



Beautification/Infrastructure Grant Program Request for Application – FY 2018-19

I. INTRODUCTION

Purpose: The purpose of this program to fund one-time public infrastructure and/or beautification projects deemed to be of benefit to the unincorporated County of San Luis Obispo by the County Board of Supervisors.

A public infrastructure and/or beautification project is defined as a one-time project that enhances an unincorporated community's cultural, environmental, recreational or historical assets.

Amount of Funding: The total amount of funds available for this program in FY 2018-19 is \$90,000 with the minimum grant award starting at \$5,000.

Timeline and Process: The Request for Application (RFA) is being released on November 1, 2018. Completed applications will be accepted until **January 18, 2019 at 5:00 p.m.** (no postmarks accepted). **NOTE: Incomplete or late applications and/or electronic submittals will not be accepted.** A Grant Review Committee will evaluate the applications and make recommendations to the County Administrative Office. Grants will be approved by the Board of Supervisors, as timely as possible, at an available Board meeting as part of the consent agenda. Projects will be expected to begin at the start of July 1, 2019 or when allocations are approved by the Board of Supervisors, whichever comes first, and be completed by June 30, 2020.

II. ELIGIBILITY

County funds may be used for the specific purpose of funding a particular infrastructure and/or beautification project being carried out by an IRS tax exempt non-profit organization, Board recognized advisory body and/or commission, community services district, or other qualified public agency including a County agency or department that will achieve a certain goal which is beneficial to County residents and visitors.

Both public and private non-profit organizations may apply. Organizations must either have a non-profit designation at the time of grant application submission or be a public agency such as a County agency or department. Infrastructure and/or beautification projects must be carried out in unincorporated San Luis Obispo County.

Applicants must offer their programs and/or services to all residents of the County of San Luis Obispo, regardless of race, religion, ethnic background, mental or physical handicap, or other socioeconomic factors.



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III. REVIEW AND SELECTION CRITERIA

Projects will be reviewed and prioritized, among other things, on:

1. Preservation of historical and cultural assets;
2. Enhancement of the overall beauty and/or infrastructure of an unincorporated community;
3. A visible community improvement;
5. Usability by the community and visitors to the community;
6. The plan for sustainability of the project;
7. Funding sources;
8. Project sustainability with amount of funds granted;
9. Collaboration with other community groups and/or County departments.

IV. REQUEST FOR APPLICATION REQUIRED COMPONENTS

Organizations should submit a separate application for each project for which they are requesting grant funds.

The application should be submitted in the following order:

Cover Sheet:

Applications 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. A brief (50 words or less) description of proposed project



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Program/Project Information:

The application must contain the following information:

1. Briefly describe your organization and its mission.
2. Provide a detailed description of the project. This description should include information on the final outcome or benefit that the project will provide to the community and what will be achieved with the grant funding.
3. How will the project be beneficial to residents and visitors of the unincorporated County?
4. Describe your organizational capacity to successfully carry out the project. What parts, if any, of the project will be contracted out? List the proposed contractors.
5. If appropriate, provide any drawings, pictures or other type visual documentation of what your project will look like.

Project Budget:

Although the cost of insurance, salaries and equipment may be a part of the initial project (i.e. necessary to carry out the project); grant funding **will not be used** for on-going maintenance projects or to maintain a project, to pay for insurance, salaries, or equipment to maintain the project. Note: While grant funding cannot be used for maintenance of a project, the funding of a project that includes maintenance of a site, e.g. clearing of weeds for placement of a bench or sign, will be considered on a case-by-case basis.

1. Provide a detailed budget for each project. List out any contractors and their associated costs.
2. Provide a budget narrative that:
 - a. describes each line item;
 - b. describes all sources of funding for the proposed project;
 - c. describes funding that is not yet secured and the subsequent timeline for securing such funding.

Please note that there is no specific budget format required.



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General Application Information

1. Organizations must either have non-profit designation at time of grant application submission or be a public agency such as a Board recognized advisory body and/or commission, community services district, or County agency or department. Evidence of IRS tax exempt status will be required at time of grant application submission.

Submit a copy (each) of the current status of non-profit organization from the Secretary of State and Attorney General Office. These documents can be accessed at the specific agency's web site (Secretary of State: <https://businesssearch.sos.ca.gov/> and Attorney General's Office: <http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>).

See **Attachment 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 agencies.

2. The project which the County is funding may be only part of a project currently being carried out by a group or organization. For grants request of \$10,000 or more, County funding shall not be the only source of funding for the project. Provide documentation for all funding secure for the project.
3. Your grant submittal should include copies of any permits, licenses and/or required authorizations. It is preferable that these are in place prior to submitting a funding request; however, in cases where this isn't possible, no funds will be released until evidence is provided that all permits, licenses and/or required authorizations have been obtained. Provide documentation that you have contacted and are working with the appropriate agencies to get any permits, licenses etc.
4. Applications must be submitted, **stapled**, on 8.5 x 11 plain white paper with a **maximum of Five (5) DOUBLE SIDED PAGES** (i.e. ten (10) single-sided pages equal five (5) double sided pages). The page count includes all components of the application, including the cover page. Information requested in #1 and #3 above are not included in the five double sided page count.



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5. In addition to the copies required in #10 below, the entire application should be submitted in electronic (**WORD**) format to nschmidt@co.slo.ca.us by **5:00 p.m. on January 18, 2019**.
6. All pages in the application should be numbered consecutively (starting with the cover page).
7. Proposals should be stapled only without binding, binders or folders.
8. All costs associated with the preparation and submission of this application will be borne by the applicant.
9. All applications become the property of the County of San Luis Obispo and will become public information after the submission deadline.
10. **One (1) stapled original PLUS FIVE (5), for a TOTAL OF 6, stapled copies of the application. Electronic copies (see #5 above) should be sent via e-mail.**

All information (paper and electronic copies) must be received by January 18, 2019 at 5:00 p.m.

NOTE: Incomplete or late applications and/or electronic submittals will not be accepted. POSTMARKS WILL NOT BE ACCEPTED. Applications should be submitted to the address delineated below. At the time the application is received by the County, it will be date and time stamped and recorded.

**County Administrative Office
ATTN: Nikki Schmidt
Room D430, County Government Center
1055 Monterey Street
San Luis Obispo, CA 93408**

All applications should be clear, concise and complete. **NO** additional information will be accepted past the **January 18, 2019** deadline unless specifically requested by the County.

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



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ATTACHMENT #1

Secretary of State example:

Search Screen:

Provide a copy of either:

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	CAMBRIA CHAMBER OF COMMERCE	CALIFORNIA	MEL MCCOLLOCH

or





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C0198740 CAMBRIA CHAMBER OF COMMERCE

Registration Date: 07/17/1945
Jurisdiction: CALIFORNIA
Entity Type: DOMESTIC NON-PROFIT
Status: ACTIVE
Agent for Service of Process: MEL MCCOY
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:

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:

Organization Address:

Program Type: All

Registration Type: All

Registration Status: All

Provide a copy of either:

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							



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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		
Mailing Address			
Street:	180 S MARY AVENUE		
Street Line 2:			
City, State Zip:	NIPOMO CA 93444		
Annual Renewal Data Reported to the Registry			
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		