

2017 CECO Grant Application Instructions



Page left intentionally blank.

CECO's Mission

The San Diego County Employees' Charitable Organization (CECO) is an employee-managed, non-profit organization that has served as the charitable arm of the County of San Diego since 1956. The mission of CECO is as follows:

1. To stimulate among the employees and retirees of the County of San Diego an interest and concern towards the health, recreation, and human care needs of the local community.
2. To encourage generous support of organized community campaigns for established health, recreation, and human care service organizations.
3. To collect monies for distribution to established health, recreation, and human care service organizations.

CECO is managed by employees and retirees who volunteer their time and effort to keep the CECO tradition of ***lending a hand*** alive and well in the County of San Diego.

CECO's Funding Priorities

CECO has distributed at least \$6.7M to local non-profit agencies, providing funds to improve services and/or develop new programs for the diverse communities of San Diego County. In March 2016, CECO distributed \$165,266 amongst 69 local non-profit programs, with awards ranging from \$272 to \$ 8,615.

CECO typically funds tangible goods, such as equipment, furnishings, and other durable goods that directly benefit the population being served by the program. See table below for examples of eligible and non-eligible requests.

Examples of Eligible Requests	Non-Eligible Requests
<ul style="list-style-type: none">• Kitchen equipment (e.g. refrigerator, stove)• Furnishings (e.g. bed, sofa, dressers, dining set)• IT equipment• Musical instruments• Medical/dental equipment• Recreational equipment• Consumables (healthy food, medications, art supplies, and books)• Clothing	<ul style="list-style-type: none">• Staff positions, training expenses• Camperships• Gift cards, vouchers• Bus passes or similar public transportation expenses• Rent• Underwriting• Shipping• Labor

CECO aims to provide a level of assistance to many diverse groups and needs throughout San Diego County. Therefore no more than two grant applications will be considered per organization. Additionally, CECO requests that organizations limit their request to no more than \$10,000 per application.

Standard Grant Criteria

To be eligible to receive a CECO grant, an organization must meet all of the following requirements:

1. Be a non-profit organization or a bona fide educational institution. Proof of non-profit status is required by submission of Form 501(c)(3) or Form 509(a)(1).
2. Serve a lawful public purpose(s) **and** support health, recreation, and/or human care needs of San Diego County residents.
3. For a [2016 CECO Grant Recipient](#):
 - a. CECO must have received proof of purchase for grant item(s) specified in the Grant Award Letter no later than September 30, 2016. Organizations that submitted documentation after this date are ineligible to receive a CECO grant for the three calendar years following the year the grant was awarded. Organizations that fail to submit documentation altogether are ineligible to receive a CECO grant for the five calendar years following the year the grant was awarded.
 - b. CECO must have been refunded any unspent portion of the grant(s) not used to purchase item(s) specified in the Grant Award Letter no later than September 30, 2016. Organizations that fail to refund CECO unspent funds are ineligible to receive a CECO grant for the three calendar years following the year grant was awarded.
4. Attend annual Awards Breakfast to collect grant should organization receive a CECO grant.

Standard Grant Regulations

1. Grant Application Packet
 - a. Before putting together the grant application packet, review the **2017 CECO Grant Application Instructions** in its entirety to understand CECO's mission, funding priorities and grant criteria.
 - b. The grant application form must be completed in its entirety, filled out electronically (not hand written), printed and signed, and submitted via email along with supporting documents.
 - c. Only the following file types are acceptable for submission: **Adobe Acrobat (PDF)**, **Microsoft Word** and **Microsoft Excel**. Image files and zip files are unacceptable and therefore will not be considered part of the application packet.
 - d. Confirm all of the following items before submitting grant application packet:
 - All grant criteria and regulation is met.

- Grant application form is completed in its entirety and clearly describes how the request(s) will assist those in need.
- Proof of non-profit status is included – Form 501 (c)(3) or CA State Franchise Tax Board Form or Form 509(a)(1).
- Organization level Operating Budget is included – Must include revenue and expenses for the fiscal year in which CECO grant will be used.
- Program level Operating Budget is included – Must include the revenue and expense for the fiscal year in which CECO grant will be used.
- Formal quote or estimate is included. Quotes obtained from the internet (e.g., Office Depot, Costco, etc.) are acceptable; however, a URL/link to a website containing product information and price is not acceptable.
- Proof of CECO acknowledgement is included, if recipient of 2016 CECO grant – For example, newsletter, brochure, press release, website print out.

2. Submission Requirements

- a. The grant application packet must be submitted electronically via email to sdceco@sdcounty.ca.gov with the subject line “CECO 2017 Grant Application for [Name of Organization]”. The CECO mailbox will not accept an email greater than 10 Mb. If the application packet is greater than 10Mb, submit via multiple emails and indicate as such in the first email.
- b. The grant application packet must be received by CECO no later than 5:00PM on **Thursday, November 17, 2016**. Applications received after said date/time will be ineligible to receive a grant. There will be no exceptions made; therefore, CECO encourages timely submission to avoid potential issues that can occur with last minute submission.
- c. CECO will notify organization via email that application packet has been received within 5 business days of receipt. If you do not receive such notification, email sdceco@sdcounty.ca.gov to verify receipt of application. Please note that this notification confirms receipt only; packet contents are not verified for completeness.

Evaluation Overview

The Allocations Committee will evaluate each grant application that meets the **Standard Grant Criteria** and make a funding determination for CECO Board consideration. Organizations should not rely on CECO as a yearly funding source. Previous years funding does not guarantee future funding.

Should CECO have a question(s) regarding your application, a CECO representative will call or email the contact person listed on the grant application form. *If a response is not received within 2 business days, CECO reserves the right to disqualify organization from receiving a grant.*

2017 Grant Recipient Requirements

Organizations awarded a grant shall adhere to following:

1. Grant shall be used solely for the purpose of sustaining and/or enhancing local community enrichment programs, health, recreation, and human care needs of residents within San Diego County. All grants awarded pursuant to this program must serve lawful public purposes.
2. Grant shall not be used for any purposes prohibited by laws governing the use of public funds, including but not limited to, religious, political campaigning, or purely private purposes or activities.
3. Grant shall only be used to purchase item(s) specified in the Grant Award Letter. Purchase must be made between the date of the Awards Breakfast and no later than September 30, 2017. Any funds not used by September 30, 2017 will initiate a stop check request.
4. Grant recipients shall email proof of purchase to sdceco@sdcountry.ca.gov with subject line "CECO Grant Receipts for [Name of Organization]". The CECO mailbox will not accept emails greater than 10 Mb. If the file(s) is greater than 10Mb, submit via multiple emails and indicate as such in the first email.
5. Proof of purchase must be received by CECO via email no later than September 30, 2017. There will be no exceptions made; therefore, CECO encourages timely submission to avoid potential issues that can occur with last minute submission.
 - a. Organizations that submit proof of purchase after the deadline date will be ineligible to receive a CECO grant for the three calendar years following the year grant was awarded.
 - b. Organizations that fail to submit proof of purchase altogether will be ineligible to receive a CECO grant for the five calendar years following the year grant was awarded.
 - c. Organizations that purchase item(s) not authorized or specified in the Grant Award Letter will be ineligible to receive a CECO grant for the three calendar years following the year grant was awarded.
6. Grant recipients shall refund CECO any portion of the grant not used for the item(s) specified in the Grant Award Letter by September 30, 2017. Organizations that fail to refund CECO leftover funds are ineligible to receive a CECO grant for the three calendar years following the year grant was awarded.