

# INSTRUCTIONS FOR PREPARING COMMUNITY ENHANCEMENT PROGRAM APPLICATION

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

**All data provided must be for the grant period: July 1, 2010 - June 30, 2011**

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 Web site at <http://www.sdcounty.ca.gov/auditor/commehnc.html>.

**Applications can be completed using your computer and e-mailed 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, you must attach a copy of the IRS letter showing its current Tax Exempt/Nonprofit Status **and**, if gross receipts are \$25,000 or more, **either** pages 1 through 8 of its most recent IRS Form 990 **or** pages 1 through 3 of IRS form 990EZ.

## 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 page 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 page 2.

**Supervisorial District:** Indicate the Supervisorial District in which your organization is physically located. If you are uncertain, go to [http://www2.sdcounty.ca.gov/rov/Eng/Edistrict\\_query.asp](http://www2.sdcounty.ca.gov/rov/Eng/Edistrict_query.asp) on the County of San Diego's Web site and enter the street address to determine the correct Supervisorial District and whether your organization is located within a city's boundaries or in the unincorporated area of the district.

## PROPOSAL INFORMATION (Page 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, 2010, and June 30, 2011. For each activity, indicate the geographic location 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 3 and 4)

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

## CONTACT INFORMATION (Page 4)

**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.

## SUMMARY OF FINANCIAL INFORMATION (Page 5)

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 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 6)

You **must** submit a resolution from the organization's Board of Directors authorizing the submittal of this funding request. If the Board of Directors does not meet until after March 1, 2010, please submit a blank copy of the resolution with your application and mail in the completed resolution after adoption.

## FISCAL AND SIGNATURE AUTHORITY (Page 6)

Page 6 also 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 2010-2011 Fiscal Year.

## SUBMISSION PROCESS

**By E-mail (Preferred method):** E-mail the application you completed on your computer as an attachment to [CEapps@sdcounty.ca.gov](mailto:CEapps@sdcounty.ca.gov) no later than midnight, **Monday, March 1, 2010**. The subject line of the e-mail should read "**2010 Community Enhancement Application**." It will be your responsibility to ensure that your 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 e-mail your application in advance of the deadline. To verify receipt of your e-mailed application, you may call (619) 531-5434. Complete the submission process by mailing the following items to the Clerk of the Board of Supervisors at the address listed below via U.S. mail:

1. Page 6 of the application, which includes the "Resolution of the Board of Directors" authorizing the filing of this funding request and the names and 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. A copy of pages 1-8 of the organization's most recent IRS form 990 or pages 1-3 of 990EZ (not required for organizations with gross receipts of less than \$25,000).

**By U.S. Mail:** Mail your completed application packet, **postmarked no later than midnight Monday, March 1, 2010**, to the Clerk of the Board of Supervisors at the address shown below. Or, you may hand deliver your application to the Clerk of the Board by **5:00 p. m. on Monday, March 1, 2010**. **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 original plus two copies of the items listed below:**

1. The completed six page application,
2. A copy of the IRS letter showing the organization's current Tax Exempt/Non-profit Status, and
3. A copy of pages 1-8 of the organization's most recent IRS form 990 or pages 1-3 of 990EZ (not required for organizations with gross receipts of less than \$25,000).

Please **do not** include additional documentation, lengthy descriptions, or binders/folders with the application. These items can be provided to the Board of Supervisors at the Public Hearings, which are scheduled to occur in June 2010. The County will mail a Notice of Community Enhancement Public Hearings to all applicants in May 2010.

**Thomas Pastuszka**  
**Clerk of the Board of Supervisors**  
**1600 Pacific Highway, Room 402**  
**San Diego, CA 92101-2471**

**Further Questions:** Contact Kevin Pasali of the Auditor and Controller's Office of Financial Planning at (619) 531-4887.