Notice of Funding Availability
Contributions to Outside Agencies
FY 2022-23

GRANT PURPOSE
The purpose of this program is to consider providing grant funds to non-profit 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 2022. All programs/projects will be expected to begin at the start of the FY 2022-23 fiscal year (July 2022). The amount of funding available for the FY 2022-23 has not been determined at this time.

The deadline for submittal of applications is March 28, 2022. Completed electronic applications will be accepted until 5 p.m. on that day. NOTE:

- Grant applications should be one complete PDF document.

**Application Naming Convention:**
your organization Other Agency grant 22-23, e.g., Coastal San Luis RCD Other Agency grant 22-23

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

The applicants will be evaluated shortly after receipt. The Board of Supervisors will adopt the budgets for this category in June 2022, and individual organization allocations will be adopted at the start of the fiscal year.

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;
- Projected program results, outputs/outcomes from prior year’s grant (if applicable);
- Program cost compared with number of people served;
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.

SUBMISSION INFORMATION

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

PROPOSALS SHOULD CONTAIN THE FOLLOWING:

A. 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
B. **Program/Project Information:**

The application must contain the following information:

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 your organization collaborates 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 your organization leverages 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**

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

**FY 2022-23 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 2021-22 Program Results:

If the applicant has received County funding in prior years, please describe the achievements of the FY 2021-22 to date.
### EXHIBIT A
**SCOPE OF WORK/WORK PLAN FORMAT**

**Requested** Grant Funds in Fiscal Year 2022-23

Program/Project Summary: ______________________________________________________

<table>
<thead>
<tr>
<th>Goal/Objective (refer to 1.A above)</th>
<th>Major Tasks (in order to achieve goal) (refer to 1.B above)</th>
<th>Timeline</th>
<th>Evaluation methodology (refer to 1.C above)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Program/Project OUTPUTS

Program/Project OUTCOMES

**Grant Funds Received** in Fiscal Year 2021-22 (if applicable)

Program/Project Summary: ______________________________________________________

<table>
<thead>
<tr>
<th>Goal/Objective (refer to 1.A above)</th>
<th>Major Tasks (in order to achieve goal) (refer to 1.B above)</th>
<th>Timeline</th>
<th>Evaluation Mythology (refer to 1.C above)</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Program/Project OUTPUTS

Program/Project OUTCOMES
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 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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D. 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.
## Notice of Funding Availability
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FY 2022-23

# Request for Application - FY 2022-23

### PROGRAM BUDGET REQUEST FORM

<table>
<thead>
<tr>
<th>Project Expense</th>
<th>Grant Budget Requested</th>
<th>Other Funding Available* Amount &amp; source</th>
</tr>
</thead>
</table>

### I. PERSONNEL EXPENSES
(associated with the proposed project)

Subtotal – Personnel Expenses

### II. OPERATING EXPENSES
(associated with the proposed project)

Subtotal – Operating Expenses

### III. INDIRECT @_______ OF PERSONNEL

**Total Grant Project Expenses**

*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.*
GENERAL SUBMISSION INFORMATION

1. All applications should be clear, concise, and complete. No additional information will be accepted past the March 28, 2022 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 22-23, e.g., Coastal San Luis RCD Other Agency grant 22-23

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 (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 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.

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: nschmidt@co.slo.ca.us

Any questions regarding the RFA or process should be directed to Nikki Schmidt of the County Administrative Office at 805/788-2642.
**Notice of Funding Availability**
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**EXHIBIT #1**

**SECRETARY OF STATE EXAMPLE**
Please include your organization’s information in your electronic submittal.

**Search Screen:**

![Search Screen](image)

**Provide a copy of either page:**

<table>
<thead>
<tr>
<th>Entity Number</th>
<th>Registration Date</th>
<th>Status</th>
<th>Entity Name</th>
<th>Jurisdiction</th>
<th>Agent for Service of Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0196740</td>
<td>07/17/1945</td>
<td>ACTIVE</td>
<td>CAMBRIA CHAMBER OF COMMERCE</td>
<td>CALIFORNIA</td>
<td>MEL MCCOLLOCH</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>File Date</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI-COMPLETE</td>
<td>05/24/2017</td>
<td><img src="image1" alt="Link to SI-COMPLETE document" /></td>
</tr>
<tr>
<td>SI-COMPLETE</td>
<td>06/29/2016</td>
<td><img src="image2" alt="Link to SI-COMPLETE document" /></td>
</tr>
<tr>
<td>REGISTRATION</td>
<td>07/17/1945</td>
<td>Image unavailable. Please request paper copy.</td>
</tr>
</tbody>
</table>
Department of Justice/Office of Attorney General example:

Search Screen:

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 filling 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
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Provide a copy of either page:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Registration Type</th>
<th>Registration Status</th>
<th>Registration Number</th>
<th>Applicant Number</th>
<th>FEIN</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOUTH COUNTY VISITOR SERVICES</td>
<td>Charity Registration</td>
<td>Current</td>
<td>CT0193692</td>
<td>1461783</td>
<td>462180142</td>
<td>NIPOMO</td>
<td>CA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity Name: SOUTH COUNTY VISITOR SERVICES</th>
<th>IRS FEIN:</th>
<th>462180142</th>
<th>SOS/FTB Corporate/Organization Number:</th>
<th>3350439</th>
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<tr>
<td>Program Type: Charity</td>
<td>Registration Type:</td>
<td>Charity Registration</td>
<td>Renewal Due Date:</td>
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<td>Issue Date:</td>
<td>3/29/2013</td>
<td>Date This Status:</td>
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<tr>
<td>Registry Status:</td>
<td>Current</td>
<td>Date of Last Renewal:</td>
<td>2/27/2017</td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address:
180 S MARY AVENUE
NIPOMO CA 93444

| 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 |
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 2022-23
   b. FY 2021-22 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