

# **Resource Book for San Bernardino County Nonprofits**



**2008**

**Provided by  
*Chairman Paul Biane*  
Board of Supervisors, Second District**

Dear Friend:

As your County Supervisor, I work tirelessly to serve the residents of the Second District and all of San Bernardino County.

Every year I publish a book that consists of available federal, state, local, and private grants for individuals and non-profit organizations. The intent is to provide assistance for our various community groups and leaders so they can offer vitally needed services for others.

This book contains information about grants in various fields – from the arts to the sciences. It also includes grant-writing guides, application examples, and tips on how to find other grants not published in this book.

The 2008 edition contains more online resources and networking organizations to encourage the sustainability of your nonprofit. It also contains evaluation and assessment guides used by the Inland Empire United Way. The implementation of these guides as your own evaluation and assessment tools will help your organization become a more efficient and successful aid to your communities.

It is my sincere hope that you and your organization will find this 2008 edition helpful in your efforts to enhance the lives of residents in San Bernardino County.

Sincerely,

A handwritten signature in blue ink that reads "Paul Biane". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

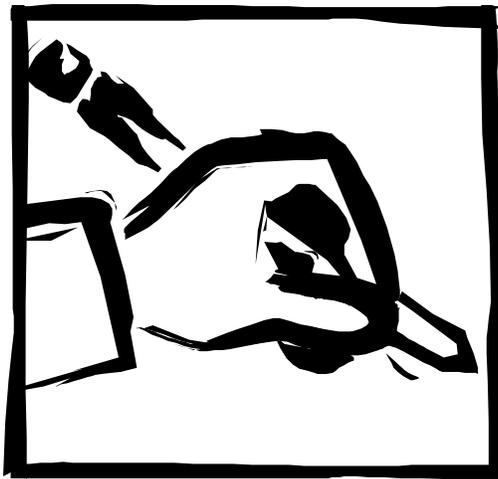
PAUL BIANE  
Chairman, Board of Supervisors  
Second District

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# BASIC GRANT WRITING



# **Developing and Writing Grant Proposals**

## **PART ONE: DEVELOPING A GRANT PROPOSAL**

### **Preparation**

A successful grant proposal is well prepared and concisely packaged. Applicants should research all pertinent criteria for the grant program they are seeking assistance from. Applicants should contact the person listed in the grant program description before developing a proposal. The contact person can help grant writers obtain information such as whether funding is available, when applicable deadlines occur, and the grantor agency's application acceptance process. Remember that basic requirements such as application forms, information and procedures vary by granting agencies.

Individuals without prior grant proposal experience may want to attend a grantsmanship workshop. A workshop can amplify the basic information presented here. Consult references listed at the end of this section or explore other library resources for more information about grant writing and proposal development.

## **INITIAL PROPOSAL DEVELOPMENT**

### **Developing Ideas for the Proposal**

When developing a proposal, first determine if your idea has already been considered or implemented. Check with local government agencies as well as public and private agencies that might have grant awards or contracts to do similar work. If a similar program already exists in the area, reconsider submitting the proposed project, particularly if it will be perceived as a duplication of efforts. If significant differences or improvements on the existing program can be clearly established, it may still be worthwhile to pursue assistance.

### **Community Support**

Community support for a proposal can be very helpful. Once the proposal summary is developed, look for individuals or groups from academic, political, professional, and public organizations that can support the proposal in writing. The type and caliber of community support is critical in the review phases. Numerous letters of support can be persuasive. Do not overlook support from local government agencies and public officials. It may take several months to develop endorsement letters since something of value (e.g., buildings, staff, services) is sometimes negotiated between the parties involved.

Many grantor agencies require affiliation agreements (a mutual agreement to share services between agencies) and building space commitments in writing prior to grant approval or award. Meeting with the top community decision makers who have an interest in the proposed project can help generate support. The meeting can include information about the proposal's merits and data to support the proposal. These meetings can also help you develop a support contract and a strategy to get support from community groups.

## **Identification of a Funding Resource**

Funding can come from a variety of resources. The two basic ones are government and foundations. Find other funding opportunities on the Internet, e-mail and mailing lists, paid e-mail and hard copy subscriptions, Volunteer Center Libraries, and by researching grants for similar programs and services. Review the "Objective," "Eligibility" and "Use Restriction" for each grant program listed later in this book to match your ideas to granting agencies. Do not overlook related programs as potential resources. The applicant and the grantor agency should have the same interests, intentions and needs.

Once a potential grantor agency is identified, call the contact telephone number provided and ask for a grant application kit. Later, get to know grantor agency personnel. Ask for suggestions, criticism, and advice about the proposed project. In many cases, the more agency personnel know about the proposal, the better the chance of support and of an eventual favorable decision. Sometimes it is useful to send the proposal summary to a specific agency official in a separate cover letter, and to ask for review and comment at the earliest possible convenience. Always check with the agency to determine its preference before using this approach. If the review is unfavorable and differences cannot be resolved, ask the examining agency or official to suggest another department or agency that may be interested in the proposal. A personal visit to the agency's regional office or headquarters is important. Besides establishing face-to-face contact, a visit may reveal essential details about the proposal, or applicants may find literature and references in the agency's library.

Federal agencies are required to report funding information as funds are approved, increased or decreased. Consider reviewing the Federal Budget to determine proposed dollar amounts for particular budget functions. Carefully study the eligibility requirements for each Federal funding source under consideration (see "Eligibility" section under the grant program description).

Applicants may learn, for example, that they will be required to provide services to particular client groups to qualify for a certain funding source. The original concept may need to be modified to make the project eligible for funding. Discuss eligibility questions with the appropriate program officer.

Deadlines for submitting applications are often non-negotiable. They are usually associated with strict timetables for agency review. Some programs have more than one application deadline during the fiscal year. Plan proposal development around established deadlines.

## **Getting Organized to Write the Proposal**

Keep a notebook handy throughout the proposal-writing stage to jot down ideas. Periodically try to connect ideas by reviewing the notebook. Never discard ideas during this stage. Maintain a file labeled "Ideas" or some other convenient title and review it from time to time. The file should be easy to access. If possible, gather documents such as articles of incorporation, tax exemption certificates, and bylaws before drafting a proposal.

## **REVIEW**

### **Criticism**

At some point, perhaps after the first or second draft, seek a neutral party to review the proposal for continuity, clarity and reasoning. Ask for constructive criticism. For example, does the proposal include unsupported assumptions, jargon or excessive wording? Do not expect the grantor agency to provide revision suggestions during the review.

### **Signature**

Does the grantor agency require chief administrative officials' signatures on the proposal? If so, make sure they are included where appropriate.

### **Neatness**

Proposals should be typed, collated, copied, and packaged correctly, neatly and in accordance with agency instructions. Inspect each package to ensure uniformity from cover to cover. Binding may require clamps or hard covers. Check with the granting agency to determine its preference. Neat, organized, and attractive proposal packages make a positive impression.

### **Mailing**

Include a cover letter with all proposals. Standard U.S. Postal Service requirements apply unless the granting agency indicates otherwise. Make sure there is enough time for the proposal to reach its destination on time. Make special mailing arrangements if standard mail means the proposal will arrive late. If necessary, coordinate such arrangements with the grantor agency.

## **PART TWO: WRITING THE GRANT PROPOSAL**

### **The Basic Components of a Proposal**

Solid proposal packages contain eight basic components: (1) the proposal summary; (2) introduction of organization; (3) the problem statement (or needs assessment); (4) project objectives; (5) project methods or design; (6) project evaluation; (7) future funding; and (8) the project budget.

#### **( 1 ) The Proposal Summary: Outline of Project Goals**

The proposal summary outlines the proposed project and should appear at the beginning of the proposal. It can be a cover letter or a separate page, and it should be brief – no longer than two or three paragraphs. Write the summary after the proposal is fully developed so it communicates all project objectives. This document is the cornerstone of your proposal. The initial impression it gives is critical to your venture's success. Officials often decide whether an application deserves further consideration after reading the proposal summary.

Applicants must select projects that meet local needs and are financially feasible. Alternatives, in the absence of grant support, should be pointed out. The project's potential benefits during and after the proposed funding period should be explained in detail.

### **( 2 ) Introduction of Organization: Presenting a Credible Applicant/Organization**

Gather data about your organization from all sources. Most proposals require applicants to describe their organizations' past and present operations. Some things to include are:

- Brief bios of board members and key staff members.
- Organization goals, philosophy, track record with other grants, and success stories.
- Data should be relevant to the grantor agency's goals and should establish the applicant's credibility.

### **( 3 ) The Problem Statement: Stating the Purpose at Hand**

The problem statement or needs assessment is a key element. It makes a clear, concise, and well-supported statement about the problem to be addressed. Conduct and document formal and informal needs assessments of a program in the target or service area to develop your problem statement. The information provided must be factual and directly related to the problem addressed by the proposal. Areas to document are:

- Purpose for developing the proposal
- Who will the program benefit and how will they benefit?
- Problem's social and economic costs
- Nature of the problem, with as much hard evidence as possible
- How did your organization realize the problem exists, and what else, if anything, is being done about it?
- Remaining alternatives when grant funds run out. Explain what will happen to the project and the impending implications
- Most importantly, the specific manner through which problems will be solved. Review the resources needed, such as staffing and equipment, and consider how they will be used and to what end.

There is a considerable body of literature on needs assessment techniques. Any local, regional, or state government planning office, or local university offering course work in planning and evaluation techniques can provide references. Types of statistics that may be necessary include historical, demographic, quantitative, factual, statistical, and philosophical information, as well as academic studies, and literature from public and/or university libraries. Highlight examples of your findings in the proposal.

#### ( 4 ) Project Objectives: Goals and Desired Outcome

Program objectives refer to specific activities in a proposal. Identify all objectives and note how they will be achieved. Consider measurable outcomes of the proposed activities when developing program objectives. Outcomes should be verifiable. If the proposal is funded, the granting agency will evaluate the program on the project objectives, so be realistic when developing them.

#### ( 5 ) Program Methods/Program Design: A Plan of Action

The program design explains how the project will work and how it will solve the stated problem. Sketch out the following:

- Activities to occur along with the related resources and staff needed to operate the project (inputs).
- An organizational flow chart. Describe how the parts interrelate, where personnel will be needed, and what they will do. Identify the facilities, transportation, and support services required (throughputs). Plan for measurable results. Project staff may need to produce evidence of program performance through an examination of stated objectives during a site visit by the grantor agency or during grant reviews, which can involve peer review committees.
- A diagram of the program may help. For example, draw a grid with three columns and label the columns "Inputs," "Throughputs" and "Outputs." On the left side of the first column, list program features such as "Implementation," "Staffing," "Procurement," and "Systems Development." This grid will help you conceptualize the project scope and details. (See example below)

	<b>Inputs</b>	<b>Throughputs</b>	<b>Outputs</b>
<i>Staffing</i>	Five nurses to operate a child care unit	To maintain charts, counsel children, and set up a daily routine	Discharge 25 healthy children per week

- Use the most economical methods possible as long as they will not compromise or sacrifice project quality. Expenses associated with project performance may be negotiated with the granting agency. Justify expenditures by matching them with program objectives. Otherwise, the approved project may not resemble the original concept after negotiations with the granting agency. Carefully consider the time and money needed to implement each part of the plan. A Program Evaluation and Review Technique (PERT) chart can help justify some proposals.
- Highlight innovative program features.
- Whenever possible, use an appendix to provide details, supplementary data, references, and information requiring in-depth analysis. This information can detract from the proposal's readability if included in the body. An appendix provides the reader with immediate access to details if and when clarification of an idea, sequence or conclusion is required. Time tables, work plans, schedules,

activities, methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of information found in an appendix.

### **( 6 ) Evaluation: Product and Process Analysis**

The evaluation component is two-fold: (1) product evaluation, and (2) process evaluation. Product evaluation addresses results that can be attributed to the project, as well as the extent to which the project has satisfied its desired objectives. Process evaluation addresses how the project was conducted, in terms of consistency with the stated plan of action and the effectiveness of the various activities in the plan.

Most Federal agencies require some form of program evaluation among grantees. Explore the proposed project's requirements carefully. An internal staff member, an evaluation firm, or both can conduct evaluations. The applicant should state the amount of time needed to evaluate, how the feedback will be distributed among the proposed staff, and a schedule for review and comment. Evaluation designs may start at the beginning, middle or end of a project, but the applicant should specify a start-up time. It is practical to submit an evaluation design at the start of a project for two reasons:

- Convincing evaluations require the collection of appropriate data before and during program operations.
- If the evaluation design cannot be prepared at the outset, a critical review of the program design may be advisable.

Even if the evaluation design has to be revised as the project progresses, it is much easier and cheaper to modify a good design. If the problem is not defined and carefully analyzed for cause and effect relationships, a good evaluation design may be difficult to achieve. Sometimes a pilot study will identify facts and relationships. However, a thorough literature search may be sufficient.

Evaluation requires both coordination and agreement among program decision makers. Above all, highlight the grantor agency's requirements in the evaluation design. Also, grantor agencies may require specific evaluation techniques such as designated data formats (an existing information collection system), or they may offer financial inducements for voluntary participation in a national evaluation study. The applicant should ask specifically about these points. Also, consult the grant description to determine if you must use specific evaluation methods.

### **( 7 ) Future Funding: Long-Term Project Planning**

Describe how the program will continue after the grant period, and/or the availability of other resources necessary to implement the grant program. Discuss maintenance and future program funding if the program is for construction activity. Account for other needed expenditures if the program includes equipment purchases, e.g. ink cartridges and paper for printers.

### **( 8 ) The Proposal Budget: Planning the Budget**

Funding levels in Federal assistance programs change yearly. Review appropriations over the past several years to project future funding levels.

Never expect the grant to be the sole support for the project. This consideration should be given to the overall budget requirements, and in particular, to budget line items most subject to inflationary pressures. Restraint is important in determining inflationary costs. Avoid padding budget line items. Still, you must anticipate future cost increases.

Some vulnerable budget areas include, utilities, rental costs, salaries, food, insurance, and transportation. Budget adjustments sometimes occur while the grant application is under review, which can be a lengthy process. Be certain implementation, continuation and phase-down costs can be met. Consider costs associated with leases, evaluation systems, hard/soft match requirements, audits, development, implementation and maintenance of information and accounting systems, and other long-term financial commitments.

A well-prepared budget justifies all expenses and is consistent with the proposal narrative. Some areas to evaluate for consistency are: **(a)** the salaries in the proposal should be similar to those of the applicant's organization; **(b)** if new staff will be hired, additional space and equipment should be considered; **(c)** if the budget calls for an equipment purchase, make sure it is allowed by the grantor agency; **(d)** if additional space is rented, the increase in insurance should be supported; **(e)** if an indirect cost rate applies to the proposal, the division between direct and indirect costs should not be in conflict, and the aggregate budget totals should refer directly to the approved formula; and **(f)** if matching costs are required, contributions to the matching fund should be taken out of the budget unless otherwise specified in the application instructions.

Research the grant management circulars issued by the Office of Management and Budget (OMB) to the Federal agency you are seeking funding from. Circulars determine items such as cost principles and auditing requirements for granting agencies.

## **GUIDELINES AND LITERATURE**

- United States Government Manual  
Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402
- OMB Circular Nos. A-87, A-102, A-110, and A-133, and Executive Order 12372:
- Publications Office  
Office of Administration  
Room 2200,  
725 Seventeenth Street, NW.  
Washington, DC 20503

### **Government Printing Office (GPO) Resources**

The government documents identified above are available from the GPO. Send specific requests in writing to:

Superintendent of Documents  
Government Printing Office  
Washington, DC 20402

### **Regional and Federal Depository Libraries**

Regional libraries can arrange for copies of Government documents through interlibrary loans. All Federal Depository Libraries receive copies of the Catalog directly.

