted. Your completed application must be submitted via the internet **no later than 11:59 p.m., Tuesday, March 1, 2016**. It will be your responsibility to ensure that your complete application has been received by the deadline. Therefore, to ensure that there are no issues with your submission, it would be beneficial to you to electronically submit your application via the internet in advance of the deadline. To verify receipt of your application, you may call (619) 531-5434 Monday –Friday 8:00 a.m. to 5:00 p.m.

Step 2: Complete the submission process by mailing the following items to the Clerk of the Board of Supervisors and **postmarked no later than 11:59 p.m., Tuesday, March 1, 2016** at the address listed on page 4 via U.S. mail:

1. Page 5 of the application, which includes the "Resolution of the Board of Directors" authorizing the filing of this funding request – it must have the names and **original** signatures of the individuals authorized to sign a grant agreement with the County;
2. A copy of the IRS letter showing the organization's current Tax Exempt/Non-profit Status; and
3. For organizations with receipts of **more than \$50,000**, a copy of pages 1-8 of the organization's most recent IRS form 990 or pages 1-3 of 990EZ.
For organizations with receipts of **\$50,000 or less**, the organization's most recent IRS form 990-N e-postcard.

Note: Both Steps 1 & 2 above must be completed no later than Tuesday, March 1, 2016.

Application Submitted By U.S. Mail: Mail your completed application packet, **postmarked by 11:59 p.m., Tuesday, March 1, 2016**, to the Clerk of the Board of Supervisors at the address listed on page 4. Or, you may hand deliver your completed application packet to the Clerk of the Board by **5:00 p. m. on Tuesday, March 1, 2016**. **Please be aware that the Post Office may not postmark every piece of mail. It is your responsibility to make sure your packet is postmarked.** The packet should include the items listed below:

1. The **original** completed six page application,
2. A copy of the IRS letter showing the organization's current Tax Exempt/Non-profit Status, and

3. For organizations with receipts of **more than \$50,000**, a copy of pages 1-8 of the organization's most recent IRS form 990 **or** pages 1-3 of 990EZ. For organizations with receipts of **\$50,000 or less**, the organization's most recent IRS form 990-N e-postcard.

Please **do not** staple the application or supplemental documents. Please **do not** include additional documentation, lengthy descriptions, or binders/folders with the application packet. These items can be provided to the Board of Supervisors at the Public Hearings, which are scheduled to occur in June 2016. The County will mail a Notice of Community Enhancement Public Hearings to all applicants in May 2016.

**Clerk of the Board of Supervisors
Attn: Community Enhancement Program
1600 Pacific Highway, Room 402
San Diego, CA 92101-2471**

Additional Questions: Contact Clerk of the Board at (619) 531-5434

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