

## **COUNTY OF SAN LUIS OBISPO**

### **BOARD OF SUPERVISORS**

#### **DISTRICT COMMUNITY PROJECT FUNDS POLICY**

- 1) The purpose of community project grants is to fund one-time public projects deemed to be of benefit to the County of San Luis Obispo by the County Board of Supervisors. County funds may be used for the specific purpose of funding a particular project of a non-profit organization that will achieve a certain goal which is beneficial to the County. The County may not, however, make donations, pay for past events, past good works or "match funds" raised by a certain group because such donations are considered a gift of public funds and are specifically prohibited by state law.
- 2) Organizations must have non-profit designation at time of grant application submission.
- 3) The project which the County is funding may actually be only part of a project currently being carried out by a group or organization. For example, community project funds may pay for 300 meals for seniors, with additional meals being provided through a different funding source. The County's project would be the 300 meals and one "service unit" would be each meal or each senior that is served.
- 4) Although things like insurance, salaries and equipment may be a part of the project (i.e. necessary to carry the project out), the project itself should not be to pay for insurance or equipment to run the program, etc. Instead, the project description should concentrate on the final outcome or benefit that the agency will provide to the community.
- 5) It is important that the project description be very specific, as it may be audited for verification that it has been carried out in accordance with the terms of the agreement with the County. Thus, for example, carrying out the "good work" of the county band is not an acceptable project. The project must be defined in terms of the number of band performances, time and dates of the performance, number of people who will benefit from the performance, cost per performance, etc. and how County residents will benefit from the project.

- 6) Each non-profit organization, advisory body or commission, or where the applicant is a County department, must complete an application for community project funds and submit one (1) copy to the Board of Supervisors. The Board of Supervisors will then review all grant applications and will authorize a specific level of contribution, if any, for the project. Once a funding level is determined, a contract specifying the terms and conditions for funding of the project will be sent to each agency for signature.
- 7) After a signed agreement is returned by the applicant, County Counsel will review and sign the agreement as to form and legal effect. Final approval and processing of the agreement will be done by one of the following options:
  - 1) For funding amounts of \$1,000 or less:
    - a) signature by the County Administrator, or designee, on behalf of the County;
    - b) at the Board member's discretion, placement of the agreement on the Board of Supervisors' agenda for approval
  - 2) For funding amounts of over \$1,000:
    - a) placement on the Board of Supervisors' agenda for Board approval.

Monies to fund the project will be issued by the Auditor-Controller following approval of the agreement by either the County Administrator, and/or designee, or by the Board of Supervisors.

- 8) In situations where the funds being requested are to pay a County Fee (e.g. rental of a County Park or building), the individual(s) requesting project funds must also complete the standard application. After Board review of the application, and authorization of specific funding, monies will be transferred, via journal entry, to the appropriate department following normal County accounting procedures.
- 9) Programs that receive County funds as part of the annual budgetary process, such as health/human services, are not eligible to apply for district community project funds in the same fiscal year in which funds are received for the former project. However, the Board, at its discretion, may consider, on a case by case basis, funding from district community project funds, if an organization can demonstrate an emergency need.

APPLICATION FOR SAN LUIS OBISPO COUNTY  
COMMUNITY PROJECT GRANT APPLICATION

**DATE OF EVENT:** \_\_\_\_\_

1. Agency name, address, phone number and contact person:
  
2. **Amount of funding requested:** \_\_\_\_\_
3. **Specifically** describe what County funds will be used for:
  
4. What is the mission/purpose of your organization:
  
5. Geographical area(s) to be served:
  
6. Describe the proposed project's goal(s) and objectives in **meaningful, measurable terms**:
  
7. Describe, in **meaningful, measurable terms**, how your organization will define the success of this project. Include any internal means of evaluating client satisfaction that your agency has developed:

8. Is your organization a first-time applicant? If not, please list total amount of community project grant funds received for the past three years:

YEAR	AMOUNT
_____	_____
_____	_____
_____	_____

9. Please list **all types of funding received from County sources other than community project grant funds:**

10. Please provide a detailed description of the services that will be provided in order to attain the project goal(s).

11. Discuss the needs not met for which County funds will be used and include a description of the target population.

A. Can you provide any information on the number of potential clients, if any, who are not being served due to resource constraints?

B. Are you aware of any other local/community agencies that provide a similar service?

12. Describe how volunteers will be used in this project:

13. Explain how this project will assist (directly or indirectly) County departments?

14. A. Define your organization's measure of service units (example: Meals on Wheels - number of hot meals served; Counseling Service - hours or number of families counseled; Crisis Line - number of phone contacts). Be as specific as possible, and use quantifiable measures.

B. Total agency service unit costs:

The service unit cost should include all costs associated with delivering the services of your project. Examples: personnel salaries and benefits, office supplies, transportation, etc.

Proposed 2007-2008

1. Total cost of service units: \$ \_\_\_\_\_

2. Total number of service units: \_\_\_\_\_

3. Cost per service unit: \$ \_\_\_\_\_

C. County-funded service unit costs:

1. Total cost of County-funded service units: \$ \_\_\_\_\_

2. Number of service units purchased by County Funds: \_\_\_\_\_

3. Cost per service unit: \$ \_\_\_\_\_

15. A detailed budget for the proposed project as well as a general organizational budget must be included as an attachment to this application.

16. Discuss other fund-raising activities that your organization engages in and any other sources of funding that you anticipate during the 2007-2008 funding year, including other **County grants or funding.**

17. Discuss the ways in which your agency works in coordination with other agencies in San Luis Obispo County and identify those "key" agencies.
  
18. Attach a copy of Articles of Incorporation for your organization, roster of Board members and Internal Revenue Service Tax Exempt Status Letter.

APPLICANT'S STATEMENT

I have read the foregoing application proposing a contractual project to the County of San Luis Obispo. I understand that the contract which the County will enter into with stated organization requires that the applicant be responsible for any damage claims or other liabilities arising out of the performance of this contract. Applicant agrees to provide proof of insurance to the County of San Luis Obispo, with the County of San Luis Obispo named as an additional insurer on the policy for the project. Additionally, the applicant understands that he/she is entering into a contract with the County of San Luis Obispo for the performance of service for the County and that the County is not making a charitable gift to the applicant. I have completed this application on behalf of the organization named hereinabove. I believe the applicant organization can and will carry out the project as described. I declare under penalty that the foregoing is true and correct. Executed at, \_\_\_\_\_, California, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Applicant: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

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