

# 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, 2009 - June 30, 2010**

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

**NEW THIS YEAR: Applications now can be completed using your computer and emailed to the County. For details, see "SUBMISSION PROCESS" on the next page.**

**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 request should be combined as explained below.

## ELIGIBILITY DETERMINATION (Page 1)

**Only non-profit or government entities operating in San Diego County may apply.** Non-profit entities must attach a copy of the IRS letter showing its current Tax Exempt/Non-profit Status **and**, for organizations with gross receipts of \$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 (Pages 1 and 4)

**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/Non-profit Status.

**Organization Name:** Enter the name as it appears on the IRS letter for the organization.

**Street Address:** Enter the Organization's primary place of business address.

**Mailing Address** is the address to which all correspondence will be sent, or  "same as above" if it 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, write that name on this line. For example: Organization Name: Arts and Theatre Association, d.b.a.: Our Town Playhouse.

**Total Amount Requested:** Enter the amount of funding requested. If you are requesting funding for more than one activity, enter the total amount for **all** activities combined. If the application is completed on the computer, this amount will be calculated automatically from the "amount requested" fields under each activity.

**Supervisory District:** Choose the Supervisory District in which your organization is physically located. Go to the County of San Diego's web site: [http://www2.sdcounty.ca.gov/rov/Eng/Edistrict\\_query.asp](http://www2.sdcounty.ca.gov/rov/Eng/Edistrict_query.asp) 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.

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

**Administrator of the funds & Title:** The name of the primary person who is responsible for overseeing the expenditure of the funds and authorized to sign the Community Enhancement grant agreement. (See Page 4)

## PROPOSAL INFORMATION (Pages 2, 3 and 4)

**Activity(ies) to be funded:** Provide a title, a brief description, and amount requested for each of the activities (maximum of five (5) activities allowed) for which you are seeking funding. Because the grant may be for less than the total amount requested, you should be careful to list your proposed activities in order of importance, with activity number 1 having the highest priority. For each activity, indicate the geographic location of the event, project, program or service to be provided.

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

## SUMMARY OF FINANCIAL INFORMATION (Page 5)

Please provide the requested financial information for the organization as a whole, not just for the 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 – 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 three categories: County Community Enhancement Grant, City funding, and Other Revenues (e.g. State, donations, County Community Projects grants, and other grants). Total revenues are then entered on the form followed by total expenditures. Operating surplus/<deficit> is calculated as the difference between revenues and expenditures.

## RESOLUTION OF THE BOARD OF DIRECTORS (Page 6)

You **must** submit a resolution from the Board of Directors authorizing the filing of this funding request. If your Board of Directors does not meet until after March 2, 2009, 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 2009-2010 Fiscal Year.

## SUBMISSION PROCESS

**BY EMAIL (Preferred method):** Email the application you completed on your computer as an attachment to [LSDOCS@sdcounty.ca.gov](mailto:LSDOCS@sdcounty.ca.gov) no later than midnight, **Monday, March 2, 2009**. The subject line of the email should read **"2009 Community Enhancement Application."** Complete the submission process by mailing the following items to the name and address listed below:

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 its current Tax Exempt/Non-profit Status, and
3. A copy of pages 1-8 of the 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 including the original application plus two copies of the following items postmarked no later than midnight Monday, March 2, 2009 or you may hand deliver your application to the location listed below by 5:00 p. m. on Monday, March 2, 2009. Please be aware, 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:

1. The completed six page application,
2. A copy of the IRS letter showing its current Tax Exempt/Non-profit Status, and
3. A copy of pages 1-8 of the 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 at the Public Hearings, which are scheduled to occur in June of 2009.

**Thomas Pastuszka**  
**Clerk of the Board of Supervisors**  
**1600 Pacific Highway, Room 402**  
**San Diego, CA 92101-2437**

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