



# COUNTY OF SAN DIEGO

## APPLICATION FOR COMMUNITY ENHANCEMENT FUNDING

**READ INSTRUCTIONS** BEFORE BEGINNING APPLICATION.  
ALL FIELDS MUST BE COMPLETED AS APPLICABLE.

**ELIGIBILITY:** Only non-profit or government/public agencies operating in San Diego County may apply.

**What is the legal status of your organization?**

- Non-Profit Corporation       Government/Public Agency

Federal Tax Identification Number (TIN or EIN): \_\_\_\_\_ Organization Name: \_\_\_\_\_

(Must match the California Attorney General Charitable Registration Verification, IRS form, and Secretary of State Business Name)

**ADDITIONAL CRITERIA (ATTORNEY GENERAL & SECRETARY OF STATE COMPLIANCE):**

Please attach proof of the organization's eligibility to apply in the following two ways: 1) Current or Exempt status with the California Attorney General's Charitable Organization Registry and 2) Active status with the California Secretary of State's Business Search. Screen shots or other evidence should be included as attachments with this application.

**ORGANIZATION:**

Street Address  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address     Same as Street Address  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Popular Name or d.b.a.: \_\_\_\_\_

**PROPOSAL:**

Note: The total amount requested **should not exceed** 50% of your organization's current Fiscal Year Budget (see Board Policy B-58, paragraph 6).

**Total Amount Requested:** \_\_\_\_\_ *This amount is automatically calculated based on the activity information given on the next page.*

**Supervisorial District** (based on street address of organization):  1  2  3  4  5 (Select only one)

[ArcGIS - County of San Diego Supervisorial Districts](#)

**Check below to indicate whether your organization is located within the unincorporated portion of the County or within a city.**

- Unincorporated Area of San Diego County     City

**Activity(ies) to be Funded** (In priority order):

Title of activity one: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the purpose for which you are seeking grant funding and what grant funds will pay for: (limit response to space below)

**District(s)** Where Activity will take place:  District 1  District 2  District 3  District 4  District 5

*If there are no further activities, leave this entire section blank.*

Title of activity two: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the purpose for which you are seeking grant funding and what grant funds will pay for: (limit response to space below)

**District(s)** Where Activity will take place:  District 1  District 2  District 3  District 4  District 5



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ORGANIZATION NAME: \_\_\_\_\_

If there are no further activities, leave this entire section blank.

Title of activity three: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the purpose for which you are seeking grant funding and what grant funds will pay for: (limit response to space below)

**District(s)** Where Activity will take place:  District 1  District 2  District 3  District 4  District 5

If there are no further activities, leave this entire section blank.

Title of activity four: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the purpose for which you are seeking grant funding and what grant funds will pay for: (limit response to space below)

**District(s)** Where Activity will take place:  District 1  District 2  District 3  District 4  District 5

If there are no further activities, leave this entire section blank.

Title of activity five: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Describe the purpose for which you are seeking grant funding and what grant funds will pay for: (limit response to space below)

**District(s)** Where Activity will take place:  District 1  District 2  District 3  District 4  District 5

### PERFORMANCE INDICATORS THAT WILL BE USED TO HELP EVALUATE YOUR PROPOSAL

**1. What, specifically, will your project provide to the people of San Diego County if funding is approved? Briefly describe how your organization measures or plans to measure the (positive) impact of activities/operations proposed in the community: (limit response to the space below)**



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ORGANIZATION NAME: \_\_\_\_\_

**2. What steps is your organization taking to increase funding from other sources? (limit response to the space below)**

**3. Briefly describe how effective your organization is in meeting its goals and how past grants have affected the community. How many people were served including both local residents and out of town visitors? (limit response to the space below)**

**CONTACT INFORMATION:**

**Contact Person** (Individual who is knowledgeable about the organization's activities and this application)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Grant Administrator** (Individual who would be responsible for overseeing the expenditure of the grant funds)

(This individual must be different from the Contact Person listed above)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_



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## COMMUNITY ENHANCEMENT GRANT APPLICATION SUMMARY OF FINANCIAL INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

**Financial Solvency:**

Please Type Initials \_\_\_\_\_

I hereby certify that this organization is currently financially solvent and not at risk for insolvency. I also understand that the County's contribution may not exceed fifty percent (50%) of this organization's current fiscal year operating budget

<u>FINANCIAL STATEMENT</u>	PRIOR YEAR ACTUALS	CURRENT YEAR BUDGET
Current Year Start Date: _____		
<b>COMMUNITY ENHANCEMENT GRANTS</b>		
<b>COUNTY NEIGHBORHOOD REINVESTMENT GRANTS</b>		
<b>OTHER REVENUES</b> (Please itemize below)		
<b>TOTAL REVENUES</b> (If more than \$50,000, attach IRS form 990 or 990EZ. If \$50,000 or less, attach IRS form 990-N e-postcard))		
<b>TOTAL EXPENDITURES</b> (enter as a negative number)		
<b>OPERATING SURPLUS (DEFICIT)</b>		