**Source: Catalog of Federal Domestic Assistance <http://www.cfda.gov/>**

# FEDERAL GRANTS



Source:  
Catalog of Federal Domestic Assistance  
<http://www.cfda.gov/>

The following pages include Form 424, the standard form for applying for grants or other Federal assistance. While this is the typical form that must be completed when applying for Federal aid, individual programs may require other forms or additional documentation. You can download the form by visiting <http://12.46.245.173/cfda/pdf/sf424.pdf>

A sampling of Federal grants from a variety of categories has also been included. The grants listed in the following pages are not exhaustive. They are simply a guide for those seeking funding in a particular category. For additional information on available federal grants visit <http://www.cfda.gov/>

# FEDERAL GRANT APPLICATION EXAMPLE



Source:

Catalog of Federal Domestic Assistance

<http://12.46.245.173/cfda/pdf/sf424.pdf>

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name: \_\_\_\_\_ Organizational Unit: \_\_\_\_\_

Address (give city, county, State, and zip code): \_\_\_\_\_ Name and telephone number of person to be contacted on matters involving this application (give area code) \_\_\_\_\_

**6. EMPLOYER IDENTIFICATION NUMBER (EIN):**  
  -

**7. TYPE OF APPLICANT:** (enter appropriate letter in box)

A. State  
B. County  
C. Municipal  
D. Township  
E. Interstate  
F. Intermunicipal  
G. Special District

H. Independent School Dist.  
I. State Controlled Institution of Higher Learning  
J. Private University  
K. Indian Tribe  
L. Individual  
M. Profit Organization  
N. Other (Specify) \_\_\_\_\_

**8. TYPE OF APPLICATION:**  
 New  Continuation  Revision

If Revision, enter appropriate letter(s) in box(es)

A. Increase Award B. Decrease Award C. Increase Duration  
D. Decrease Duration Other(specify): \_\_\_\_\_

\_\_\_\_\_

**9. NAME OF FEDERAL AGENCY:**  
 \_\_\_\_\_

**10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**  
  -

TITLE: \_\_\_\_\_

**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**  
 \_\_\_\_\_

**12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):**  
 \_\_\_\_\_

**13. PROPOSED PROJECT**      **14. CONGRESSIONAL DISTRICTS OF:**

Start Date	Ending Date	a. Applicant	b. Project
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**15. ESTIMATED FUNDING:**

a. Federal	\$	.00
b. Applicant	\$	.00
c. State	\$	.00
d. Local	\$	.00
e. Other	\$	.00
f. Program Income	\$	.00
g. TOTAL	\$	.00

**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  
 DATE \_\_\_\_\_

b. No.  PROGRAM IS NOT COVERED BY E. O. 12372  
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
 Yes If "Yes," attach an explanation.  No

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

a. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative	e. Date Signed	

Previous Edition Usable  
 Authorized for Local Reproduction

Standard Form 424 (Rev. 7-97)  
 Prescribed by OMB Circular A-102

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry:  | Item: | Entry:   |
|-------|---|-------|--|
| 1.    | Self-explanatory.   | 12.   | List only the largest political entities affected (e.g., State, counties, cities).   |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).   | 13.   | Self-explanatory.  |
| 3.    | State use only (if applicable).   | 14.   | List the applicant's Congressional District and any District(s) affected by the program or project.  |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.   | 15.   | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5.    | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.  | 16.   | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.  |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   | 17.   | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  |
| 7.    | Enter the appropriate letter in the space provided.   | 18.   | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)  |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>-- "New" means a new assistance award.<br><br>-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |       |  |
| 9.    | Name of Federal agency from which assistance is being requested with this application.  |       |  |
| 10.   | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.   |       |  |
| 11.   | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.   |       |  |

# ARTS



## **Arts Exchanges on International Issues**

Program Number: 19.409

Agency: Bureau of Educational and Cultural Affairs, Department of State

Objective: The Creative Arts Exchanges program works with nonprofit organizations to develop cooperative international group projects that introduce American and foreign participants to each other's cultural and artistic life and traditions. Our projects emphasize the relationship between the arts and broader social and diplomacy issues. We seek organizations that have a disciplinary expertise in the arts as well as broad outreach and networking capabilities with American artists.

Eligibility: Applicants must be public or nonprofit organizations that demonstrate disciplinary expertise in the arts and meet the provisions described in IRS regulation 501 (3). Organizations must have 4 years of experience in exchange to qualify for grants of more than \$60,000.

Use Restrictions: International projects in the United States or overseas may involve an international exchange of composers, choreographers, playwrights, theater designers, writers and poets, filmmakers, arts administrators and visual artists. Projects should involve our posts worldwide to carry out activities supportive of the Department of State's mission to increase mutual understanding between the United States and other countries and to promote international cooperation in educational and cultural fields. Ineligible proposals would include those focusing on: youth or youth related activities, speaking tours, research projects, the exchange of amateurs or semi-professionals, community-level arts presentations or vocational and technical long-term academic study programs.

Range & Avg. of Financial Assistance: \$60,000 to \$300,000.

Contact Info: Jill Staggs, Creative Arts Exchanges Program, Office of Citizen Exchanges, Bureau of Educational and Cultural Affairs, Department of State, 301 4th Street SW, Washington DC 20547. Telephone: (202) 203-7500.

<http://exchanges.state.gov/>

## **Promotion of the Arts-Grants to Organizations and Individuals**

Program Number: 45.024

Agency: National Endowment for the Arts, National Foundation on the Arts and the Humanities

Objective: To foster and preserve excellence in the arts, provide access to the arts for all Americans, and advance learning in the arts.

Eligibility: Tax-exempt organizations meeting the following conditions may apply: 1) No part of any earnings may benefit a private stockholder or individual, and 2) donations to the organization are allowable as charitable deductions under Section 170(c) of the Internal Revenue Code. Examples of eligible organizations are arts institutions, arts service organizations, local arts agencies, official units of state and local governments, federally recognized tribal communities and Indian tribes. Generally, an organization may submit only one application for a

single project under one of the category deadlines, and must have a three-year history of programming prior to the application deadline. Individuals must be U.S. citizens or permanent residents and, according to 20 U.S.C. 954 (c ), must demonstrate exceptional talent. Currently, the only individuals eligible to apply directly are published creative writers. See respective funding opportunities, guidelines, or program announcements for further information.

Use Restrictions: Grants support projects that include opportunities for artists to create, refine, perform, and exhibit their work; the presentation of artistic works of all cultures and periods; the preservation of significant works of art and cultural traditions; opportunities for arts organizations and artists to expand and diversify their audiences; opportunities for individuals to experience and participate in a wide range of art forms and activities; opportunities to enhance the effectiveness of arts organizations and artists; the strengthening of communities through the arts; the recognition of artists for their contributions to our nation's cultural heritage; nationally distributed television and radio programs on the arts; the acquisition by children and youth of knowledge, skills, and understanding of the arts consistent with national, state, or local arts education standards; partnerships with other federal agencies to carry out quality projects or initiatives of mutual interest; activities, carried out in partnership with foundations or other government agencies, which provide increased opportunities for international cultural exchange; activities that acquaint foreign artists and cultural officials with the best of American culture; a limited number of leadership projects intended to advance the arts significantly and demonstrate national or field-wide importance; and national initiative projects and activities of outstanding artistic quality that benefit Americans in communities throughout the country. Consult the current funding opportunities, guidelines, or program announcements for the area of interest for complete information.

Range & Avg. of Financial Assistance Most grants range from \$5,000 to \$100,000. Grants of \$100,000 or more are made only in rare instances, and only for projects that the Arts Endowment determines demonstrate exceptional national or regional significance and impact. In the past few years, well over half of the agency's grants have been for amounts less than \$25,000.

Contact Info:

Headquarters Office: National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Telephone: (202) 682- 5400. Individuals who are deaf or hard of hearing should call: (202) 682-5496 (Voice/T.T.Y.). Individuals unable to use conventional print may access funding opportunities, guidelines, or program announcements on the Web site or contact the Arts Endowment's Office for Accessibility (202) 682-5532 for help.

<http://www.arts.gov/>

**Promotion of the Humanities-Public Programs**

Program Number: 45.164

Agency: National Endowment of the Humanities, National Foundation on the Arts and the Humanities

Objective: To provide opportunities for the American public to explore human history and culture through humanities programs in museums, historical organizations, libraries, community centers, and other gathering places, as well as on public television and radio.

Eligibility: State and local governments; sponsored organizations; public and private nonprofit institutions/organizations; other public institutions/organizations; Federally recognized Indian tribal governments; Native American organizations; U.S. Territories; non-government-general, minority organizations and other specialized groups; quasi-public nonprofit institutions may apply.

Use Restrictions: Grants are made to support consultation, planning and implementation costs.

Range & Avg. of Financial Assistance: \$10,000 to \$800,000; Average \$122,000.

Contact Info: Office of Public Information, National Endowment for the Humanities, Room 402, Washington, DC 20506. Telephone: (202) 606-8400. Office of Challenge Grants, National Endowment for the Humanities, Room 420, Washington, DC 20506. (202) 606-8309. Division of Education Programs, National Endowment for the Humanities, Room 302, Washington, DC 20506. (202)606-8463.

<http://www.neh.gov/>

### **Museum for America Grants**

Program Number: 45.301

Agency: Office of Museum Services, Institute of Museum & Library Services, National Foundation on the Arts & the Humanities.

Objective: To support the role of museums in American society to sustain cultural heritage, to support lifelong learning, and to be centers of community engagement.

Eligibility: All types of museums, large and small, are eligible for funding. Eligible museums include aquariums, arboretums and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, and zoological parks. Federally operated and for-profit museums may not apply for funds. An eligible applicant must be: (1) either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code; (2) located in one of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and (3) a museum that, using a professional staff, (i) is organized on a permanent basis for essentially educational or aesthetic purposes, (ii) owns or uses tangible objects, either animate or inanimate, (iii) cares for these objects, and (iv) exhibits these objects to the general public on a regular basis through facilities which it owns or operates. An organization uses a professional staff if it employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid,

primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution. An organization "exhibits objects to the general public" if such exhibition is a primary purpose of the institution. Further, an organization that exhibits objects to the general public for at least 120 days a year shall be deemed to exhibit objects to the general public on a regular basis. An organization that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public. Please note that an organization which does not have as a primary purpose the exhibition of objects to the general public, but which can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. A museum located within a parent organization that is a state or local government or multipurpose nonprofit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum: (1) is able to independently fulfill all the eligibility requirements listed above, (2) functions as a discrete unit within the parent organization, (3) has its own fully segregated and itemized operating budget, and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization. Prospective applicants that cannot fulfill all of these requirements should contact IMLS to discuss their eligibility before applying. IMLS may require additional supporting documentation from the applicant to determine the museum's autonomy. Each eligible applicant within a single parent organization should clearly delineate its own programs and operations in the application narrative. A parent organization that controls multiple museums that are not autonomous but are otherwise eligible may submit only one application per grant program; the application may be submitted by the parent organization on behalf of one or more of the eligible museums.

Use Restrictions: Museums may use the funds for projects that strengthen their ability to serve the public more effectively by supporting high-priority activities that advance the institution's mission and strategic goals. Funds can be used for ongoing museum activities, research and other behind-the-scenes activities, planning activities, new programs or activities, purchase of equipment or services, or other activities that will support the efforts of museums to upgrade and integrate new technologies into their overall institutional effectiveness.

Range & Avg. of Financial Assistance: \$5,000 to \$150,000

Contact Info:

Headquarters Office: Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802. Contacts: Christine Henry, (202) 653-4674, [chenry@imls.gov](mailto:chenry@imls.gov)  
<http://www.imls.gov/>

# COMMUNITY DEVELOPMENT



## **Community Food Projects** **(Community Food Project Program)**

Program Number: 10.225

Agency: Cooperative State Research, Education, and Extension Service, Department of Agriculture

Objective: To support the development of community food projects designed to meet the food needs of low-income people; increase the self-reliance of communities in providing for their own needs; and promote comprehensive responses to local food, farm, and nutrition issues.

Eligibility: Proposals may be submitted by private nonprofit entities. Because projects must promote comprehensive responses to local food, farm, and nutrition issues, applicants are encouraged to seek and create partnership among public, private nonprofit and private for-profit organizations or firms. To be further eligible for a grant, a private nonprofit applicant must meet three mandatory requirements: 1. Have experience in the area of: (a) community food work, particularly concerning small and medium-sized farms, including the provision of food to people in low-income communities and the development of new markets in low-income communities for agricultural producers; or (b) job training and business development activities in low-income communities; 2. demonstrate competency to implement a project, provide fiscal accountability and oversight, collect data, and prepare reports and other appropriate documentation, and 3. demonstrate a willingness to share information with researchers, practitioners, and other interested parties.

Use Restrictions: Community food projects are intended to take a comprehensive approach to developing long-term solutions that help to ensure food security in communities by linking the food sector to community development, economic opportunity, and environmental enhancement. Comprehensive solutions may include elements such as: (1) Improved access to high quality, affordable food among low-income households; (2) support for local food systems, from urban gardening to local farms that provide high quality fresh food, ideally with minimal adverse environmental impact; and (3) expanded economic opportunities for community residents through local business or other economic development, improved employment opportunities, job training, youth apprenticeship, school-to-work transition, and the like. Any solution proposed must tie into community food needs. Successful applicants must provide matching funds, either in cash or in-kind amounting to at least 50 percent of the total cost of the project during the term of the grant award.

Range & Avg. of Financial Assistance: \$10,000 to \$250,000.

Contact Info: Headquarters Office Deputy Administrator, Competitive Research Grants and Awards Management, Cooperative State Research, Education, and Extension Service, Department of Agriculture, Washington, DC 20250. Telephone: (202) 401-1761.

<http://www.reeusda.gov>

## **Economic Adjustment Assistance** **(Economic Adjustment)**

Program Number: 11.307

Agency: Economic Development Administration, Department of Commerce

Objective: To address the needs of distressed communities experiencing adverse economic changes that may occur suddenly or over time, and generally result from industrial or corporate restructuring, new Federal laws or requirements, reduction in defense expenditures, depletion of natural resources, or natural disaster. Economic Adjustment Assistance investments are intended to enhance a distressed community's ability to compete economically by stimulating private investment in targeted areas. Current investment priorities include proposals that: (a) promote comprehensive, entrepreneurial, and innovation-based economic development efforts that enhance the competitiveness of regions in the global economy. The investments will be part of a long-term strategy to promote the region's success in achieving a rising standard of living by supporting existing industry clusters, developing emerging new clusters, or attracting new regional economic drivers; (b) support technology-led economic development and reflect the important role of linking universities and industry and technology transfers; and (c) advance community-and faith-based social entrepreneurship in redevelopment strategies for regions of chronic economic distress.

Eligibility: Eligible applicants for EDA investment assistance include a State, city, county, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of such political subdivision, an institution of higher education or a consortium of institutions of higher education, an Economic Development District organization, a private or public nonprofit organization or association, including a faith-based non-profit organization, acting in cooperation with officials of a political subdivision of a State, or an Indian Tribe, or a consortium of Indian Tribes. Individuals, companies, corporations, and associations organized for profit are not eligible. As used in this paragraph, 'State' includes the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau..

Use Restrictions: Strategy investments help organize and carry out a planning process in order to develop a Comprehensive Economic Development Strategy (CEDS) tailored to the community's specific economic problems and opportunities. Implementation Investments support one or more activities identified in an EDA-approved CEDS. Awards may be used for activities such as developing and updating a CEDS and for implementing the CEDS by carrying out projects for site acquisition and preparation, construction, rehabilitation, and equipping facilities, technical assistance, market or industry research and analysis, and other activities set out in 13 C.F.R. 307.3.

Range & Avg. of Financial Assistance: \$21,000 to \$4,037,500; average \$611,146

Contact Info: Regional Office: A. Leonard Smith, Regional Director, 915 Second Ave., Jackson Federal Building, Suite 1856, Seattle, WA 98174 Phone: (206) 220-7660

<http://www.eda.gov>

### **Emergency Shelter Grants Program (ESG)**

Program Number: 14.231

Agency: Community Planning and Development, Department of Housing and Urban Development

Objective: The program is designed to help improve the quality of emergency shelters and transitional housing for the homeless, to make available additional shelters, to meet the costs of operating shelters, to provide essential social services to homeless individuals, and to help prevent homelessness.

Eligibility: States, metropolitan cities, urban counties, and territories. Local governments receiving formula allocations may distribute all or part of their grants to nonprofit recipients to be used for ESG activities. State grantees must distribute ESG funds to local governments, or directly to nonprofit organizations with the approval of the local government. Only local governments and nonprofit organizations may apply for ESG funds directly from States. The territories receive their allocations based on their population size.

Use Restrictions: Grantees may use the grant for one or more of the following activities relating to emergency shelter and transitional housing for the homeless: (1) renovation, major rehabilitation, or conversion of buildings for use as shelters for the homeless; (2) provision of essential services to the homeless (not more than 30 percent of the grant, unless waived by HUD); (3) payment of operations (not more than 10 percent of the grant for staff management costs), maintenance, rent, repair, security, fuel, equipment, insurance, utilities, and furnishings; and (4) homeless prevention activities (not more than 30 percent of the grant), and (5) administrative costs not to exceed five percent of the ESG grant. In the case of State grantees, the grant for administration must be shared with funded recipients.

