



# Notice of Funding Availability

## Other Agency Grant

### FY 2024-25

#### Grant Purpose

The purpose of this program is to consider providing grant funds to non-profit organizations and public agencies in financial support of on-going projects and services. These grants are funded out of the County's Contributions to Outside Agencies' budget. The application is for programs/projects that are **not** health and human services related.

#### Timeline

Funding for this category will be considered during the County's annual budget hearings in June 2024. A total of \$134,596 was distributed to community based non-profit organizations and public agencies in FY 2023-24. The total amount of funds available for the FY 2024-25 Other Agency Grant Program has not been determined as of the release date of the Request for Application (RFA).

The deadline for submittal of applications is **April 17, 2024**. Completed **electronic** applications will be accepted until **11:59 p.m. on that day**. The applicants will be evaluated shortly after receipt.

#### NOTE:

- Grant applications should be one complete PDF document.

#### Application Naming Convention:

your organization Other Agency grant 24-25, e.g., Coastal San Luis RCD Other Agency grant 24-25

- No paper copies of the grant application will be accepted.
- Incomplete electronic submittals will not be accepted.

Please note:

- If you are planning on using a fiscal sponsor, the application should be created/submitted by your fiscal sponsor.
- If the programs/projects you are applying for are health and human services related please refer to our other grant opportunity - [The Community Based Organization/Preventive Health Grant \(CBO/PHG\)](#).

#### Review and Selection Criteria

Applications will be reviewed and ranked according to how well it addresses the following:

- Local Need;
- Identified funding sources showing the ability to leverage the other funds;
- Organizational ability to leverage the grant funds (if applicable);
- Requirement to obtain a funding public match (if applicable);
- Projected program/project goals, results, and outputs/outcomes;



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- Projected program results, outputs/outcomes from prior year's grant (if applicable);
- Program cost compared with number of people served;
- Geographic distribution of services;
- Percentage of requested funding being used for direct services;
- Program/project sustainability with funds granted;
- Collaboration with other community-based agencies and County departments (if applicable).

#### General Application Information

Programs/projects must be carried out in San Luis Obispo County and serve only San Luis Obispo County residents. Applicants must offer their services to all residents of San Luis Obispo County, regardless of political or religious opinions or affiliations, age, sex, race, color, national origin, marital status, disability, sexual orientation.

All costs associated with the preparation and submission of this application will be borne by the applicant. All applications become the property of the County of San Luis Obispo and will become public information after the submission deadline.

#### Information Submission

The application should be submitted, **as one electronic PDF (see Exhibit 2)**, in the following order:

#### **PROPOSALS SHOULD CONTAIN THE FOLLOWING:**

##### **COVER SHEET**

Application must have a **COVER SHEET** which clearly identifies:

1. Project Title
2. Organization/Agency Name
3. Executive Director and/or Program Contact Person
4. Address
5. Phone number
6. E-mail address
7. Amount of funds being requested
8. If applicable, funds received in the prior year (or most recent fiscal year when funds were received)
9. A brief (50 words or less) description of proposed project

#### **PROGRAM/PROJECT INFORMATION:**

The application must contain the following information:



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1. Briefly describe your organization and its mission.
2. Summarize your program/project by providing a brief description.
3. Describe:
  - a. How this program or service is beneficial to County residents?
  - b. How was the local need for this project/program determined?
  - c. How does your organization collaborate with County departments or community organizations in providing the identified program or service?
  - d. Your organization's ability to build and maintain a high level of collaboration with other community organizations or resources providing the same type of program or service.
  - e. How will your organization use and leverage the grant funds?
4. What type of experience and knowledge does your organization's staff have that would demonstrate knowledge and understanding of the program or services.
5. Describe your organization's capacity to successfully carry out the proposed program or service (i.e., past performance and history of the organization will be considered in order to assess the organization's prospects for achieving its goals and objectives).

### **SCOPE OF WORK OR WORK PLAN**

The following information should be provided in the format shown below.

#### **FY 2024-25 Scope of Work or Work Plan:**

Organization scope of work should answer these questions:

- What is the program/project goals?
- How will those goals be achieved including time frame?
- What is your evaluation mythology for measuring results?

#### **FY 2023-24 Program Results:**

If the applicant has received County funding in prior years, please describe the achievements of the FY 2023-24 to date.



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## EXHIBIT A SCOPE OF WORK/WORK PLAN FORMAT

### **Requested Grant Funds in Fiscal Year 2024-25**

Program/Project Summary: \_\_\_\_\_

Goal/Objective (refer to 1.A above)	Major Tasks (in order to achieve goal) (refer to 1.B above)	Timeline	Evaluation methodology (refer to 1.C above)
Program/Project OUTPUTS			
Program/Project OUTCOMES			

### **Grant Funds Received in Fiscal Year 2023-24** (if applicable)

Program/Project Summary: \_\_\_\_\_

Goal/Objective (refer to 1.A above)	Major Tasks (in order to achieve goal) (refer to 1.B above)	Timeline	Evaluation Mythology (refer to 1.C above)
Program/Project OUTPUTS			
Program/Project OUTCOMES			



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## SCOPE OF WORK/WORK PLAN EXAMPLE

### RESULTS:

A meaningful, measurable result will demonstrate the difference the proposed project makes, or is intended to make, in the lives of the people receiving the service.

