

# COMMUNITY ENHANCEMENT APPLICATION INSTRUCTIONS

## Instructions for Preparation

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

### **NEW THIS YEAR & KEY POINTS TO REMEMBER: CE POLICY CHANGES**

Effective immediately, organizations may now apply to the Community Enhancement (CE) Program at any time during the year. Contact County Supervisorial District Representatives (see below) for funding requests; electronic applications are preferred; application packets can be emailed or mailed to one or more of the five County Supervisorial Districts for review and consideration.

A completed application packet includes the following: 1) application, 2) IRS letter showing tax exempt/non-profit status, 3) IRS form 990, 4) 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 with Attorney General and Secretary of State registration requirements, and 5) copies of pertinent parts of articles of incorporation, articles of association or other governing documents identifying persons authorized to sign a CE Program grant agreement.

#### Supervisorial District Contact Information:

District 1 (Supervisor Greg Cox): (619) 531-5511; [District1Grants@sdcounty.ca.gov](mailto:District1Grants@sdcounty.ca.gov)  
District 2 (Supervisor Dianne Jacob): (619) 531-5522; [District2Grants@sdcounty.ca.gov](mailto:District2Grants@sdcounty.ca.gov)  
District 3 (Supervisor Kristin Gaspar): (619) 531-5533; [District3Grants@sdcounty.ca.gov](mailto:District3Grants@sdcounty.ca.gov)  
District 4 (Supervisor Nathan Fletcher): (619) 531-5544; [District4Grants@sdcounty.ca.gov](mailto:District4Grants@sdcounty.ca.gov)  
District 5 (Supervisor Jim Desmond): (619) 531-5555; [District5Grants@sdcounty.ca.gov](mailto:District5Grants@sdcounty.ca.gov)

Similar to last year and like briefly mentioned in point four above, nonprofit organizations need to ensure they are registered as a charity in good standing with the California Attorney General AND that they can conduct business in the State of California as defined by the California Secretary of State. Specific details for these eligibility criteria are outlined and highlighted below in the Additional Eligibility Criteria sub-section.

Finally, the following are key points to remember when filling out a CE application:

- **ELIGIBILITY:** only nonprofit or government/public agencies operating in San Diego County may apply; and only one application per tax identification number.
- **PROPOSAL:** CE grant funds may NOT be spent on any item not part of the activity description in the application; please fill out the application accordingly.
- **RESOLUTION OF THE BOARD:** an original resolution authorizing the submittal of this funding request from the organization's board of directors must be submitted with the application packet.
- **SUBMISSION:** applications can be submitted electronically, by mail, or in-person to the County Supervisor(s) of the organization's choosing. Since the CE Program now has a rolling deadline and to obtain further information about district-specific questions, please contact the individual Supervisorial District Representative as noted above.

If an organization plans to submit applications to multiple Supervisorial District offices, the organization is also required to notify each office in writing regarding the multiple requests even if the requests are for different activities.

#### **ABOUT THE COMMUNITY ENHANCEMENT GRANT PROGRAM:**

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.sdcounty.ca.gov/auditor/commehnc.html>.

#### **ELIGIBILITY DETERMINATION (Page 1)**

##### Who can apply?

**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](http://www.irs.gov) and click on the Charities & Non-Profits tab.

#### **Additional Eligibility Criteria**

Prior to completing an application, non-profit organizations will need to ensure they are eligible to apply. Eligible applicants must be identified on the Charitable Organization Registry maintained by the California Attorney General (AG) as **CURRENT**, **EXEMPT**, or provide evidence that they are not required to register or are in process of being registered. In addition, eligible applicants must have a status of **ACTIVE** with the California Secretary of State or otherwise show that they are authorized to conduct business in the State.