**RESOLUTION OF THE BOARD OF DIRECTORS**

OF \_\_\_\_\_  
(Organization name)

WHEREAS, the County of San Diego Community Enhancement Program provides funding for non-profit corporations for certain specified purposes; and

WHEREAS, the \_\_\_\_\_  
(Organization name)  
wants to file an application with County of San Diego for Community Enhancement Program funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of

\_\_\_\_\_  
(Organization name) :

1. Confirms that \_\_\_\_\_ is a non-profit California corporation or a public agency under the laws of the State of California;
2. Approves the filing of an application with the County of San Diego for Community Enhancement Program funding during the County's current fiscal year; and
3. Authorizes the people listed below to sign a grant agreement with the County of San Diego for Community Enhancement funds for the current fiscal year.

1. Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature:

2. Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature:

3. Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signature:

Adopted on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Board of Directors Representative

All individuals who have signed above must complete and submit a Levine Act Disclosure Form (page 6)

**LEVINE ACT DISCLOSURE FORM**

**GRANT APPLICANTS MUST COMPLETE, SIGN AND SUBMIT THIS FORM**

California Government Code Section 84308, commonly referred to as the “Levine Act,” precludes an officer of the County from participating in a decision regarding a permit, license, contract, or other entitlement for use if the officer received any campaign contributions totaling more than \$500 (aggregated) from a party to a decision, a participant with a financial interest, or their respective agents, in the twelve months prior to a decision. The officer may not receive, direct, or solicit such contributions while an application is pending and for twelve months after a decision from a party, a participant with a financial interest, or their respective agents. **The Levine Act requires parties to disclose contributions made by parties or their agents; this must be done on the record of the proceeding.**

**A party to a grant shall not make a contribution of more than \$500 to any officer during the proceedings and for 12 months following the final decision. A party’s agent shall not make any contribution during this same time period.** For additional information on the Levine Act, please visit the website of the Fair Political Practices Commission: <https://www.fppc.ca.gov/>

Grants issued by the County of San Diego are reviewed and approved by the Board of Supervisors. A list of the current Board of Supervisors is found at <https://www.sandiegocounty.gov/content/sdc/general/bos/>. Applicants should access this link to review the names prior to disclosing the information below.

**Please disclose the following information:**

**Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County of San Diego public official who is running for office in the 12 months preceding this application? Please aggregate any contributions made over the previous 12 months to determine if the \$500 threshold has been met.**

YES       NO

If yes, please identify the following:

Name of each public official to whom a contribution was made: \_\_\_\_\_

Name of contributor: \_\_\_\_\_

Date of contribution: \_\_\_\_\_

Amount of contribution: \_\_\_\_\_

Contributor’s Address: \_\_\_\_\_

Contributor’s Phone number and email: \_\_\_\_\_

Answering yes to the above may preclude the identified official from participating in the decision for your grant application. While your application is in process and pending and during the twelve months following the decision, you are required to update this form for any new campaign contributions made to any County of San Diego public official within thirty (30) days of making the contribution. This obligation pertains only to County of San Diego public officials who have jurisdiction over your grant. Please contact the County personnel processing your grant application if you have any questions.

If the applicant is a corporation, a limited liability corporation, partnership, or other form of business entity, please identify any shareholder or owner that has more than a 50% ownership interest, if any: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME AND TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
COMPANY ADDRESS

## COMMUNITY ENHANCEMENT PROGRAM GRANT APPLICATION CHECKLIST

### APPLICATION CHECKLIST

*The complete application package must include the following:*

- 1. The completed application
- 2. 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
- 3. A copy of the IRS letter showing current Tax Exempt/Non-profit Status (not required for government/public agencies).
- 4. 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).
- 5. Screen shots from the California Attorney General Charitable Registration Verification Tool and the Secretary of State Business Search websites showing the non-profit organizations are **CURRENT** or **EXEMPT** and **ACTIVE** or other evidence of compliance with Attorney General and Secretary of State registration requirements (not required for government/public agencies).
- 6. Copies of pertinent parts of articles of incorporation, articles of association or other governing documents identifying persons authorized to sign a Neighborhood Reinvestment Program grant agreement (not required for government/public agencies).
- 7. Signed resolution form.
- 8. A complete and signed Levine Act disclosure form for all individuals on the signed resolution form.

**APPLICATIONS MISSING ANY OF THE ITEMS ABOVE WILL NOT BE CONSIDERED FOR AN AWARD**