Range & Avg. of Financial Assistance: \$79,358 to \$7,969,319; average \$435,165

Contact Info: Headquarters Office: Michael Roanhouse, Office of Special Needs Assistance Programs, Room 7262, Office of Community Planning and Development, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-1226, e-mail [Michael.Roanhouse@hud.gov](mailto:Michael.Roanhouse@hud.gov).

<http://www.hud.gov/offices/cpd/homeless/programs/esg/index.cfm>

## **Community Outreach Partnership Center Program**

Program Number: 14.511

Agency: Policy Development and Research, Department of Housing and Urban Development

Objective: To provide funds to two-year and four-year colleges and universities to establish and operate Community Outreach Partnerships Centers to address the problems of urban areas.

Eligibility: Public or private nonprofit institutions granting two-or four-year degrees that are accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

Use Restrictions: Research and outreach activities funded under this program must focus on problems associated with housing, economic development, neighborhood revitalization, infrastructure, health care, job training, education, crime prevention, planning, community organizing and other areas deemed appropriate by the Secretary.

Range & Avg. of Financial Assistance: \$200,000 to \$400,000.

Contact Info: Headquarters Office: For answers to technical questions, contact Kinnard Wright in the Office of University Partnerships, Office of Policy Development and Research, 451 7th Street, SW, Washington, DC 20410.

Telephone: (202) 708-3061, extension 7495 or e-mail

[Kinnard\\_D.\\_Wright@hud.gov](mailto:Kinnard_D._Wright@hud.gov)

<http://www.oup.org>

[www.hud.gov](http://www.hud.gov)

# EDUCATION



## **School Breakfast Program**

Program Number: 10.553

Agency: Food and Nutrition Service, Department of Agriculture

Objective: To assist States in providing a nutritious nonprofit breakfast service for school children, through cash grants and food donations.

Eligibility: State and U.S. Territory agencies; (except territories subject to the requirements to the Compact of Free Association) public and nonprofit private schools of high school grade and under; public and nonprofit private residential child care institutions, except Job Corps Centers. Schools desiring to participate must agree to operate a nonprofit breakfast program that is available to all children regardless of race, sex, color, National origin, age, or disability.

Use Restrictions: Federally appropriated School Breakfast Program funds are available to reimburse participating public and nonprofit private schools, of high school grade and under and residential child care institutions, for breakfasts, meeting the nutritional requirements prescribed by the Secretary of Agriculture, served to eligible children. The rates of reimbursement are adjusted on an annual basis to reflect changes in the Food Away From Home series of the Consumer Price Index for all Urban Consumers. The maximum reduced price charged for breakfast is 30 cents. Schools serving 40 percent or more free and reduced price lunches in the second preceding school year, and where breakfast per meal costs exceed the regular reimbursement rate, get up to 107.00 cents and 137.00 cents for each breakfast served to children qualifying, respectively, for a reduced price and a free breakfast. All participating schools must agree to serve free and reduced price meals to eligible children, and to operate the program on a nonprofit basis for all children regardless of race, sex, color, National origin, age, or disability.

Range & Avg. of Financial Assistance: Average Federal cash assistance for school year 2005 ranged from 23.0 to 148.0 cents per meal depending upon income levels of the individual participant and upon the number of free and reduced price meals served by the school. Individual State grants vary according to participation in the program.

Contact Info: Headquarters Office Director, Child Nutrition Division, Food and Nutrition Service, Department of Agriculture, Alexandria, VA 22302. Telephone: (703) 305-2590. Contact: Stanley C. Garnett, Director.

<http://www.fns.usda.gov/cnd>

## **Drug Prevention Program**

Program Number: 16.728

Agency: Office of Justice Programs, Office of Juvenile Justice and Delinquency prevention, Department of Justice

Objective: To reduce drug use by encouraging the promotion of multiple approaches including the replication of the Life Skills Training (drug prevention) program, to educating and motivating young adolescents to pursue healthy lifestyles, fostering interpersonal and decision making skills which will help them choose alternatives to high risk behaviors.

Eligibility: Public and private agencies/organizations, all States and territories, and local units of government are eligible to receive funds.

Use Restrictions: To be eligible for a discretionary award, an applicant must respond to specific program guidelines issued by the Office of Juvenile Justice and Delinquency; provide for proper program administration, evaluation, and fiscal reporting, demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; demonstrate that the proposed project meets the requirements of relative cost effectiveness; and respond to clear and documentable needs.

Range & Avg. of Financial Assistance: Not applicable.

Contact Info: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs: (202) 307-5911.

<http://www.ojjdp.ncjrs.org>

## **Education and Human Resources (EHR)**

Program Number: 47.076

Agency: National Science Foundation

Objective: To provide leadership and ensure the vitality of the Nation's science, technology, engineering and mathematics (STEM) education. The Education and Human Resources (EHR) component of the National Science Foundation sponsors programs that support the development of models and strategies for providing all students with access to high-quality, standards-based education. The portfolio of EHR programs in STEM education is comprised of efforts spanning pre-K to 12 (with special emphasis on projects that join institutions of higher education with K-12 education units), undergraduate, graduate and post-doctoral levels, as well as informal education and life-long learning. Long-term goals include: Supporting infrastructure (especially broad-based collaborative partnerships) that will enable development of high-quality educational experiences for all students; ensuring that our educational pathways yield an adequately educated and diverse corps of individuals for both the highly technical workplace and the professional STEM community; and the development of a cadre of professionally educated and well-trained teachers and faculty. The strength of EHR programming resides in its ability to integrate research and education, combining the expertise of the research and education communities. Its programs include support for research on learning and teaching that informs education practice; comprehensive, standards-based instructional materials effective in increasing student achievement; strategies for developing deep content knowledge and teaching skills for the instructional workforce; and research, development, and implementation of next-generation learning technologies. The EHR activity also sponsors projects under the Experimental Program to Stimulate Competitive Research (EPSCoR) program, which builds the capacity of participating states to compete successfully for Federal research funding. EHR programs are subject to continuous improvements based on program reviews, evaluation, dissemination of best practices, and evolving knowledge bases.

Eligibility: Graduate students, public and private colleges (2-year and 4-year) and universities, State and local education agencies, tribal entities, nonprofit and private organizations, professional societies, science academies and centers, science museums and zoological parks, other informal science education institutions, research laboratories, and other institutions with an educational mission may apply.

Use Restrictions: Grant funds may be used for costs necessary to conduct research, educational activities or studies, including salaries and expenses, permanent equipment, expendable materials and supplies, travel, publication costs, and other direct and indirect costs. Some programs provide funds for undergraduate scholarships managed by the awardee institution. Primary responsibility for general supervision of all grant activities rests with the grantee institution. Funds may not be used for purposes other than those specified in the award. Graduate fellowships provide for stipends and allowances to be paid to

the awardee through his/her institution; a fixed cost-of-education allowance is paid directly to the institution.

Range & Avg. of Financial Assistance: \$3,000 to \$15,000,000; \$255,472.

Contact Info: Headquarters Office: Assistant Director, Education and Human Resources, National Science Foundation, 4201 Wilson Blvd., Room 805 Arlington, VA 22230. Telephone: (703) 292-8600.

<http://www.nsf.gov/dir/index.jsp?org=EHR>.

### **Ready-To-Learn Television**

Program Number: 84.295

Agency: Assistant Secretary for Education Research, Statistics and Improvement, Department of Education

Objective: To develop educational programming for preschool and early elementary school children and their families. To develop educational television, programming and ancillary materials to increase school readiness for young children in limited English proficient households and to increase family literacy. To develop support materials and services that promote effective use of educational programming.

Eligibility: To be eligible to receive a grant, contract, or cooperative agreement under Subsection (a) an entity shall be a public telecommunications entity that can demonstrate a capacity to: 1) develop and disseminate educational and instructional television programming nationwide; 2) contract with the producers of children's television programming; 3) negotiate such contracts in a manner that returns an appropriate share of ancillary income from sales of program-related products; and 4) localize programming and materials to meet specific State and local needs.

Use Restrictions: Administrative costs are limited by the authorizing statute. Entities receiving a grant, contract, or cooperative agreement from the Secretary, may not use more than five percent of the amounts received under this Section for the normal and customary expenses of administering the grant.

Range & Avg. of Financial Assistance: 2007 information not available.

Contact Info: U.S. Department of Education, OII Technology in Education Programs 400 Maryland Ave., Washington, DC 20202. Contact: Joe Caliguro. E-mail Address [joseph.caliguro@ed.gov](mailto:joseph.caliguro@ed.gov) Telephone (202) 202-205-5449.

<http://www.ed.gov/programs/rtltv/index.html>

# ENVIRONMENT



## **Cooperative Forestry Assistance**

Program Number: 10.664

Agency: Forest Service, Department of Agriculture

Objective: With respect to nonfederal forest and other rural lands to assist in the advancement of forest resources management; the encouragement of the production of timber; the control of insects and diseases affecting trees and forests; the control of rural fires; the efficient utilization of wood and wood residues, including the recycling of wood fiber; the improvement and maintenance of fish and wildlife habitat; and the planning and conduct of urban and community forestry programs.

Eligibility: State Forestry or equivalent State agencies, tribes, non-profits, and municipalities are eligible. All States, the District of Columbia, Puerto Rico, the Virgin Islands, the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and the territories and possessions of the United States are eligible.

Use Restrictions: To assist State Forester or equivalent agencies in forest stewardship programs on private, State, local, and other nonfederal forest and rural lands. Programs may include production of timber and efficient processing and use of wood products; developing genetically improved tree seeds; producing and distributing tree seeds and seedlings; reforestation; timber stand improvement; improving wildlife habitat; assisting private woodland owners in harvesting, processing, and marketing activities; conversion of wood to energy; protection and improvement of forest soil fertility; forest insect and disease management; urban and community forestry; Development and transfer of new and improved fire control technologies; organization of shared fire suppression resources, and achievement of more efficient State fire protection; provision of financial, technical and related assistance to local rural fire fighting forces; acquisition and loan of Federal excess property; organizational improvement; forestry resources planning; conservation of forest land; and technology transfer.

Range & Avg. of Financial Assistance: \$25,000 to \$6,000,000. Average: \$1,000,000.

Contact Info: Headquarters Office: Deputy Chief, State and Private Forestry, Forest Service, Department of Agriculture, P.O. Box 96090, Washington, DC 20090-6090. Telephone: (202) 205-1657.

<http://www.fs.fed.us/spf/coop>

## **Resource Conservation and Development**

Program Number: 10.901

Agency: Natural Resources Conservation Service, Department of Agriculture

Objective: To encourage and improve the capability of State and local units of government and local nonprofit organizations in rural areas to plan, develop and carry out programs for resource conservation and development.

Eligibility: State and local governments and nonprofit organizations within areas designated as RC&D areas by the Secretary of Agriculture with authority to plan or carry out activities relating to resource use and development in multijurisdictional areas.

Use Restrictions: Technical assistance is available only to RC&D sponsors within areas authorized by the Secretary of Agriculture for assistance. Technical assistance is available for the planning and installation of approved projects specified in RC&D area plans, for land conservation, water management, community development and environmental enhancement elements.

Range & Avg. of Financial Assistance: Not currently available.

Contact Info: Headquarters Office: Deputy Chief for Programs, Resource Conservation and Community Development Division, Natural Resources Conservation Service, Department of Agriculture, P.O. Box 2890, Washington, DC 20013. Telephone: (202) 720-2847. FTS is not available

<http://www.nrcs.usda.gov>

## **Soil and Water Conservation**

Program Number: 10.902

Agency: Natural Resources Conservation Service, Department of Agriculture

Objective: To help people conserve, improve, and sustain our natural resources and environment.

Eligibility: Land users, Land owners, Community organizations State governments and local governments. Resource assistance needed is usually reviewed with the conservation district governing body. Individuals and groups may become cooperators with local conservation districts to which application for assistance is directed. Applicants are also eligible in Puerto Rico, the Virgin Islands, and Western Pacific U.S. Trust Territories

Use Restrictions: Technical assistance to the general public in planning and applying natural resource conservation practices, systems, and treatment; and furnishing technical natural resource conservation information to State and local governments.

Range & Avg. of Financial Assistance: Not applicable.

Contact Info: Headquarters Office: Jose Acevedo, Deputy Chief for Natural Resources Conservation Programs, Natural Resources Conservation Service, Department of Agriculture, P.O. Box 2890, Washington, DC 20013. Telephone: (202) 720-4527.

<http://www.nrcs.usda.gov>

## **Water Quality Cooperative Agreements**

Program Number: 66.463

Agency: Office of Water, Environmental Protection Agency

Objective: To assist States, Indian Tribes, interstate agencies, and other public or nonprofit organizations in developing, implementing, and demonstrating innovative approaches relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution. Funding Priority: To assist States, Indian Tribes, interstate agencies, and other public or nonprofit organizations in developing, implementing, and demonstrating innovative approaches relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution through both permitted and non-permitted areas. This includes watershed approaches for solutions to wet weather activities,(i.e., combined sewer overflow, sanitary sewer overflows, storm water discharge, and animal feeding operations) pretreatment and sludge (biosolids) program activities, decentralized systems, and alternative ways to enhance or measure the effectiveness of point source programs. Trading, water efficiency, asset management, and sustainable infrastructure are also areas of consideration.

Eligibility: State water pollution control agencies, interstate agencies, Tribes, colleges and universities, individuals, and other public or nonprofit organizations. For certain competitive funding opportunities, the Agency may limit eligibility to a particular subset of eligible applicants consistent with the Agency's competition policy.

Use Restrictions: These grants are intended to encourage efforts to improve water quality by promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution. Projects must attain tangible results. EPA may award grants to fund internships for high school students to work at wastewater treatment plants under the Youth and the Environment sub-program in EPA Regions 1, 2, 3, 5, 6, 7, 8, 9 and 10. In the case of Regional competitions, eligible projects may be limited in geographic scope to benefit the citizens of States, Tribes, or Territories within those Regions. Other specific uses of funds will be described in Requests for Proposals for this program. EPA will not award grants to fund ongoing State, Tribal, or local program activities, construction, or to purchase land. Assistance agreement awards under this program may involve or relate to geospatial information. Further information regarding geospatial information may be obtained by viewing the following website: <http://geodata.epa.gov/>

Range & Avg. of Financial Assistance: Projects typically range from \$10,000 to \$300,000/fiscal year. The average grant awarded by Headquarters is approximately \$100,000/fiscal year. The average Regional award is approximately \$120,000/fiscal year.

Contact Info: Barron Benroth, Office of Wastewater Management (4204M), U.S. EPA, Room 7324J, EPA East, 1200 Pennsylvania Avenue NW, Washington DC, 20460. Telephone: (202) 564-0672; FAX: (202) 501-2397; e-mail: [Benroth.Barry@epa.gov](mailto:Benroth.Barry@epa.gov).

<http://www.epa.gov/owm/cwfinance/index.htm>

# HOUSING



## **Rehabilitation Mortgage Insurance (203(k))**

Program Number: 14.108

Agency: Housing, Department of Housing and Urban Development

Objective: To help families repair or improve, or refinance and improve existing residential structures more than one year old.

Eligibility: Individual purchasers are eligible to apply.

Use Restrictions: HUD insures lenders against loss on loans. These loans may be used to rehabilitate an existing 1 to 4 unit dwelling in one of four ways: (1) Purchase a structure and the land on which the structure is located and rehabilitate it; (2) purchase a structure on another site, move it onto a new foundation on the mortgaged property and rehabilitate it; (3) refinance the existing indebtedness and rehabilitate such a structure; or (4) rehabilitate such a structure. Maximum insurable mortgage loans for an occupant mortgagor are the same as prescribed for Section 203(b) - Program 14.117. Rehabilitation cost must be at least \$5,000

Range & Avg. of Financial Assistance: Maximum insurable mortgage loans for an occupant mortgagor are the same as prescribed for Section 203(b) - Program 14.117. Rehabilitation cost must be at least \$5,000.

Contact Info: Contact the Local HUD office. Richard Bradley, phone number 202-708-2121.

<http://www.hud.gov/offices/hsg/sfh/ins/singlefamily.cfm>

## **Supportive Housing for the Elderly (202)**

Program Number: 14.157

Agency: Housing, Department of Housing and Urban Development

Objective: To expand the supply of housing with supportive services for the elderly, including the frail elderly.