#### **To prove eligibility, non-profit entities must do the following:**

- **California Attorney General:** In accordance with the Supervision of Trustees and Fundraisers for Charitable Purposes Act, Government Code § 12580 et seq., most non-profit organizations are required to register with the California Attorney General before soliciting funds. Information regarding the registration process, including the status of already registered charities, is available on the California Attorney General's website at <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>. Please provide a copy of the screen shot from the Registry Verification Search Tool on the California Attorney General's website showing a **CURRENT** or **EXEMPT** status or other evidence of compliance with the State's charitable registration requirements managed by the Attorney General. Acceptable evidence includes the following documents (see [Appendix](#) for example):
  - Printed screenshot of Registry Verification showing CURRENT or EXEMPT status
  - Printed screenshot of paid Initial or Annual Registration
- **California Secretary of State:** In order to receive CE Grant Program funds from the County, non-profit organizations are required to enter into a grant agreement with the County. To enter into a contract and conduct other business activities in the State, an organization must generally be identified as ACTIVE by the California Secretary of State. Information about how to register your organization with the Secretary of State and the status of registered organizations is available on the Secretary of State's website at <https://businesssearch.sos.ca.gov/>. Please provide a copy of the screen shot from the Business Search on the California Secretary of State's website showing an **ACTIVE** status or other evidence of authority to conduct business in the State. Acceptable evidence includes the following documents (see [Appendix](#) for example):
  - Printed screen shot of California Secretary of State Business Search
  - Printed screen shot of payment/transaction at sos.ca.gov domain to establish or renew ACTIVE status

## **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 awarded, all activities must take place within the established 12-month grant period. 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 two 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. 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; please enter your organization’s fiscal year start date in the box provided. We need financial data for the immediate past year and the current year.

Report revenues in the following three categories: County Community Enhancement Grants, County Neighborhood Reinvestment Grants, 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 fiscal year in which you apply. 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**

**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, each office must be notified in writing regarding the multiple requests even if the requests are for different activities.

**Further questions**: Contact the Board of Supervisors offices at:

- District 1 (Supervisor Greg Cox): (619) 531-5511; [District1Grants@sdcounty.ca.gov](mailto:District1Grants@sdcounty.ca.gov)
- District 2 (Supervisor Dianne Jacob): (619) 531-5522; [District2Grants@sdcounty.ca.gov](mailto:District2Grants@sdcounty.ca.gov)
- District 3 (Supervisor Kristin Gaspar): (619) 531-5533; [District3Grants@sdcounty.ca.gov](mailto:District3Grants@sdcounty.ca.gov)
- District 4 (Supervisor Nathan Fletcher): (619) 531-5544; [District4Grants@sdcounty.ca.gov](mailto:District4Grants@sdcounty.ca.gov)
- District 5 (Supervisor Jim Desmond): (619) 531-5555; [District5Grants@sdcounty.ca.gov](mailto:District5Grants@sdcounty.ca.gov)

## **IN SUMMARY**

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

1. Application.
2. A copy of the IRS letter showing current Tax Exempt/Non-profit Status (not required for government/public agencies).
3. 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).
4. 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).
5. Copies of pertinent parts of articles of incorporation, articles of association or other governing documents identifying persons authorized to sign a Community Enhancement Program grant agreement (not required for government/public agencies).

## Appendix

### Samples of Attorney General Proof of Eligibility: Current Status

State of California Department of Justice		 Office of the Attorney General				
Home	About the AG	In the News	Careers	Services & Information	Programs A - Z	Contact Us
<b>Registrant Details</b>						
Entity Type is either the Corporate Class as registered with the Secretary of State or based on founding and registration documents submitted to the Registry.						
Organization Name:	SAN DIEGO BLOOD BANK	IRS FEIN:	951696732			
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	0248124			
RCT Registration Number:	006228	Registration Type:	Charity Registration			
Program Type:	Charity	Renewal Due Date:	11/15/2018			
Issue Date:	6/30/2006	Date This Status:				
Registry Status:	Current					
Date of Last Renewal:	7/10/2018					
<b>Mailing Address</b>						
Street:	3636 GATEWAY CENTER AVENUE, #100					
Street Line 2:						
City, State Zip:	SAN DIEGO CA 92102					
<b>Annual Renewal Data Reported to the Registry</b>						
Status of Filing:	Accepted					
Accounting Period Begin Date:						
Accounting Period End Date:	6/30/2002					
Total Assets:	\$11,465,075.00					
Total Revenue:	\$26,052,525.00					
Filing Received Date:	10/7/2002					
Complete IRS Form 990 Received (Y/N):	N					
Online Submission (Y/N):	N					
Status of Filing:	Accepted					
Accounting Period Begin Date:						
Accounting Period End Date:	6/30/2003					
Total Assets:	\$11,042,696.00					
Total Revenue:	\$26,944,257.00					
Filing Received Date:	10/24/2003					
Complete IRS Form 990 Received (Y/N):	Y					
Online Submission (Y/N):	N					
Status of Filing:	Accepted					
Accounting Period Begin Date:						
Accounting Period End Date:	6/30/2004					
Total Assets:	\$11,316,087.00					
Total Revenue:	\$30,129,712.00					
Filing Received Date:	10/26/2004					
Complete IRS Form 990 Received (Y/N):	Y					
Online Submission (Y/N):	N					
Status of Filing:	Accepted					
Accounting Period Begin Date:						
Accounting Period End Date:	6/30/2005					
Total Assets:	\$11,380,855.00					
Total Revenue:	\$31,212,577.00					