**OUTPUTS:** are measurements that show the amount of work performed or services received - e.g., number of patients treated, number of meals served, number of childcare slots created, etc.

Output Measures: 500 people will participate in health screening clinics and receive referrals for follow-up when indicated.

75 people will be enrolled in the Healthy Families MediCal program to improve utilization of health services.

XX number of meals will be served to seniors during the year.

**OUTCOMES:** are measurements that show the quality of performance and answer the question: who is better off by doing this project? Here are some examples:

Outcome Measures: At least XX% of smokers who participate in services will successfully quit using tobacco.

XX% of clients that receive substance abuse treatment services and are drug and alcohol free one year later.

XX% of program participants in the prevention program will demonstrate their commitment to an alcohol and drug-free lifestyle.



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## PROGRAM/PROJECT BUDGET

- A. Provide a program/project budget that includes the following information (format attached):
  1. A description of all sources of funding for the proposed program/project, including funding not yet secured or funding from County sources (if applicable).
  2. Identifies the part of the proposed program/project the requested funds will be used for.
- B. A one (1) page budget narrative that:
  1. Describes individual line items pertaining to “in-kind” funding or funding sources not yet secured.
  2. If the requested funds are to be used for a public match that is required by another funding source, identify:
    - a. the other funding source
    - b. amount of match required
    - c. type of match (e.g., 1:1, mandatory public funds only, combination of public/private funds, in-kind)
- C. If your organization is submitting one application for multi-programs/projects, please submit a separate budget for each program/project request.
- D. A current year operating statement for your organization.



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## PROGRAM BUDGET REQUEST FORM

	Project Expense	Grant Budget Requested	Other Funding Available* Amount & source
<b>I. PERSONNEL EXPENSES</b> (associated with the proposed project)			
<b>Subtotal - Personnel Expenses</b>			
<b>II. OPERATING EXPENSES</b> (associated with the proposed project)			
<b>Subtotal - Operating Expenses</b>			
<b>III. INDIRECT @_____ OF PERSONNEL</b>			
<b>Total Grant Project Expenses</b>			

\*List in this column all agency funds available to support the project. Indicate with a "@" next to the amount that are in-kind and a "NS" for those not yet secured.



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## GENERAL SUBMISSION INFORMATION

1. All applications should be clear, concise, and complete. No additional information will be accepted past the **April 17, 2024**, deadline unless specifically requested by the County.
2. All applications should be **one complete PDF electronic submittal**, including the information requested in #3 below. There should not be any separate attachments as part of the grant submittal. **Postmarks and hand delivered applications will not be accepted.**

### **Application Naming Convention:**

your organization Other Agency grant 24-25, e.g., Coastal San Luis RCD Other Agency grant 24-25

3. All applications should also include the following:
  - a) Organizational operating budget.
  - b) Key program personnel (include a short description of their background.)
  - c) Board of Directors of your organization and relevant advisory boards (please include member affiliations.)
  - d) Adopted organization policy or statement on inclusion, diversity, or affirmative action.
  - e) Tax-exempt status documentation, e.g., IRS determination letter.
  - f) A copy (each) of the current status of non-profit organization from Secretary of State and Attorney General Office. These documents can be accessed at the specific agency's web site at [Secretary of State](#) and [Attorney General's Office](#).

See **Exhibit 1** for examples of these status reports. Please do not send your organization's Statement of Information.

Grant applications from organizations that do not include this documentation or whose non-profit status is "**inactive**" or "**delinquent**" will not be accepted. This requirement does not apply to grant applications from public agency such as a school district, County agency or department.

4. Please DO NOT include electronic attachments such as letters of references, brochures, or flyers. If necessary, this information will be requested later.
5. All costs associated with the preparation and submission of this application will be borne by the applicant.



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6. All applications become the property of the County of San Luis Obispo and will become public information after the submission deadline.
7. Applications should be **submitted electronically (PDF) only** format to the following address:  
[AD\\_Admin\\_Grants@co.slo.ca.us](mailto:AD_Admin_Grants@co.slo.ca.us)

**Any questions regarding the RFA or process should be directed to Olena Nagorna of the County Administrative Office at (805) 781-5496.**



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## EXHIBIT #1

### SECRETARY OF STATE EXAMPLE

Please include your organization's information in your electronic submittal.