Eligibility: Eligible Sponsors include private nonprofit organizations and nonprofit consumer cooperatives. Eligible Owner entities include private nonprofit corporations, nonprofit consumer cooperatives, and if the proposed project involves mixed-financing, for-profit limited partnerships with a nonprofit entity as the sole general partner. Public bodies and their instrumentalities are not eligible Section 202 applicants.

Use Restrictions: Capital advances shall be used to finance the construction or rehabilitation of a structure or portion thereof, or the acquisition of a structure to provide supportive housing for the elderly, which may include the cost of real property acquisition, site improvement, conversion, demolition, relocation and other expenses of supportive housing for the elderly. Project rental assistance is used to cover the difference between the HUD-approved operating cost per unit and the amount the tenant pays.

Range & Avg. of Financial Assistance: \$423,800 to \$13,830,300; Average \$4,349,000.

Contact Info: Office Housing Assistance and Grants Administration, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-3000.

<http://www.hud.gov/offices/hsg/mfh/progdesc/eld202.cfm>

### **Supportive Housing for Persons with Disabilities** **(Section 811)**

Program Number: 14.181

Agency: Housing, Department of Housing and Urban Development

Objective: To provide for supportive housing for persons with disabilities.

Eligibility: Eligible Sponsors are nonprofit organizations with a Section 501(c)(3) tax exemption from the Internal Revenue Service. Eligible Owner entities are nonprofit organizations with a 501(c)(3) tax exemption from the Internal Revenue Service and, if the proposed project involves mixed financing, for-profit limited dividend organizations with a nonprofit entity as the sole general partner.

Use Restrictions: Capital advances may be used to construct, rehabilitate or acquire structures to be used as supportive housing for persons with disabilities. Project rental assistance is used to cover the difference between the HUD-approved operating costs of the project and the tenants' contributions toward rent (30 percent of adjusted income).

Range & Avg. of Financial Assistance: \$288,400 to \$3,221,200; Average \$989,799.

Contact Info: Office of Housing Assistants and Grants Administration, Department of Housing and Urban Development, Washington, DC 20410. Telephone: (202) 708-3000.

<http://www.hud.gov/offices/hsg/mfh/progdesc/disab811.cfm>

### **HOME Investment Partnerships Program** **(HOME Program)**

Program Number: 14.239

Agency: Community Planning and Development, Department of Housing and Urban Development

Objective: (1) To expand the supply of affordable housing, particularly rental housing, for low and very low income Americans; (2) to strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing; (3) to provide both financial and technical assistance to participating jurisdictions, including the development of model programs for developing affordable low income housing; and (4) to extend and strengthen partnerships among all levels of government and the private

sector, including for-profit and nonprofit organizations, in the production and operation of affordable housing.

Eligibility: States, cities, urban counties, and consortia (of contiguous units of general local governments with a binding agreement) are eligible to receive formula allocations; funds are also set aside for grants to Insular Areas. Technical Assistance applicants: a for-profit and non-profit professional and technical services company or firm that has demonstrated capacity to provide technical assistance services; a HOME participating jurisdiction or agency thereof; a public purpose organization responsible to the chief elected official of a PJ and established pursuant to State or local legislation; an agency or authority established by two or more PJs to carry out activities consistent with the purposes of the HOME program; a national or regional non-profit organization that has membership comprised predominantly of entities or officials of entities of PJs or PJs agencies or established organizations. CHDO Technical Assistance: public and private non-profit intermediary organizations that customarily provide services (in more than one community) related to affordable housing or neighborhood revitalization of CHDOs, or similar organizations that engage in community revitalization, including all eligible organization under section 233 of the Cranston-Gonzalez National Affordable Housing Act, as amended.

Use Restrictions: For use by participating jurisdictions or Insular Areas for housing rehabilitation, tenant-based rental assistance, assistance to homebuyers, acquisition of housing and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing, such as site acquisition, site improvements, demolition and relocation. Ten percent of a participating jurisdiction's allocation may be used for administrative costs. Funds may not be used for public housing modernization, matching funds for other Federal programs, reserve accounts or operating subsidies for rental housing, Annual Contributions Contracts, or activities under the Low Income Housing Preservation Act except for priority purchasers. In FY 2003, additional funds were appropriated under the HOME Program for the American Dream Downpayment Initiative (ADDI). These funds may only be used to provide down payment assistance to low-income families to help them achieve homeownership. Technical Assistance is available to help HOME participating jurisdictions design and implement HOME programs, including: improving their ability to design and implement housing strategies and incorporate energy efficiency into affordable housing; facilitating the exchange of information to help participating Jurisdictions carry out their programs; facilitating the establishment and efficient operation of employer-assisted housing programs and land bank programs; and/or encouraging private lenders and for-profit developers of low-income housing to participate in public-private partnerships. Community Housing Development Organization Technical Assistance (CHDO TA) to promote the ability of CHDOs to maintain, rehabilitate and construct housing for low-income homeowners and tenants; and help women who reside in low- and moderate-income neighborhoods to rehabilitate and construct housing in these neighborhoods.

Range & Avg. of Financial Assistance: \$286,780 to \$129,144,702; \$3,088,433.

Contact Info: Mary Kolesar, Director, Office of Affordable Housing Programs, Room 7164, Community Planning and Development, Department of Housing and Urban Development, 451 7th Street, SW, Washington, DC 20410. Telephone: (202) 708-2470. Use the same number for FTS. E-mail [MARY\\_KOLESAR@hud.gov](mailto:MARY_KOLESAR@hud.gov).  
<http://www.hud.gov/offices/cpd/affordablehousing/index.cfm>

# LAW & JUSTICE



## **Legal Assistance for Victims**

Program Number: 16.524

Agency: Office of Justice Programs, Violence Against Women Office, Department of Justice

Objective: These grants are for increasing the availability of direct legal services to victims of domestic violence, sexual assault, and stalking in matters arising from the abuse or violence. The goal is to develop innovative, collaborative programs within the legal system that promote victim safety and increase victim economic autonomy.

Eligibility: Eligible grantees for this program are private, nonprofit entities, Indian tribal governments and tribal organizations, territorial organizations, and publicly funded organizations not acting in their governmental capacity, such as law schools.

Use Restrictions: The Legal Assistance for Victims Grant Program provides an opportunity for communities to enhance legal assistance for victims. Funds may be used: (1) to implement, expand, and establish cooperative efforts and projects between domestic violence and sexual assault victim services organizations and legal assistance providers to provide legal assistance for victims of domestic violence, stalking, and sexual assault; (2) to implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and (3) to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, stalking, and sexual assault.

Range & Avg. of Financial Assistance: \$116,000 to \$850,000; Average \$400,000.

Contact Info: Office on Violence Against Women, Department of Justice, 800 K Street, NW, Washington, DC 20530. Telephone: (202) 307-6026.

<http://www.ojp.usdoj.gov>

## **Missing Children's Assistance**

Program Number: 16.543

Agency: Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Department of Justice

Objective: To coordinate Federal missing and exploited children activities and to support research, training, technical assistance, and demonstration programs to enhance the overall response to missing children and their families. Establish and maintain a national resource center and clearinghouse dedicated to missing and exploited children issues that: 1) provides a toll-free hotline where citizens can report investigative leads and parents and other interested individuals can receive information concerning missing children;

2) provides technical assistance to parents, law enforcement, and other professionals working on missing and exploited children cases; 3) promotes

information sharing and provides technical assistance by networking with regional nonprofit organizations, State missing children clearinghouses, and law enforcement agencies; 4) develops publications that contain practical, timely information; and 5) provides information regarding programs offering free or low-cost transportation services that assist in reuniting children with their families. On a periodic basis, conduct national incidence studies to determine the type and extent of missing children in America. Support law enforcement demonstration programs (e.g., the Internet Crimes Against Children Task Force Program) to enhance the investigative response to missing and exploited children cases. Support research to broaden understanding of a wide range of missing and exploited children issues (e.g., abduction homicide investigation solvability factors), to inform training and technical assistance efforts and to identify promising practices and programs for replication. Develop training programs for law enforcement, child protective services, medical personnel, and prosecutors to enhance coordination and effectiveness of missing and exploited children investigations and to enhance the overall system response. Identify service gaps and develop programs to meet specialized needs of parents or guardians of children who are reported missing. Provide a national central registry and toll-free hotline service to assist community organizations and law enforcement personnel to identify and return adults suffering from Alzheimer's disease who have wandered from home. Provide training, technical assistance, and publications to enhance community wide responses to wandering incidents by memory impaired adults.

Eligibility: Missing Children's funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Use Restrictions: The Administrator is authorized to make grants to and enter into contracts with public agencies or private nonprofit organizations, or combinations thereof, for research, demonstration projects, or service programs designed (1) to educate parents, children, and community agencies and organizations in ways to prevent the abductions and sexual exploitation of children; (2) to provide information to assist in the locating and return of missing children; (3) to aid communities in the collection of materials which would be useful to parents in assisting others in the identification of missing children; (4) to increase knowledge of and develop effective treatment pertaining to the psychological consequences, on both parents and children, of (a) the abduction of a child, both during the period of disappearance and after the child is recovered; and (b) the sexual exploitation of a missing child; (5) to collect detailed data from selected States or localities on the actual investigative practices utilized by law enforcement agencies in missing children's cases; (6) to address the particular needs of missing children by minimizing the negative impact of judicial and law enforcement procedures on children who are victims of abuse or sexual exploitation and by promoting the active participation of children and their families in cases involving abuse or sexual exploitation of children; (7) to address the needs of missing children and their families following the recovery of such children; and (8) reduce the likelihood that individuals under 18 years of age will be removed from the control of such individuals legal custodians without

such custodians' consent; (9) and to establish or operate statewide clearinghouses to assist in recovering or locating missing children.

Range & Avg. of Financial Assistance: Not applicable.

Contact Info: Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5911.

<http://www.usdoj.gov>

### **Local Law Enforcement Block Grants Program**

Program Number: 16.592

Agency: Office of Justice Programs, Bureau of Justice Assistance, Department of Justice

Objective: To provide funds to units of local government for the purposes of reducing crime and improving public safety. Funds may be used for one or more of seven program purpose areas (See Uses and Use Restrictions). Funds or a portion of funds allocated under this title may also be used to contract with private, nonprofit entities or community-based organizations to carry out the purposes of this Block Grants Program. BJA will also make awards to states based on the allocation formula specified in the legislation.

Eligibility: Funding under this program is available to units of local government within a state. A unit of local government is a town or township, village, city, or county or recognized governing body of an Indian tribe or Alaskan Native village that carries out substantial governmental duties and powers. Each unit of local government must report Uniform Crime Report (UCR) data so as to determine amounts of allocation. These data must reflect Part I violent crimes, which are murder, aggravated assault, rape, and robbery, that have been reported in each eligible jurisdiction. Data for the three most recent available years reported to the FBI will be averaged and used to compute allocations. The amount of the award is proportionate to each local jurisdiction's average annual amount of Part I violent crimes compared to that for all other local jurisdictions in the State. Jurisdictions whose reported crime rates would yield an award of less than \$10,000 will not receive a grant. Further, for the purposes of this Block Grants Program the Commonwealth of Puerto Rico shall be considered a unit of local government as well as a State. In addition, each State will receive a minimum award of 0.25 percent of the total amount available for formula distribution under the Block Grants Program.

Use Restrictions: Funds may be used for one or more of the following purpose areas: (1) Law enforcement support for hiring, training, and employing on a continuing basis new, additional law enforcement officers and necessary support personnel; paying overtime to presently employed law enforcement officers and necessary support personnel; and procuring equipment, technology, and other material directly related to basic law enforcement functions; (2) Enhancing security measures in and around schools, and in and around any other facility or location that the unit of local government considers a special risk for incidents of crime; (3) Establishing or supporting drug courts; (4) Enhancing the adjudication of cases involving violent offenders, including cases involving violent juvenile

offenders. For the purposes of this program, violent offender means a person charged with committing a Part I violent crime under the Uniform Crime Reports; (5) Establishing a multijurisdictional task force, particularly in rural areas, composed of law enforcement officials representing units of local government; this task force will work with Federal law enforcement officials to prevent and control crime; (6) Establishing crime prevention programs involving cooperation between community residents and law enforcement personnel to control, detect, or investigate crime or the prosecution of criminals; and (7) Defraying the cost of indemnification insurance for law enforcement officers. Recipients may not expend funds provided under the Block Grants Program to purchase, lease, rent, or acquire any of the following: tanks or armored vehicles; fixed-wing aircraft; limousines; real estate; yachts; consultants; and vehicles not primarily used for law enforcement. In addition, Federal funds cannot be used to supplant State or local funds, but instead to increase the amount of funds that would be available otherwise from State and local sources.

Range & Avg. of Financial Assistance: Direct award amounts range from a minimum of \$10,000 upward to over \$25,000,000 based on formula calculations.

Contact Info: Office of Justice Programs, Bureau of Justice Assistance, State Policy Office, 810 Seventh Street, NW, Washington, DC 20531. Telephone: (202) 616-6500 or 1-866-859-2687 or by e-mail at [AskBJA@usdoj.gov](mailto:AskBJA@usdoj.gov).

Edward Byrne Memorial Local Law Enforcement Justice Assistance Grant (JAG): <http://www.ojp.usdoj.gov/BJA/grant/jag.html>

Local Law Enforcement Block Grant:

[http://www.ojp.usdoj.gov/BJA/grant/llebg\\_app.html](http://www.ojp.usdoj.gov/BJA/grant/llebg_app.html)

### **National Institute of Justice Research, Evaluation, and Development Project Grants**

Program Number: 16.560

Agency: Office of Justice Programs, National Institute of Justice, Department of Justice

Objective: To encourage and support research, development, and evaluation to further understanding of the causes and correlates of crime and violence, methods of crime prevention and control, and criminal justice system responses to crime and violence and contribute to the improvement of the criminal justice system and its responses to crime, violence, and delinquency.

Eligibility: The National Institute of Justice (NIJ) is authorized to make grants to, or enter into contracts or cooperative agreements with State and local governments, private nonprofit organizations, public nonprofit organizations, profit organizations, nonprofit organizations, institutions of higher education, and qualified individuals. Applicants from the Territories of the United States and federally recognized Indian Tribal Governments are also eligible to participate in this program.

Use Restrictions: The funds may be used to conduct research and development pertaining to the above objectives, including the development of new or improved approaches, techniques, systems, and technologies and to carry out programs of

research on the causes of crime and means of preventing crime, and to evaluate criminal justice programs and procedures, and responses to crime, violence, and delinquency.

Range & Avg. of Financial Assistance: In amounts consistent with the Institute's plans, priorities and levels of financing. FY 06 estimate \$54,122,540; and FY 07 estimate \$45,056,000.

Contact Info: National Institute of Justice, Department of Justice, 810 7th Street, NW, Washington, DC 20531. Telephone: (202) 307-2942. Use same number for FTS. Fax number is (202) 307-6394.

<http://www.ojp.usdoj.gov/nij>

# TRANSPORTATION



## **High Speed Ground Transportation-Next Generation High Speed Rail Program**

Program Number: 20.312

Agency: Federal Railroad Administration, Department of Transportation

Objective: To stimulate the implementation of High Speed Passenger Rail Systems.

Eligibility: Any United States private business, educational institution located in the United States, State or local government or public authority, or agency of the Federal government is eligible for assistance relating to Next Generation High Speed Passenger Rail Systems.

Use Restrictions: Projects must show a demonstrable benefit to the research, development, design, or ultimate operation of incremental High Speed Passenger Rail Systems.

Range & Avg. of Financial Assistance: \$100,000 to \$7,000,000. Average: \$250,000.

Contact Info: Office of Railroad Development, RDV-13, Federal Railroad Administration, 1120 Vermont Avenue, NW, Washington, DC 20590.  
<http://www.fra.dot.gov>

## **Capital Assistance Program for Elderly Persons and Persons with Disabilities**

Program Number: 20.513

Agency: Federal Transit Administration, Department of Transportation

Objective: To provide financial assistance in meeting the transportation needs of elderly persons and persons with disabilities where public transportation services are unavailable, insufficient or inappropriate. The Section 5310 program is designed to supplement FTA's other capital assistance programs by funding transportation projects for elderly persons and persons with disabilities in all areas—urbanized, small urban, and rural.

Eligibility: Only designated states may apply for FTA grants. Eligible sub-recipients include private nonprofit organizations, public bodies approved by the State to coordinate services for elderly persons and persons with disabilities and public bodies which certify to the governor that no nonprofit corporations or associations are readily available in an area to provide the service.