**Exempt Status**

State of California Department of Justice				Office of the Attorney General	
<a href="#">Home</a> <a href="#">About the AG</a> <a href="#">In the News</a> <a href="#">Careers</a> <a href="#">Services &amp; Information</a> <a href="#">Programs A - Z</a> <a href="#">Contact Us</a>					
<b>Registrant Details</b>					
Entity Type is either the Corporate Class as registered with the Secretary of State or based on founding and registration documents submitted to the Registry.					
Organization Name:	GROSSMONT COLLEGE	IRS FEIN:	956006652		
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:			
RCT Registration Number:	CT0137190	Registration Type:	Charity Registration		
Program Type:	Charity	Renewal Due Date:			
Issue Date:	3/5/2008	Date This Status:	3/5/2008		
Registry Status:	Exempt				
Date of Last Renewal:					
<b>Mailing Address</b>					
Street:	8800 GROSSMONT COLLEGE DR				
Street Line 2:					
City, State Zip:	EL CAJON CA 92020				
<b>Annual Renewal Data Reported to the Registry</b>					
<b>Related Documents</b>					
No Related Documents					
<b>Prerequisite Information</b>					
Prereq Type:	Prerequisite	Relationship:	Charity		
Registrant:	GRANT WRITING SPECIALISTS				
Registration No:	<a href="#">E0001664</a>	Registration Type:	Fundraising Event	Registration Status:	Complete
Date Established:	3/6/2008	Association Date:	1/8/2008	Expiration Date:	2/8/2008

**Sample of Secretary of State Proof of Eligibility:  
Active Status**

Business Entities (BE)

 Business Search - Entity Detail

- Online Services
- [File LLC Statement of Information](#)
- [File Corporation Statement of Information](#)
- [Business Search](#)
- [Current Processing Dates](#)
- [Disclosure Search](#)
- Service Options
- [Name Availability](#)
- [Forms, Samples & Fees](#)
- [Statements of Information \(annual/biennial reports\)](#)
- [Filing Tips](#)
- [Information Requests \(certificates, copies & status reports\)](#)
- [Service of Process](#)
- [FAQs](#)
- [Contact Information](#)
- Resources
- [Business Resources](#)

The California Business Search is updated daily and reflects work processed through Wednesday, December 5, 2018. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

C0248124 **SAN DIEGO BLOOD BANK**

**Registration Date:** 09/11/1950  
**Jurisdiction:** CALIFORNIA  
**Entity Type:** DOMESTIC NONPROFIT  
**Status:** **ACTIVE**  
**Agent for Service of Process:** DAVID WELLIS  
 3636 GATEWAY CENTER AVE, STE 100  
 SAN DIEGO CA 92102  
**Entity Address:** 3636 GATEWAY CENTER AVE, STE 100  
 SAN DIEGO CA 92102  
**Entity Mailing Address:** 3636 GATEWAY CENTER AVE, STE 100  
 SAN DIEGO CA 92102

A Statement of Information is due EVERY EVEN-NUMBERED year beginning five months before and through the end of September.

Document Type	File Date	PDF
SI-COMPLETE	07/20/2018	
SI-COMPLETE	06/26/2017	
MERGER	06/30/2007	
AMENDMENT	11/09/1995	