Search Screen:

**Alex Padilla**  
California Secretary of State

Business Entities (BE) | Business Search

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, including **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies. Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (\*) are required.

Search Type \*  Corporation Name  LP/LLC Name  Entity Number

Search Criteria \*  Search Filter

Provide a copy of either page:

Show  entities per page

Narrow search results:

Entity Number	Registration Date	Status	Entity Name	Jurisdiction	Agent for Service of Process
C0198740	07/17/1945	ACTIVE	<a href="#">CAMBRIA CHAMBER OF COMMERCE</a>	CALIFORNIA	MEL MCCOLLOCH

or



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## C0198740 CAMBRIA CHAMBER OF COMMERCE

**Registration Date:** 07/17/1945  
**Jurisdiction:** CALIFORNIA  
**Entity Type:** DOMESTIC NONPROFIT  
**Status:** ACTIVE  
**Agent for Service of Process:** MEL MCCOLLOCH  
2760 MARLBOROUGH  
CAMBRIA CA 93428  
**Entity Address:** 767 MAIN ST.  
CAMBRIA CA 93428  
**Entity Mailing Address:** 767 MAIN ST.  
CAMBRIA CA 93428

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

Document Type	⇕ File Date	⇓ PDF
SI-COMPLETE	05/24/2017	
SI-COMPLETE	06/29/2016	
REGISTRATION	07/17/1945	Image unavailable. Please request paper copy.



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## Department of Justice/Office of Attorney General example:

Search Screen:

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](#)

[Search the Files of the Registry of Charitable Trusts](#)

### Registry Verification Search

The Registry Verification Search allows you to search and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You can also review records and other public filing that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. The Registry's database contains copies of most public filings required to be filed by charitable organizations, charitable trustees and fundraising professionals. This tool allows you to download copies of annual registration renewal forms (RRF-1), copies of IRS Forms 990, raffle reports and other fundraising reports that are in the Registry's database.

We recommend the following search tips when searching for a charity or fundraiser by name:

- For Organization Name searches, a full name of the organization is not necessary. For example, a search using the words "KIDS FOR" will show registrations for organizations whose names start with "KIDS FOR" (e.g., KIDS FOR SACRAMENTO and KIDS FOR DOLPHINS).
- An asterisk (\*) may be used as a wildcard. For example, a search using a wildcard \*kids\* will show registration for organizations whose names contain "KIDS".

Also available is a [list of charities in good standing](#) with the Registry. A charity is in "good standing" with the Registry when it is current in all its reporting requirements with the Registry. The [downloadable text file](#), generated monthly, is a snapshot of the charities in good standing at the time it is created. Much of the data, including the Registration Status of charitable organizations, may change at any time based on the processing of new filings or other reasons. To download the file, right-click [here](#) and select "Save link as" or "Save target as" (depends on your browser) to save it to your device.

To confirm data or status for a given organization, use the query tool below.

[Registry Verification Search Tips & Registry and Filing Status Definitions](#)

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:  ▼

Registration Type:  ▼

Registration Status:  ▼



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Provide a copy of either page:

Organization Name	Registration Type	Registration Status	Registration Number	Applicant Number	FEIN	City	State
SOUTH COUNTY VISITOR SERVICES	Charity Registration	Current	CT0193692	1461783	462180142	NIPOMO	CA
1							

or

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:	SOUTH COUNTY VISITOR SERVICES	IRS FEIN:	462180142
Entity Type:	Public Benefit	SOS/FTB Corporate/Organization Number:	3500439
RCT Registration Number:	CT0193692	Registration Type:	Charity Registration
Program Type:	Charity	Renewal Due Date:	5/15/2018
Issue Date:	3/29/2013	Date This Status:	3/29/2013
Registry Status:	Current		
Date of Last Renewal:	2/27/2017		
<b>Mailing Address</b>			
Street:	180 S MARY AVENUE		
Street Line 2:			
City, State Zip:	NIPOMO CA 93444		
<b>Annual Renewal Data Reported to the Registry</b>			
Status of Filing:	Accepted		
Accounting Period Begin Date:	1/1/2013		
Accounting Period End Date:	12/31/2013		
Total Assets:	\$0.00		
Total Revenue:	\$0.00		



# Notice of Funding Availability Other Agency Grant FY 2024-25

## Exhibit #2

### **ELECTRONIC APPLICATION PDF should contain the following:**

1. Cover sheet
2. Program/project information – maximum 5 pages
3. Scope of work using format shown in the RFA
  - a. FY 2024-25
  - b. FY 2023-24 results to date
4. Program/Project budget using format shown in RFA
5. Organizational operational budget
6. Key program personnel
7. Board of Directors
8. Adopted organization policy or statement on inclusion, diversity, or affirmative action
9. Tax-exemption status documentation, e.g., IRS determination letter
10. Status of non-profit from both the California Secretary of State and Attorney's General Office