Use Restrictions: Section 5310 funding may be used for eligible capital expenses needed to provide efficient and coordinated specialized transportation service for elderly persons and persons with disabilities. Projects must provide for the maximum feasible coordination of transportation services assisted under this section with transportation assisted by other Federal sources and must provide for the maximum feasible participation of private-for-profit operators.

Range & Avg. of Financial Assistance: For FY 2006, \$62,456 - \$11,687,113. FY 2007 not available.

Contact Info: Federal Transit Administration, Office of Program Management, Office of Resource Management and State Programs, 400 7th Street, SW,

Washington, DC 20590. Telephone: (202) 366-1655. Cheryl Oliver, Program Coordinator.

<http://www.fta.dot.gov>

### **Job Access-Reverse Commute**

Program Number: 20.516

Agency: Federal Transit Administration, Department of Transportation

Objective: To provide competitive grants to local governments, nonprofit organizations, and designated recipients of Federal transit funding to develop transportation services to connect welfare recipients and low-income persons to employment and support services. Job Access grants will be for capital projects, to finance operating costs of equipment, facilities and associated support costs related to providing access to jobs. The Reverse Commute grants will assist in funding the costs associated with adding reverse commute bus, train, carpool or service from urban areas, urbanized areas, and areas other than urbanized areas to suburban work places.

Eligibility: State and local government agencies, nonprofit agencies, and transit providers.

Use Restrictions: The funds are to be used for delivery of services. The funds are not to be used for planning.

Range & Avg. of Financial Assistance: \$23,550 to \$1,500,000. Average: \$356,000.

Contact Info: Office of Program Management, Federal Transit Administration, Department of Transportation, 400 Seventh Street, SW, Room 9315, Washington, DC 20590. Telephone: (202) 366- 2053. Gregory Brown telephone (202) 366-1622. Office of Research and Innovation, Room 9407, Douglas Birnie, telephone: (202) 366-1666.

<http://www.fta.dot.gov>

### **Capital and Training Assistance Program for Over-the-Road Bus Accessibility**

Program Number: 20.518

Agency: Federal Transit Administration, Department of Transportation

Objective: To make funds available to private operators of over-the-road buses to finance the incremental capital and training costs of complying with requirements of the Department of Transportation's over-the-road bus accessibility rule, "Transportation for Individuals with Disabilities".

Eligibility: Private operators of over-the-road buses that provide intercity fixed route bus service, and other providers, including operators of local fixed-route service, commuter service, and charter or tour service.

Use Restrictions: Program funds may be used to finance the incremental capital and training costs of complying with DOT's over-the-road bus accessibility rule.

Capital projects eligible for funding include adding wheelchair lifts and other accessibility components to new vehicle purchases, and purchasing lifts to retrofit existing vehicles. Eligible training costs include training in proper operation and maintenance of equipment, boarding assistance, and securement, handling and storage of mobility devices, and sensitivity training.

Range & Avg. of Financial Assistance: \$20,000 to \$ 180,000. Average: \$20,000.

Contact Info: Federal Transit Administration, Office of Program Management, Office of Transit Programs, 400 7th Street SW, Washington DC 20590. Blenda Younger, Program Manager. Telephone: (202) 366-6053.

<http://www.fta.dot.gov>

# YOUTH



## **Opportunities for Youth-Youthbuild Program (Youthbuild Program)**

Program Number: 14.243

Agency: Community Planning and Development, Department of Housing and Urban Development

Objective: The Youthbuild program provides funding assistance for a wide range of multi-disciplinary activities and services to assist economically disadvantaged youth. The opportunities are designed to help disadvantaged young adults who have dropped out of high school to obtain the education and employment skills necessary to achieve economic self-efficiency and develop leadership skills and a commitment to community development in low-income communities. Another important objective of the Youthbuild program is to expand the supply of permanent affordable housing for homeless persons and members of low income and very low-income families. By giving disadvantaged young adults participating in the program meaningful on-site training experiences constructing or rehabilitating housing as a community service, they are helping to meet the housing needs of homeless and low income families in their community. The President's Budget for FY 2006 proposes to move the Youthbuild program to the U.S. Department of Labor to allow for greater coordination with other employment and training programs.

Eligibility: (1) A public or private nonprofit agency, including: a community-based organization which is accountable to low income community residents through representation on the governing board and which has a history of serving the local community where the Youthbuild program is to be located; an administrative entity designated under section 103(b)(1)(B) of the Job Training Partnership Act; a community action agency; and a community development corporation; (2) State or local housing agencies or authorities; (3) State or local units of general local government, (4) any other entity (including States, units of general local government) eligible to provide education and employment training under other Federal employment training programs as defined in HUD regulations at 24 CFR 585.4., or (5) Indian tribes, Indian Housing authorities and housing entities.

Use Restrictions: Grant funds can be used to fund eligible educational and supportive services and activities composed of basic skills development, and counseling, referral and support services. Funds can also be used for architectural and engineering fees, construction, rehabilitation, acquisition, operating expenses and replacements reserves. If Youthbuild funds are used for these construction related activities, certain housing related restrictions apply. Use of Youthbuild funds in this way will also negatively affect a proposal's chances of being funded. See the Final Rule for specifics.

Range & Avg. of Financial Assistance: \$400,000 to \$700,000; \$550,000

Contact Info: Director, Grants Management Division, Department of Housing and Urban Development, 451 7th Street SW, Washington, DC 20410, Room 7149.  
Telephone: (202) 708-2035.

<http://www.hud.gov/progdesc/cpdindx.cfm>

## **Gang-Free Schools and Communities-Community-Based Gang Intervention**

Program Number: 16.544

Agency: Office of Justice Programs, Office of Juvenile Justice and Delinquency prevention, Department of Justice

Objective: To prevent and to reduce the participation of juveniles in the activities of gangs that commit crimes. Such programs and activities may include: 1) individual, peer, family, and group counseling, including provision of life skills training and preparation for living independently, which shall include cooperation with social services, welfare, and health care programs; 2) education and social services designed to address the social and developmental needs of juveniles; 3) crisis intervention and counseling to juveniles, who are particularly at risk of gang involvement, and their families; 4) the organization of the neighborhood and community groups to work closely with parents, schools, law enforcement, and other public and private agencies in the community; and 5) training and assistance to adults who have significant relationships with juveniles who are or may become members of gangs, to assist such adults in providing constructive alternatives to participating in the activities of gangs. To develop within the juvenile adjudicatory and correctional systems new and innovative means to address the problems of juveniles convicted of serious drug-related and gang-related offenses. To provide treatment to juveniles who are members of such gangs, including members who are accused of committing a serious crime and members who have been adjudicated as being delinquent. To promote the involvement of juveniles in lawful activities in geographical areas in which gangs commit crimes. To promote and support, with the cooperation of community-based organizations experienced in providing services to juveniles engaged in gang-related activities and cooperation of local law enforcement agencies, the development of policies and activities in public elementary and secondary schools which will assist such schools in maintaining a safe environment conducive to learning. To assist juveniles who are or may become members of gangs to obtain appropriate educational instruction, in or outside a regular school program, including the provision of counseling and other services to promote and support the continued participation of such juveniles in such instructional programs. To expand the availability of prevention and treatment services relating to the illegal use of controlled substances and controlled substances analogues (as defined in paragraphs (6) and (32) of section 102 of the Controlled Substances Act (21 U.S.C. 802) by juveniles, provided through State and local health and social services agencies. To provide services to prevent juveniles from coming into contact with the juvenile justice system again as a result of gang-related activity. To provide services at a special location in a school or housing project. To facilitate coordination and cooperation among: 1) local education, juvenile justice, employment, and social service agencies; and 2) community-based programs with a proven record of effectively providing intervention services to juvenile gang members for the purpose of reducing the participation of juveniles in illegal gang activities.

Eligibility: Part D funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public or private nonprofit agencies, organizations or individuals.

Use Restrictions: To be eligible for an award or contract, an applicant must: (1) respond to legislative requirements contained in Section 281A and 282A of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP; (3) provide for adequate program administration, evaluation and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; and (5) respond to clear and documentable needs.

Range & Avg. of Financial Assistance: Not available

Contact Info: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531.

<http://www.usdoj.gov>

### **Juvenile Mentoring Program (JUMP)**

Program Number: 16.726

Agency: Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Department of Justice

Objective: To develop, implement, and pilot test mentoring strategies and/or programs targeted for juvenile justice system involved youth; reentry youth; and youth in foster care.

Eligibility: All States, the District of Columbia, Guam, America Samoa, the Commonwealths of Puerto Rico, the Virgin Islands, and the Northern Mariana Islands in partnership with mentoring organizations and/or other public/private nonprofit organizations. Both entities (LEA) or public/private nonprofit organizations must collaborate with the other to implement the program. Accordingly, each applicant has specified the nature of the relationship with either the school or school agency (if the applicant is a nonprofit) or with the nonprofit (if the applicant is a LEA).

Use Restrictions: Mentoring programs and strategies designed to meet the needs of youth involved in the juvenile justice system; re-entry youth; and youth in foster care.

Range & Avg. of Financial Assistance: \$650,000 for 5 project sites; \$350,000 for training and technical assistance to support the project sites; \$400,000 to evaluate the programs and/or strategies implemented by the project sites.

Contact Info: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, 810 Seventh Street, NW, Washington, DC 20531. Telephone: (202) 307-5914.

<http://www.usdoj.gov>

## **Safe and Drug-Free Schools and Communities National Programs**

Program Number: 84.184

Agency: Office of Elementary and secondary education, Department of Education

Objective: To enhance the Nation's efforts to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students at all educational levels.

Eligibility: Public and private nonprofit organizations and individuals.

Use Restrictions: Projects funded under this program support drug and violence prevention and education activities. The Secretary may fund applications that address specific priorities published in the Federal Register. This program is subject to non-supplanting requirements and must use a restricted indirect cost rate which is referenced under 34 CFR 75.563. For assistance call the Office of the Chief Financial Officer/Indirect Cost Group on 202-708-7770.

Range & Avg. of Financial Assistance: Not available.

Contact Info: Office of Safe and Drug-Free Schools, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-6123. Contact: William Modzeleski. Email [William.Modzeleski@ed.gov](mailto:William.Modzeleski@ed.gov). Telephone: (202) 260-3954.

<http://www.ed.gov/about/offices/list/osdfs/programs.html#state>

# CALIFORNIA GRANTS



Source:  
Get Grants California Government  
<http://getgrants.ca.gov/>

California State grants provide funding through a California state government agency, department, commission or board. Similarly, Federal grants originate in a Federal government agency or department. While Federal grants require the standard application Form 424, there is not a generic application or standard form for applying for state grants or other state assistance. The following page includes a sample of a California State funded grant application. Each state funded grant has its own application and you must contact the grant manager for the application. Individual programs may require other forms or additional documentation.

A sampling of State grants from a variety of categories has also been included in the following pages. The grants listed in the following pages are not exhaustive. They are simply a guide for those seeking funding in a particular category. For additional information on available California state grants visit

# CALIFORNIA GRANT APPLICATION EXAMPLE



Source:

[http://www.parks.ca.gov/pages/1008/files/rtp\\_guide\\_2007\\_draft.pdf](http://www.parks.ca.gov/pages/1008/files/rtp_guide_2007_draft.pdf)

**State of California – The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION**

**RECREATIONAL TRAILS PROGRAM APPLICATION *Non-Motorized Project***

PROJECT NAME	Grant Request Amount      \$ _____
PROJECT TYPE <i>Non-Motorized Project</i> (Check 1 box only) Acquisition <input type="checkbox"/> Development <input type="checkbox"/>	Required Match Amount      \$ _____ TOTAL PROJECT COST      \$ _____
APPLICANT ( <i>Agency name, address, and zip code</i> )	COUNTY                                      NEAREST CITY
APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION	PROJECT ADDRESS (including zip code)
Name ( <i>typed or printed</i> ) and Title                                      Email address                                      Phone	
PERSON with DAY-TO-DAY RESPONSIBILITY for ADMINISTRATION of the GRANT ( <i>if different from Authorized Representative</i> )	
Name ( <i>typed or printed</i> ) and Title                                      Email address                                      Phone	
GRANT SCOPE: ( <i>Items of work to be completed with RTP Funds and the required Match amount. Do not include Project merits.</i> )	
For Development Project, Land Tenure is _____ acres _____ Acres owned in fee simple by Applicant Recordation Number(s): _____ _____ Acres available under a _____ year lease Acres of other interest ( <i>explain</i> ) _____	For Acquisition Projects, Project Land will be _____ acres _____ Acres to be acquired in fee simple by Applicant _____ Acres to be acquired in other than fee simple ( <i>explain</i> ) _____

I certify that the information contained in this Application, including required attachments, is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Representative as shown in Resolution

Print Name and Title: \_\_\_\_\_

*(Each site shall be considered a Project. Each Project must have its own Application.)*

# ART



## **California Documentary Project**

Agency: California Council for the Humanities

Objective: The purpose of this program is to encourage documentaries on the issues that inform contemporary California life. Projects may be produced by filmmakers, videographers, or radio producers, must be suitable for national broadcast, and must have attracted demonstrated interest from a national broadcaster or distributor. This program is part of the California Stories initiative, which seeks to strengthen California communities by gathering personal and community experiences that tell a compelling story of California.

Eligibility: Experienced radio producers and filmmakers with sponsorship from nonprofit organizations or State or municipal government entities. Eligible projects will: have a California focus and address contemporary issues in California; approach the subject matter from a humanities perspective, making use of existing scholarship and research, incorporating a variety of perspectives, and seeking to foster critical reflection and thoughtful analysis; be humanities-based including history, literature, philosophy, art history, ethnomusicology, comparative religion, folklore, mythology, jurisprudence, ethnic studies, cultural studies, gender studies, and the humanities-based social sciences; demonstrate the capacity to reach a national audience through broadcast and/or distribution; and include at least two humanities experts as project advisors in the research and development phase.

Contact Info: Program Staff, California Documentary Project, California Council for the Humanities, 312 Sutter St., Suite 601, San Francisco, CA 94108, [info@calhum.org](mailto:info@calhum.org)

## **Living Cultures Grants Program**

Agency: Alliance for California Traditional Arts

Objective: The purpose of this program is to support exemplary projects that highlight traditional arts of various ethnic and religious backgrounds. This program seeks to explore and preserve traditional arts by facilitating projects that demonstrate significant impact on a particular cultural tradition.

Eligibility: California nonprofit organizations. Eligible projects include: public presentations, such as community-based concerts, festivals, and exhibitions; workshops and gatherings; equipment and material purchases; conservation, creation, or acquisition of important traditional arts items; intergenerational classes or other educational programs within a community; documentation of traditional arts, skills, ceremonies, beliefs, or performances; media, web and print publications; professional and leadership development; and other activities supporting California traditional arts and artists.

Contact Info: Lily Kharrazi, Program Coordinator, (415) 561-7893, [lilyk@actaonline.org](mailto:lilyk@actaonline.org) Alliance for California Traditional Arts, Living Cultures Grants Program, The Presidio, P.O. Box 29096, San Francisco, CA 94129

## **Youth Digital Filmmakers Program**

**Agency:** California Council for the Humanities

**Objective:** The purpose of this program is to support short film projects by California youth to capture their vision of how they see California. Projects should explore the theme of connections in their individual lives and communities. Projects must also involve a local filmmaker, a humanities scholar, and a community-based organization.

**Eligibility:** Eligible applicants are California-based nonprofit organizations that are viable and legitimate, academic institutions, and consortia. Applicants must also have the ability to: involve at least one experienced filmmaker or videomaker as a workshop leader/producer; work with a teenage population (14-19 years old); produce at least one finished short film or series of short films by the end of the project period; have the technical means to produce short digital videos from concept to final edit; use some method of media instruction; involve one humanities scholar in the project; and arrange two community screenings that will engage people in discussion.

Contact Info: Raeshma Razvi, Programs Manager, (415) 391-1474 x316, [rrazvi@calhum.org](mailto:rrazvi@calhum.org), Youth Digital Filmmakers Program, California Council for the Humanities, 312 Sutter St., Suite 601, San Francisco, CA 94108.

## **California Cultural and Historical Endowment**

**Agency:** California State Library

**Objective:** The purpose of this program is to provide funds for projects to protect and preserve California's cultural and historic resources. This program supports projects that tell stories about California as a unified society and about the groups of people that comprise historic and modern California. This program gives priority to projects that: preserve, interpret, and enhance understanding and appreciation of California's cultural, social, and economic evolution in the 20th century; preserve, document, interpret or enhance understanding of threads of California's story that are absent or underrepresented in existing historical parks, monuments, museums, and other facilities; and achieve careful balance geographically among communities and organizations of large and small size and among diverse ethnic groups.

**Eligibility:** Eligible applicants for this program component are 501(c)(3) nonprofit organizations with annual operating budgets under \$500,000.

Contact Info: Program Staff, (866) 311-2178, [endowment@library.ca.gov](mailto:endowment@library.ca.gov), CCHE, 900 N Street, #380, Sacramento, CA 95814

# COMMUNITY DEVELOPMENT



### **CalHome Program**

Agency: California Department of Housing and Community Development

Objective: To enable low and very-low income households to become or remain homeowners by grants distributed to local public agencies and nonprofit developers to assist individual households through deferred-payment loans. As well as, direct, forgivable loans to assist development projects involving multiple ownership units, including single-family subdivisions.

Eligibility: Local public agencies and nonprofit corporations. Eligible activities include: predevelopment, site development, and site acquisition for development projects. Rehabilitation, and acquisition and rehabilitation, of site-built housing, and rehabilitation, repair and replacement of manufactured homes. Down payment assistance, mortgage financing, homebuyer counseling, and technical assistance for self-help.

Contact Info: (916) 327-3646

<http://www.hcd.ca.gov/fa/calhome/#pubs>

### **Recreational Trails Program**

Agency: California State Parks

Objective: Provides funds to the States to develop and maintain Recreational Trails and trail-related facilities for both non-motorized and motorized Recreational Trail uses.

Eligibility: Cities, counties, districts, state agencies and nonprofit organizations with management responsibilities over public lands are eligible.

Contact Info: Regional or Local Office: Cristelle Momeyer, (916) 654-8686, [cmomeyer@parks.ca.gov](mailto:cmomeyer@parks.ca.gov)

Headquarters Office: State of California Department of Parks and Recreation, P.O. Box 942896, Sacramento, CA 94296-0001, Tel (916) 653-7423, Fax: (916) 653-6511.

[http://www.parks.ca.gov/default.asp?page\\_id=24324](http://www.parks.ca.gov/default.asp?page_id=24324)

### **Underage Drinking and Driving Prevention Program**

Agency: California Office of Traffic Safety, San Bernardino County

Objective: The Underage Drinking and Driving Prevention program will attempt to reduce injuries and fatalities among young drivers age 16 to 21 caused by alcohol-related motor vehicle collisions. Program includes implementing the "Parents Who Host Lose the Most" awareness campaign to increase parental awareness and monitoring; mobilize youth to develop and conduct theatrical performances to youth on traffic safety; develop drinking and driving messages target college age youth; and develop and implement the "Don't Be A Pour

Provider" campaign to educate the 21 and over public and alcohol retail outlets of the societal and legal ramifications of underage drinking and driving.

Eligibility: Inland Empire Region; San Bernardino County Law Enforcement Agencies

Contact Info: Michele Jacknik, Public Health Manager, Department of Public Health, San Bernardino County, 351 North Mountain View Avenue, San Bernardino CA 92415-0010 (909) 387-6281; Kevin Yokoi, OTS Coordinator,

[kyokoi@ots.ca.gov](mailto:kyokoi@ots.ca.gov)

<http://www.ots.ca.gov/cgi-bin/grants.pl?project=AL0655>

### **Emergency Housing and Assistance Program Operating Facility Grants (EHAP)**

Agency: California Department of Housing and Community Development

Objective: Provide facility operating grants for emergency shelters, transitional housing projects, and supportive services for homeless individuals and families. Providing direct client housing, including facility operations and administration, residential rent assistance, leasing or renting rooms for provision of temporary shelter, capital development activities of up to \$20,000 per site, and administration of the award (limited to 5 percent).

Eligibility: Local government agencies and nonprofit corporations that shelter the homeless on an emergency or transitional basis, and provide support services.

Contact Info: Syndi Rhinehart, (916) 327-3607, [srhineha@hcd.ca.gov](mailto:srhineha@hcd.ca.gov) or email [homeless@hcd.ca.gov](mailto:homeless@hcd.ca.gov)

<http://www.hcd.ca.gov/fa/ehap/>

# EDUCATION



### **California Fresh Start**

Agency: California Department of Education

Objective: The California Fresh Start Program encourages public schools and charter schools maintaining kindergarten through grade twelve to provide nutritious fruits and vegetables to students.

Eligibility: Public school districts and direct-funded charter schools are eligible to apply for participation in this pilot program.

Contact Info: Rae Dalimonte, Program Analyst, California Department of Education, Nutrition Services Division, 1430 N Street, Suite 1500, Sacramento, CA 95814, (916) 445-6775, [rdalimon@cde.ca.gov](mailto:rdalimon@cde.ca.gov)  
<http://www.cde.ca.gov/fg/fo/profile.asp?id=875>

### **Partnership Academies Program (Education)**

Agency: California Department of Education

Objective: This grant provides funding for planning and ongoing implementation of career academies in California. CA Partnership Academies are schools-within-the-school which focus on academic achievement and student engagement through curricular applications and experiential learning in a career-technical field.

Eligibility: Any California 10<sup>th</sup> through 12<sup>th</sup> grade students and their teachers.

Contact Info: Bernie Norton, (916) 319-0893, [bnorton@cde.ca.gov](mailto:bnorton@cde.ca.gov)  
<http://www.cde.ca.gov/ci/gs/hs/cpagen.asp>

### **Career Technical Education Programs Equipment**

Agency: California Department of Education

Objective: Funds provide local education agencies (LEA) with an important one-time opportunity to increase investments in Career Technical Education equipment, supplies, and minor facility reconfigurations for courses in grades seven through twelve.

Eligibility: Allocations will be awarded only to school districts, regional occupational centers and programs, charter schools, and county offices of education that offer career technical education programs in grades seven through twelve.

Contact Info: Julie Wible, Program Analyst, 916-323-5759, [jwible@cde.ca.gov](mailto:jwible@cde.ca.gov)  
<http://www.cde.ca.gov/fg/fo/profile.asp?id=878>

## **Education Technology K-12 Voucher**

Agency: California Department of Education

Objective: The vouchers are to be used to assist districts to implement and support their state-approved district technology plans designed to foster effective teaching and promote student achievement in eligible schools that serve students in kindergarten through grade twelve. The vouchers can be redeemed for a variety of goods and services and may be used for any computer platform that the school or district specifies. The vouchers will be in the form of 50 percent General Purpose Vouchers and 50 percent Specific Category Software Vouchers.

Eligibility: Public school districts that have a state-approved technology plan may apply on behalf of their eligible schools. County offices of education, direct-funded charter schools, and State Special Schools do not have to meet the state-approved technology plan requirement and can apply on their own behalf. "Eligible schools" as defined in the Settlement Agreement means all public K-12 schools, county offices of education, direct-funded charter schools, and State Special Schools in which at least 40 percent of the attending students are eligible to receive free or reduced-priced meals through the National School Lunch Program. "Eligible Schools" also include all public high schools in California that serve students from public elementary, middle, and junior high schools at which at least 40 percent of the attending students are eligible to receive free or reduced-priced meals through the National School Lunch Program

Contact Info: Gary Quiring, Program Analyst, (916) 323-5216,

[gquiring@cde.ca.gov](mailto:gquiring@cde.ca.gov)

<http://www.cde.ca.gov/fg/fo/profile.asp?id=881>

# ENVIRONMENT



### **The Habitat Conservation Fund**

Agency: California State Parks

Objective: The Habitat Conservation Fund (HCF) Program allocates approximately \$2 million per year to the California Department of Parks and Recreation to provide grants to local entities to protect fish, Wildlife, and native plant resources, to acquire or develop wildlife corridors and trails, and to provide for nature interpretation programs and other programs which bring urban residents into park and wildlife areas. The California Wildlife Protection Act of 1990, Fish and Game Code, Chapter 9, commencing with Section 2780, defines the program and authorizes grant funding to local agencies. Fish and Game Code Section 2799.5 requires that "Reasonable public access to lands...be provided except where access may interfere with habitat protection." It is expected that the Applicant will make an effort to provide such access, unless the Applicant can demonstrate that such access may interfere with habitat protection. Access may include signage or interpretive panels on the edge of the site where direct access may interfere with habitat protection.

Eligibility: Cities, counties or districts

Contact Info:

Regional or Local Office: Cristelle Momeyer, (916) 654-8686,  
[cmomeyer@parks.ca.gov](mailto:cmomeyer@parks.ca.gov)

Headquarters Office: California Department of Parks and Recreation, Office of Grants Local Services, PO Box 942896 (street) 1416 9th Street, Room 918, Sacramento, California 94296-0001

[http://www.parks.ca.gov/default.asp?page\\_id=21361](http://www.parks.ca.gov/default.asp?page_id=21361)

### **Landfill Closure Loan**

Agency: The California Integrated Waste Management Board

Objective: Provide interest-free loans to operators of unlined, older-technology landfills who desire to close early to avoid or mitigate potential environmental problems caused or threatened by continued operation of the site.

Eligibility: Landfills must have a current solid waste facilities permit, and must be using a trust fund(s) or enterprise fund(s) as financial assurance mechanism(s) to fund landfill closure. The mechanisms must be in compliance with the current required level of funding and meet all other requirements provided in Title 27, §22200 et. seq. The operator must be able to repay the loan in a timely manner, promptly and properly close the site, and adequately maintain the site once it is closed.

Contact Info: Bridget D. Brown, IWMS California Integrated Waste Management Board Landfill Closure Loan Program, 1001 I Street, M.S. 19, P.O. Box 4025, Sacramento, CA 95812-4025 Tel (916) 341-6325 Fax (916) 319-7628

[bbrown@ciwmb.ca.gov](mailto:bbrown@ciwmb.ca.gov)

<http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/Closure/>

### **Local Enforcement Agency (LEA) Grants**

Agency: California Integrated Waste Management Board

Objective: Provides grant funds, based on population and solid waste facilities, to local enforcement agencies to assist in their solid waste facilities permit and inspection programs.

Eligibility: Grants shall be awarded only to LEAs and regional LEAs that are certified pursuant to Article 2.1 of this Chapter. Eligibility for a grant is dependent on Board approval of final accountings for previously awarded LEA Grants.

Contact Info: Elaine Novak – CIWMB, Permitting & Enforcement Division, LEA Support Services Branch, LEA Program Assistance & Evaluation Section, Tel (916) 341-6380, Fax (916) 319-7145, [enovak@ciwmb.ca.gov](mailto:enovak@ciwmb.ca.gov)  
<http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/LEA/>

### **Farm and Ranch Solid Waste Cleanup and Abatement Grant Program**

Agency: California Integrated Waste Management Board

Objective: Provide grants to cities, counties, resource conservation districts and Native American tribes for the cleanup of illegal disposal sites on farm and ranch property.

Eligibility: Cities, counties, resource conservation districts and Native American tribes.

Contact Info:

Regional or Local Office: Carla Repucci at (916) 341-6316 or [crepucci@ciwmb.ca.gov](mailto:crepucci@ciwmb.ca.gov)

Headquarters Office: Philip Poon, Grants Administration Unit, California Integrated Waste Management Board, Farm & Ranch Solid Waste Cleanup and Abatement Grant Program, P.O. Box 4025, MS-10 Sacramento, CA 95812-4025

<http://www.ciwmb.ca.gov/LEACentral/GrantsLoans/FarmRanch>

# HOUSING



### **Workforce Housing Reward Program**

Agency: California Department of Housing and Community Development

Objective: To provide financial incentives to cities and counties for their issuance of building permits for new housing affordable to low-income households. Grant funds are for capital asset projects that benefit the community and enhance the community's quality of life. To develop livable vibrant communities, WFH Program funds can be used for a variety of projects including those related to safety, education and recreation.

Eligibility: Available to eligible cities and counties who meet the threshold requirements.

Contact Info: Department of Housing and Community Development, Division of Housing Policy Development, Workforce Housing Reward Program, P.O. Box 952053, MS 430, Sacramento, CA 94252-2053, Tel (916) 445-4728.

<http://www.hcd.ca.gov/fa/whrp/>

### **Home Investment Partnerships Program**

Agency: California Department of Housing and Community Development

Objective: The purpose of this program is to fund local governments in partnership with nonprofit community housing development organizations (CHDOs) to expand the supply of decent, safe, sanitary, and affordable housing to renters, new homebuyers, or existing homeowners.

Eligibility: Cities and counties which have not been designated as participating jurisdictions by HUD; cities which are not participants in an urban county agreement with a county which is a HUD participating jurisdiction; cities and counties which are not participants in a HOME consortium; and Community Housing Development Organizations (CHDOs) with a current State certification that are proposing activities located in eligible cities and counties as described above.

Contact Info: Christina DiFrancesco, (916) 322-0918, Department of Housing & Community Development, Financial Assistance Division, HOME Program P.O. Box 952054, Suite 390-3, Sacramento, CA 94254-2054, Tel (916) 322-0356

[home@hcd.ca.gov](mailto:home@hcd.ca.gov)

### **Mobilehome Park Resident Ownership Program (MPROP)**

Agency: California Department of Housing and Urban Development

Objective: The purpose of this program is to provide below market rate loans to finance the preservation of affordable mobilehome parks by conversion of ownership. Projects for this program may involve rehabilitation or relocation of a purchased park. Purchases may also be made by a low-income resident of a share or space in a converted park. The program aims at protecting low-income

mobile home park residents from both physical and economic displacement, generating a high level of private and other public financing for mobile home park conversions, and facilitating the entry of resident-owned, nonprofit-owned, and government-owned mobile home parks to the private market.

Eligibility: This program is open to mobilehome park resident organizations, nonprofit entities, and local public agencies that have site control of the property at the time an application is submitted.

Contact Info: Lorraine French, Tel (916) 327-3579, Department of Housing & Community Development, Division of Financial Assistance, Mobilehome Park Resident Ownership Program, P.O. Box 952054, MS 390-5, Sacramento, CA 94252-2054

### **Multifamily Housing Program**

Agency: California Department of Community Development

Objective: The purpose of this program is to provide funding for the development of rental housing containing permanent supportive housing units. Projects may contain only supportive housing units or be mixed with non-supportive housing units. Eligible supportive housing units are permanent housing linked to supportive services, where occupancy is restricted to households that are homeless or at risk of becoming homeless and include a disabled adult.

Eligibility: Eligible applicants include any individual, public agency, or private entity capable of entering into a contract, provided that the applicant has successfully developed at least one affordable housing project in the last five years. Applicants may be organized on a for-profit or nonprofit basis.

Contact Info: Janet Opee, Program Staff, (916) 323-3178 Department of Housing and Community Development, Division of Financial Assistance, P.O. Box 952054, Sacramento, CA 94252-2054

# LAW & JUSTICE



### **Juvenile Accountability Block Grant (JABG) Program**

Agency: California Department of Corrections and Rehabilitation

Objective: The purpose of this program is to hold juvenile offenders accountable for their criminal activities. This program will promote greater accountability of juveniles in the justice system. Accountability in juvenile justice means assuring that as a result of their wrongdoing, juvenile offenders face consequences that make them aware of and answerable for the loss, damage, or injury perpetrated upon the victim.

Eligibility: Eligibility is limited to cities and counties in California that received allocations over the minimum threshold of \$10,000 through the funding formula. The award file in the files section contains a list of eligible applicants.

Contact Info: Leslie Heller, JABG Coordinator, (916) 323-8618

[leslie.heller@cdcr.ca.gov](mailto:leslie.heller@cdcr.ca.gov), Corrections Standard Authority, 600 Bercut Drive, Sacramento, CA 95814

### **The Child Sexual Abuse Training and Technical Assistance Program**

Agency: California Office of Emergency Services

Objective: The purpose of this program is to establish child sexual abuse training and technical assistance centers in Northern and Southern California. Eligible applicants should have experience in providing training on, but not limited to, Child Forensic Interview Training (Basic, Advanced, and Non-English Speaking) and other child sexual abuse prevention trainings.

Eligibility: Private nonprofit organizations, state entities, and local units of government.

Contact Info: Alan Logan, Program Specialist, [Alan.Logan@oes.ca.gov](mailto:Alan.Logan@oes.ca.gov), Governor's Office of Emergency Services, Law Enforcement and Victim Services Division, 3650 Schriever Avenue, Mather, CA 95655

### **Legal Services Trust Fund Program**

Agency: The State Bar of California

Objective: The purpose of this program is to pay for free legal assistance in civil matters to low-income Californians in order that they may have fair and equal access to the justice system. This program was implemented because the Legal Services Corporation was unable to serve all those in need due to a lack of resources.

Eligibility: Eligible applicants are nonprofit corporations and nonprofit law schools that: provide civil legal services, including all professional services provided by a member of the State Bar, and similar or complementary services of a law student or a paralegal under the supervision and control of a member of the State Bar; provide these services free of charge, with the exception of \$20 or less for costs and expenses or a processing fee so long as the fee does not impose a financial

barrier to indigent persons receiving the services; provide these services to individuals or organizations who serve individuals whose income is 125% or less than the federal poverty line or who are eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act; and operate exclusively within California. If an applicant organization conducts activities outside of California, an assurance must be made to the Commission that all grant funds will be expended solely within California.

Contact Info: Program Staff, (415) 538-2252, [trustfundprogram@calbar.ca.gov](mailto:trustfundprogram@calbar.ca.gov), Legal Services Trust Fund Program, 180 Howard Street, San Francisco, CA 94105-1639.

### **Grants Made Easy Traffic Safety Grant Program: Vehicle Impound**

Agency: CA Business, Transportation, and Housing Agency

Objective: The purpose of this program is to provide funding for law enforcement agencies to address traffic safety problems. Grants can be used to mitigate traffic safety program deficiencies, expand ongoing activities, or develop new programs. Eligible costs include small-scale computers and peripheral equipment, costs of ambulance and first-time responder vehicles and associated equipment.

Eligibility: Eligible applicants are law enforcement agencies. Applicants who apply through this program will receive priority consideration over applicants applying through other OTS funding programs. Eligible applicants include state government, school districts, academic institutions, Native American tribes, and local government.

Contact Info: Program Staff, (916) 262-0990, Proposal Submission, Office of Traffic Safety, 7000 Franklin Boulevard, Suite 440, Sacramento, CA 95823-1899

# TRANSPORTATION



### **Small School District and County Office of Education School Bus Replacement Program**

Agency: CA Department of Education

Objective: The purpose of this program is to assist small school districts and county offices of education with upgrading school bus fleets to comply with federal safety standards. Through this program, local educational agencies with an average daily attendance of fewer than 2,501 students may receive support for bus replacements, bus reconditioning, and fleet expansion activities.

Eligibility: Eligible applicants for this program are small school districts and county offices of education with an average daily attendance of 2,501 or fewer students. School districts and county offices of education that are part of cooperatives and joint powers agencies are eligible to apply, but applications must be filed by or on behalf of the participating agency.

Contact Info: Sue Cervantes, (916) 327-4406, [sucervantes@cde.ca.gov](mailto:sucervantes@cde.ca.gov), School Fiscal Services Division, California Department of Education, 1430 N Street, Suite 3800, Sacramento, CA 95814.

### **Alternative Fuel Incentives: Fueling Infrastructure**

Agency: CA Environmental Protection Agency

Objective: The purpose of this program is to expedite the development and use of alternative fuels in order to diversify and enhance California's future energy options. The main objectives that guide this program include advancing California's state of knowledge, increasing in-State production of biofuels, deploying new products, and reducing air pollution and greenhouse gases.

Eligibility: State Government, non-profits, school districts, academic institutions, private sector, Native American Tribe, consortia, local government.

Contact Info: Harold Holmes, (916) 324-8029, [hholmes@arb.ca.gov](mailto:hholmes@arb.ca.gov), California Air Resources Board, P.O. Box 2815, Sacramento, CA 95812.

### **California Kids' Plates Program (Part D): Professional Development Grants**

Agency: California Center for Injury Prevention Policy and Practice

Objective: The purpose of this program is to support projects that prevent unintentional injuries to children and adolescents. The program seeks to fund projects addressing major causes of unintentional injury death and non-fatal hospitalizations among children and adolescents, including: pedestrian safety; fall prevention (including playground-related falls); motor vehicle occupant protection; unintentional firearm injury prevention; bicycle safety; drowning prevention; fire and burn prevention; poisoning prevention; and Sudden Infant Death Syndrome (SIDS) prevention.

Eligibility: Eligible applicants include public and private nonprofit organizations and university nonprofit organizations in California.

Contact Info: Shanna Holland, (619) 594-5039, [sholland@projects.sdsu.edu](mailto:sholland@projects.sdsu.edu), California Kids' Plates Program, Center for Injury Prevention Policy and Practice, 6505 Alvarado Road, Suite 208, San Diego, CA 92120.

**Alternative Fuel Incentives (Part E): Education and Outreach**

Agency: CA Environmental Protection Agency

Objective: The purpose of this program is to expedite the development and use of alternative fuels in order to diversify and enhance California's future energy options. Main objectives that guide this program include advancing California's state of knowledge, increasing in-state production of biofuels, deploying new products, and reducing air pollution and greenhouse gases.

Eligibility: State government, non-profits, school districts, academic institutions, private sector, Native American Tribe, consortia, local government

Contact Info: Harold Holmes (916) 324-8029, [hholmes@arb.ca.gov](mailto:hholmes@arb.ca.gov), California Air Resources Board, P.O. Box 2815, Sacramento, CA 95812.

# YOUTH



## **Family Empowerment Centers**

Agency: CA Department of Education

Objective: The purpose of this program is to support Family Empowerment Centers, which serve families with disabled children ages 3 to 18 and young adults from ages 19 to 22 who had an individualized education plan prior to turning 18 years old. Funds from this program may be used for the following program goals: increase access to accurate information, specialized training, and peer-to-peer support for parents and guardians of children and young adults with disabilities; provide free and appropriate public education, in accordance with applicable Federal and State law and regulations, to children and young adults with disabilities; ensure that children and young adults with disabilities receive the necessary educational support and services they need to complete their education; encourage parents, guardians, and families of children and young adults with disabilities to be full participants in their child's education, school reform, and comprehensive systems change efforts; and build upon existing local and regional service delivery systems to improve, expand, and offer coordinated technical assistance to the network of existing resources available for parents, guardians, and families of children and young adults with disabilities.

Eligibility: Nonprofit organizations that: have 501(c)3 status; have a board majority (51 percent) with parents, guardians, and family members of children with disabilities; and serve the full range of disabilities, including children with Attention Deficit Hyperactivity Disorder, learning disabilities, speech and language issues, hearing impairment, and physical impairment.

Contact Info: Allison Smith, (916) 327-3932, [asmith@cde.ca.gov](mailto:asmith@cde.ca.gov), Administrative Unit Special Education Division, California Department of Education, 1430 N Street, Suite 2401, Sacramento, CA 95814.

## **First 5 San Bernardino: Community Empowerment Process**

Agency: California First 5 San Bernardino County

Objective: The purpose of this program is to build the capacity of selected communities to identify community needs and resources to address specific needs, oversee program intervention, and evaluate the effectiveness of intervention through the implementation of the Community Empowerment Process. The Community Empowerment process is a two-phase process; this funding opportunity seeks to award communities to implement Phase I. The goal of Phase I is to identify potential community organizations, collaborations, or leaders that have the capacity to facilitate the meeting, dialogue, and data collection of a specific community. Primary activities to be conducted during Phase I include: actively participating in collecting information about needs and resources in their communities; using findings to prioritize needs; and presenting findings to the Commission.

Eligibility: School districts; community and faith based organizations; county and other government agencies; for-profit or nonprofit private entities; and county/state education institutions.

Contact Info: Hilda Alexander-Ragin, (909) 386-7706, [halexander-ragin@cfc.sbcounty.gov](mailto:halexander-ragin@cfc.sbcounty.gov), First 5 San Bernardino, 330 North D Street, 5th Floor, San Bernardino, CA 92415-0442

### **Healthy Start (Part A): Operational Grants**

Agency: CA Department of Education

Objective: The purpose of this program is to support operational initiatives that aim to improve the lives of children and their families. Provided services must be culturally appropriate, integrated, and located at or near schools for easy accessibility. Support and services may include education, health, mental health, or social support. The goals of the program include: ensuring that each child receives the physical, emotional, and intellectual support that he or she needs to achieve or exceed standards; building the capacity of students and parents to be participants, leaders, and decision makers in their communities; helping schools and other child- and family-service agencies to reorganize, streamline, and integrate their programs to provide more effective support to children and their families; and sustaining the offerings of supports and services to students, families, and communities.

Eligibility: Eligible applicants are local educational agencies. Schools that received a collaborative planning grant within the past six years and did not receive an operational grant are eligible to apply. School districts, county offices of education, or charter schools and their collaborative partners may apply on behalf of a single school or a group of schools. Eligible schools for Healthy Start services include two types: K-6 schools with at least 50 percent of students who come from families that receive benefits from Temporary Assistance for Needy Families (TANF) or California Work Opportunity and Responsibility for Kids (CalWORKS); are English Learners; or qualify for free or reduced-price meals; and grades 7-12 schools with at least 35 percent of students with the same characteristics.

Contact Info: Kimberly McDaniel, Education Programs Consultant, (916) 319-0485, Fax: (916) 445-7367, [kmcdanie@cde.ca.gov](mailto:kmcdanie@cde.ca.gov), School Health Connections/Healthy Start Office, California Department of Education, 1430 N Street, Suite 6408, Sacramento, CA 95814-5901

## **Healthy Start (Part B): Combined Collaborative Planning and Operational Grants**

Agency: CA Department of Education

Objective: The purpose of this program is to support collaborative planning and operational initiatives that aim to improve the lives of children and their families. Provided services must be culturally appropriate, integrated, and located at or near schools for easy accessibility. Support and services may include education, health, mental health, or social support. The goals of the program include: ensuring that each child receives the physical, emotional, and intellectual support that he or she needs to achieve or exceed standards; building the capacity of students and parents to be participants, leaders, and decision makers in their communities; helping schools and child/family service agencies to reorganize, streamline, and integrate their programs to provide more effective support to children and their families; and sustaining the offerings of supports and services to students, families, and communities.

Eligibility: Eligible applicants are local educational agencies. Schools that received a collaborative planning grant within the past six years and did not receive an operational grant are eligible to apply. School districts, county offices of education, or charter schools and their collaborative partners may apply on behalf of a single school or a group of schools. Eligible schools for Healthy Start services include two types: K-6 schools with at least 50 percent of students who come from families that receive benefits from Temporary Assistance for Needy Families (TANF) or California Work Opportunity and Responsibility for Kids (CalWORKS); are English Learners; or qualify for free or reduced-price meals; and grades 7-12 schools with at least 35 percent of students with the same characteristics.

Contact Info: Kimberly McDaniel, Education Programs Consultant, (916) 319-0485, Fax: (916) 445-7367, [kmcdanie@cde.ca.gov](mailto:kmcdanie@cde.ca.gov), School Health Connections/Healthy Start Office, California Department of Education, 1430 N Street, Suite 6408, Sacramento, CA 95814-5901

# LOCAL GRANTS

## Community Development Block Grants

### Foundation grants



# COMMUNITY DEVELOPMENT BLOCK GRANTS



Source:  
San Bernardino County Department of  
Community Development and Housing



**COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING**

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**CDBG PROGRAM GUIDELINES  
2008-2009 PROGRAM YEAR**

**WHAT IS CDBG?**

In 1974, the federal government enacted the Federal Housing and Community Development Act. Title I of the Act combined several funding programs into a single program called "Community Development Block Grant" (CDBG). Congress designed the CDBG program to enhance and maintain the viability of urban communities. The CDBG program accomplishes these goals by providing decent housing, suitable living environments and expanded economic opportunities; principally for low-and moderate-income persons. The U.S. Department of Housing and Urban Development (HUD) administers the CDBG program through state and local governments.

Communities receiving CDBG block grants are free to develop their own programs and funding priorities based on local community development needs. However, these "entitlement communities" must promote the national CDBG objectives by giving the highest funding priority to activities which benefit low-and moderate-income persons, or which aid in the elimination and prevention of slums and blight. Under certain circumstances, CDBG funds may be used as needed to address an immediate threat to public health and safety. CDBG activities must adhere to federal eligibility requirements to ensure consistency with the national objectives. (See CDBG Project Eligibility)

**THE COUNTY CDBG PROGRAM**

The County of San Bernardino receives annual CDBG entitlement funding as an "urban county," responsible for implementing a CDBG program for the unincorporated areas of the County and the thirteen (13) cities that cooperate in the County CDBG Program. Proposals for County CDBG Program funding must benefit residents of one, some or all of the following County-CDBG Program-Communities:

Adelanto  
Barstow  
Big Bear Lake  
Colton  
Grand Terrace  
Highland  
Loma Linda

Montclair  
Needles  
Redlands  
Twentynine Palms  
Yucaipa  
Town of Yucca Valley  
All Unincorporated Areas

There are eleven (11) cities in San Bernardino County that receive and administer their own CDBG entitlement grants from HUD. As such, these cities, referred to as metropolitan cities, do not cooperate as part of the County's CDBG Program. The metropolitan cities are:

Town of Apple Valley  
Hesperia  
San Bernardino  
Chino  
Ontario  
Upland

Chino Hills  
Rancho Cucamonga  
Victorville  
Fontana  
Rialto

Please do not submit a proposal for County CDBG funding of a project benefiting residents of any of the eleven metropolitan cities. Such proposals should be directed to the metropolitan city's CDBG program.

### **CDBG PROJECT ELIGIBILITY**

Federal regulations define the parameters for using CDBG funds according to the national objectives. They also specify eligible program activities. Copies of these regulations are available from CDH upon request.

- Eligible activities include acquisition of real property for an eligible use, construction and rehabilitation of public facilities, demolition and clearance of deteriorated buildings, community services for low and moderate income persons or households, removal of barriers that restrict the mobility of elderly and severely disabled adults, and special economic development activities.
- Ineligible activities include construction of religious facilities or government buildings, new housing construction, equipment purchases, maintenance and operation expenses, political or religious proselytizing, and fund raising.

### **THE PROPOSAL REVIEW PROCESS**

**The County's 2008-09 CDBG program year will begin on July 1, 2008 and will end June 30, 2009.**

- Construction project proposals will not be accepted as complete without a properly executed Maintenance and Operation Commitment form (page 7 of 9) and an Estimated Annual Maintenance and Operation Budget Form (page 8 of 9). These elements of the proposal provide assurances of long-term benefits of CDBG-funded improvements. Federal regulations do not permit the use of CDBG funds for facility maintenance and operation costs.
- Public service proposals require signed acknowledgment that insurance coverage, including, but not limited to Workers Compensation, General Liability,

Automobile Liability, and Errors and Omissions or Professional Liability, will be required before CDBG funds can be made available to approved projects.

- County staff will review all proposals for eligibility and consistency with the national CDBG objectives and the strategies and goals of the adopted Consolidated Plan. Eligible proposals will be forwarded to the appropriate authority for funding priority ranking/recommendations.
- County-CDBG-cooperating cities will receive copies from CDH of all proposals identifying their city as a benefit area and requesting CDBG funding for that area. Each city will hold a public hearing to prioritize proposals and recommend funding levels to the Board of Supervisors.
- CDH will coordinate with community and County agencies, and the staff of the five County supervisorial districts to review proposals benefiting unincorporated areas and to make funding recommendations to the Board of Supervisors.
- The County of San Bernardino will hold a public hearing to consider all funding recommendations and approve a program of CDBG projects. It is anticipated that the Board of Supervisors hearing for the 2008-2009 CDBG program year will be held on April 1, 2008. The Board of Supervisors has the final decision authority in funding County CDBG program proposals.

**Proposals for the 2008-2009 County CDBG program are no longer being accepted. Proposals for the 2009-2010 County CDBG program will be accepted through December 14, 2008.**

For more information, please contact:

**County of San Bernardino,  
Department of Community Development and Housing  
290 North "D" Street, Sixth Floor,  
San Bernardino, CA 92415-0040  
Phone: (909) 388-0964 Fax: (909) 388-0929**



**COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING**

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**INSTRUCTIONS FOR COMPLETING CDBG PROJECT PROPOSALS  
2008-2009 PROGRAM YEAR**

Make sure you use the appropriate application form for your project proposal. There are two application formats: 1) Public Service Program Proposal (6 pages); and, 2) Construction and Other Community Improvements Project Proposal (9 pages). The application forms may be photocopied. If possible, use yellow paper for copying Public Service Program Proposal forms. Submit only one paper copy of your completed and signed application form for each proposal.

**INSTRUCTIONS**

**SECTION A: APPLICANT INFORMATION**

- Complete all applicant information. If the applicant is an agency or group, identify an individual contact person in the organization who has authority to answer questions and receive official correspondence from the County.

**SECTION B: PROJECT DESCRIPTION**

- Provide a condensed project description, in 25 words or less. Identify the proposed project, its purpose and the intended beneficiary population.
- For public service proposals, state how CDBG funds will be used to provide new or expanded services to a specific eligible clientele. Typical public service proposals include counseling, information and referral, education, shelter and other services that provide direct benefits to eligible recipients.
- For construction and other community improvement projects, identify the proposed facility; state how it will be used and by whom. Typical construction projects involve new buildings, rehabilitation of existing buildings, and infrastructure improvements such as curbs, gutters, sidewalks, storm drains, water and sewer lines. Other eligible community improvement projects include blight abatement, code enforcement, relocation, demolition, acquisition of real property and certain economic development activities.

**SECTION C: PROJECT CHARACTERISTICS**

- Project Characteristics - Complete each applicable item to provide details necessary for CDH evaluation of the proposal.

- HUD requires the County to report information about CDBG funded “faith-based” organizations. Organizations are not required to be “faith-based” to receive CDBG funding. However, federal rules do not allow “faith-based” organizations to carry out inherently religious activities using CDBG funds or CDBG funded activities that serve only persons of a particular faith.

#### **SECTION D: PERFORMANCE OUTCOME MEASUREMENT**

- After check-marking the applicable program performance category, answer item 4) by writing a brief description of the end-product result that you anticipate achieving. Example: “As a result of the homeless shelter services provided, (10) chronically homeless persons will be placed in permanent housing.”

#### **SECTION E: PROJECT BUDGET**

- Project Budget - Estimate and itemize project costs. Itemize the proposed CDBG funding separate from other sources, as requested.

#### **SECTION F: AMOUNT OF CDBG FUNDS REQUESTED**

- State the total amount of CDBG funds requested for the project.
- Identify the sources and total the amount of other funding represented in the project budget.
- This section must be signed by a person authorized to act on behalf of the Applicant Organization.

#### **SECTION G: BENEFIT AREAS**

Benefit Areas: Determine the geographic area(s) to be served by the proposed project. County CDBG funding can only be allocated to projects that will benefit residents of the cooperating cities listed in Part 1, or the unincorporated areas described in Part 2.

- Identify the geographic area(s) that will receive benefits from the proposed project, and assign dollar amounts of the requested funding proportionate to the benefit each identified area would receive. The area of benefit may be a single area in Part 1 or Part 2, or it may include several areas. According to instructions from HUD, a minimum grant award amount is necessary to justify the burden of administering CDBG funded projects and programs. As a result, the minimum dollar amount allowable to request from each cooperating city or unincorporated community is \$5,000.
- Add the sub-totals from Parts 1 and 2, and enter the total at the bottom of this section as "Total Funds Requested." This amount should be consistent with Line 1 of Section E. For proposals to benefit the entire County an amount entered for

each city and unincorporated area is not needed. Rather, fill in only the "Total Funds Requested" amount at the bottom of the page.

**SECTION H: MAINTENANCE AND OPERATION  
(Construction and other Community Improvement Project Proposals only)**

- Provide all information requested in the Maintenance and Operation Commitment and obtain an appropriate signature.  
The signatory must be an individual with authority to obligate the entity identified as being responsible for on-going maintenance and operation. (See County CDBG Program Guidelines for more information on maintenance and operation requirements.)
- Estimate annual expenses required to maintain and/or operate the proposed CDBG improvement or facility. Itemize the maintenance and operation costs as needed to complete the budget form provided.
- List all planned sources of revenue to be used for maintenance and operation expenses. Note: maintenance and operation expenses are not eligible for CDBG funding.

**ATTACHMENT A: DETAILED PROJECT DESCRIPTION  
(All Proposals)**

- Use Attachment A to provide a detailed description of the proposed project, its purpose, and its expected benefits. The description must demonstrate the need for the project, and explain how it meets at least one of the national objectives of the CDBG program.
- Refer to the general information and guidelines concerning CDBG project eligibility on the information form "County CDBG Program Guidelines." Justify the CDBG funding request by addressing all relevant aspects of the project and beneficiary eligibility in the project description.

**Proposals for the 2008-2009 County CDBG program are no longer being accepted. Proposals for the 2009-2010 County CDBG program will be accepted through December 14, 2008.** Submit Proposals to:

**County of San Bernardino  
Department of Community Development and Housing  
Attn: Program and Compliance Section  
290 North "D" Street, Sixth Floor  
San Bernardino, CA 92415-0040  
Phone: (909) 388-0964 Fax: (909) 388-0929**

# COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS



Source:

San Bernardino County Department of  
Community Development and Housing

[http://www.sbcounty.gov/eda/cdh/community\\_dev/cdbg\\_project.asp](http://www.sbcounty.gov/eda/cdh/community_dev/cdbg_project.asp)

COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY DEVELOPMENT AND HOUSING

2008-2009 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**- PUBLIC SERVICE PROGRAM PROPOSAL -**

Public service programs involve the use of CDBG funds to pay the non-construction costs of providing new or expanded services such as: graffiti removal, social services, transportation services (in support of qualified social services); employment, housing, legal, health and education services; and blight abatement. Please note that federal regulations limit the use of CDBG funds for public services to 15 percent of the County's grant.

**Important:** The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH requires CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 5 of 6 for more details.

Carefully read through the instructions and proposal forms. Answer all questions, which are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT

**A. APPLICANT INFORMATION**

1) Name of Applicant Organization: \_\_\_\_\_

\_\_\_\_\_

2) Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

3) Contact Person: \_\_\_\_\_

4) Title: \_\_\_\_\_

5) Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

6) E-mail Address: \_\_\_\_\_

**B. PROJECT DESCRIPTION**

1) Using 25 words or less, provide a concise description of the proposed program. **This 25-word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 6 of 6.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2008-09 PUBLIC SERVICE PROGRAM PROPOSAL

**C. PROJECT CHARACTERISTICS**

- 1) Street address and nearest cross streets of the site or office where the program will be carried out:  
\_\_\_\_\_  
\_\_\_\_\_
- 2) Legal property owner: \_\_\_\_\_
- 3) Local zoning restrictions that would affect the program: \_\_\_\_\_  
\_\_\_\_\_
- 4) Conditional use permit required? Yes \_\_\_ No \_\_\_  
If yes, attach a copy of the permit. If no, explain why: \_\_\_\_\_  
\_\_\_\_\_
- 5) Describe the community need(s) addressed by this proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Describe the geographic boundaries of the neighborhood, community or area in which clients of the proposed program reside (attach a map if needed):  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Estimated number of people to be served: \_\_\_\_\_
- 8) The proposed Community Service would be provided to: (Please check the one which most applies)  

_____ Low-and moderate-income persons or households	_____ Battered spouses
_____ Abused children	_____ Homeless persons
_____ Handicapped persons	_____ Migrant farm workers
_____ Illiterate persons	_____ Elderly persons
- 9) Corporate name and non-profit corporation status of the non-profit organization proposed to receive CDBG funds or CDBG funded assets, in order to provide the proposed service (CDBG subrecipients must be incorporated public or private non-profit organizations):  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Federal I.D. Number or Social Security Number of the non-profit organization:  
\_\_\_\_\_
- 11) Is this a "faith-based" organization? \*Yes\_\_\_\_\_ or No\_\_\_\_\_

\*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

2008-09 PUBLIC SERVICE PROGRAM PROPOSAL

**D. PERFORMANCE OUTCOME MEASUREMENT**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one box under the following program performance categories that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity through New/Improved Affordability

3) Sustainability

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

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2008-09 PUBLIC SERVICE PROGRAM PROPOSAL

**E. PROJECT BUDGET**

	<u>CDBG Share</u>	<u>Other Source</u>
Personnel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Consultant Services	\$ _____	\$ _____
Space Rent	\$ _____	\$ _____
Audits	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total Costs	\$ <u>_____</u>	\$ <u>_____</u>
Grand Total (CDBG + Other)	\$ _____	

Estimator (name and title): \_\_\_\_\_

**F. AMOUNT OF CDBG FUNDS REQUESTED**

- 1) Amount of CDBG funds requested in this application: \$ \_\_\_\_\_
- 2) Additional funds to be provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded and available, must be stated below:

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Total of **Other Sources** \$ \_\_\_\_\_  
 (Should equal "Total costs, Other Sources" in section E, above)

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant agency. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability and Automobile Liability, and Professional Liability will be required before CDBG funds can be made available to approved projects.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2008-09 PUBLIC SERVICE PROGRAM PROPOSAL

**G. BENEFIT AREAS**

This section requires a break down of the requested CDBG funds according to the geographic area to be covered by the proposed public service. Only enter amounts for communities where you intend to provide primary service. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. ***Each requested amount must be \$5,000 or greater and must be sufficient to provide the service within the identified city or unincorporated region.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed service would include one or more of the following cities. If the service would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed service to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	\$ _____	Montclair	\$ _____
Barstow	\$ _____	Needles	\$ _____
Big Bear Lake	\$ _____	Redlands	\$ _____
Colton	\$ _____	Twentynine Palms	\$ _____
Grand Terrace	\$ _____	Yucaipa	\$ _____
Highland	\$ _____	Town of Yucca Valley	\$ _____
Loma Linda	\$ _____		

**Funds Benefiting Cooperating Cities:                      Sub-total                      \$ \_\_\_\_\_**

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	\$ _____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> other Unincorporated Victor Valley areas (in the First District)	\$ _____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	\$ _____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	\$ _____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley/vicinity (in the Third District)	\$ _____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	\$ _____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	\$ _____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (In the Third District)	\$ _____
<input type="checkbox"/> South Montclair <input type="checkbox"/> Northwest Chino (in the Fourth District)	\$ _____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	\$ _____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	\$ _____
Other, Please specify _____	\$ _____

**Funds Benefiting Unincorporated Regions:                      Sub-total                      \$ \_\_\_\_\_**

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1, in Section F.

**Total Funds Requested                      \$ \_\_\_\_\_**

**DETAILED PROJECT DESCRIPTION**

(Continuation of Section B, Project Description, Page 1 of 6)

Within the space provided on this page, provide detailed information needed to fully describe the proposed public service, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0964 or FAX (909) 388-0929.

This application form can be accessed in PDF form on CDH's Web Page at:  
[http://www.sbcounty.gov/eda/cdh/community\\_dev/cdbg\\_project.asp](http://www.sbcounty.gov/eda/cdh/community_dev/cdbg_project.asp)

comdev/consolidated plan/2008-2009/CDBG Application text/

COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY AND HOUSING DEVELOPMENT  
2008-2009 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**- CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL -**

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; removal of architectural barriers; and economic development activities that create new jobs. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

**Important:** The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH requires CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 6 of 9 for more details.

Carefully read through the instructions and proposal forms. Answer all questions that are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT.

**A. APPLICANT INFORMATION**

- 1) Name of Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_
- 3) Contact Person: \_\_\_\_\_
- 4) Title: \_\_\_\_\_
- 5) Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
- 6) E-Mail: \_\_\_\_\_

**B. PROJECT DESCRIPTION**

- 1) Using 25 words or less, provide a concise description of the proposed project. **This 25 word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 9 of 9.

\_\_\_\_\_  
\_\_\_\_\_

2008-09 CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL

**C. PROJECT CHARACTERISTICS**

1) Name and address of the project site or facility:

\_\_\_\_\_  
\_\_\_\_\_

2) Legal property owner: \_\_\_\_\_

3) Local zoning restrictions that would affect the project: \_\_\_\_\_

\_\_\_\_\_

4) Conditional use permit required? Yes \_\_\_ No \_\_\_

If yes, attach a copy of the permit. If no, explain why: \_\_\_\_\_

\_\_\_\_\_

5) Describe the community need(s) addressed by this proposal:

\_\_\_\_\_  
\_\_\_\_\_

6) Describe the geographic boundaries of the neighborhood, community or region to be served by the project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):

\_\_\_\_\_  
\_\_\_\_\_

7) If the project is a special economic development activity, estimate the number of new full time jobs to be created:

\_\_\_\_\_ jobs \_\_\_\_\_ low-and moderate-income jobs.

8) Name and Federal I.D. Number or Social Security Number of the proposed grant recipient organization/agency:

\_\_\_\_\_

9) Is this a "faith-based" organization? \*Yes \_\_\_ or No \_\_\_

10) Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition).

Assessor's parcel number: \_\_\_\_\_

Square footage of proposed building or building addition: \_\_\_\_\_

Square footage of construction site parcel: \_\_\_\_\_

Length of improvements if street, water or sewer project:

\_\_\_\_\_

Service capacity of existing facility: \_\_\_\_\_

Improved capacity of the facility: \_\_\_\_\_

Age of structure: \_\_\_\_\_ Historic status: \_\_\_\_\_

\*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

**D. PERFORMANCE OUTCOME MEASUREMENT**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one box under the following program performance categories, that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- Enhances the Living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the Living Environment through New/Improved Affordability
- Creates Decent Housing with New/Improved Affordability
- Promotes Economic Opportunity through New/Improved Affordability

3) Sustainability

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the Living Environment through New/Improved Sustainability
- Creates Decent Housing with New/Improved Sustainability
- Promotes Economic Opportunity through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

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2008-09 CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL

**E. PROJECT BUDGET**

Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000.

1)	<b>COMPLETE FOR PROJECTS INVOLVING CONSTRUCTION</b>	<u>CDBG Share</u>	<u>Other Source</u>
	Architectural and engineering services	\$ _____	\$ _____
	Site acquisition	\$ _____	\$ _____
	Local review application	\$ _____	\$ _____
	Construction	\$ _____	\$ _____
	Other _____	\$ _____	\$ _____
	_____	\$ <u>_____</u>	\$ <u>_____</u>
	Total Costs	\$ _____	\$ _____
	Total Construction (CDBG + Other)	\$ _____	
2)	<b>COMPLETE FOR NON-CONSTRUCTION PROJECTS</b>	<u>CDBG Share</u>	<u>Other Source</u>
	Personnel	\$ _____	\$ _____
	Other: (describe cost components)	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ <u>_____</u>	\$ <u>_____</u>
	Total Costs	\$ _____	\$ _____
	Total Non-Construction (CDBG + Other)	\$ _____	
3)	Total Costs CDBG Share	\$ _____	
	Total Costs Other Sources	\$ _____	
	Grand Total Construction and Non-Construction	\$ _____	
4)	Estimator Name and Title: _____		

2008-09 CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL

**F. AMOUNT OF CDBG FUNDS REQUESTED**

- 1) Amount of CDBG funds requested in this application:  
(Section E, CDBG Share) \$ \_\_\_\_\_
- 2) Additional funds provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded, must be stated below.

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

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

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

Total of Other Sources \$ \_\_\_\_\_

(Should Equal "Total Costs, Other Sources" Item 3 in Section E on page 4 of 9)

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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



**H. MAINTENANCE AND OPERATION**

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. Only applicants requesting funding for proposals for **CONSTRUCTION** group must complete this section. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

1) MAINTENANCE AND OPERATION COMMITMENT

The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project: \_\_\_\_\_

Legal / Incorporated Name of Prospective M & O Entity:  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Federal I.D. Number of M & O Entity: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

2008-09 CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL

2) ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET

**M & O ANNUAL EXPENSES**

Estimated Dollar Value

**UTILITIES**

Electric \$ \_\_\_\_\_  
 Water \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Disposal Service \_\_\_\_\_  
 Other \_\_\_\_\_  
**Sub-total** \$ \_\_\_\_\_

**MATERIALS**

Janitorial Supplies \$ \_\_\_\_\_  
 Office Supplies \_\_\_\_\_  
 Recreational Supplies \_\_\_\_\_  
 Ground Supplies \_\_\_\_\_  
 Other \_\_\_\_\_  
**Sub-total** \$ \_\_\_\_\_

**MAINTENANCE - CAPITAL IMPROVEMENTS**

Building Repair \$ \_\_\_\_\_  
 Maintenance of Equipment \_\_\_\_\_  
 Improvements to Property \_\_\_\_\_  
 Other \_\_\_\_\_  
**Sub-total** \$ \_\_\_\_\_

**INSURANCE**

Liability \$ \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Other \_\_\_\_\_  
**Sub-total** \$ \_\_\_\_\_

**PERSONNEL\***

	<u># OF PEOPLE</u>	<u>MAN- HOURS</u>	
Maintenance	_____	_____	\$ _____
Secretary	_____	_____	_____
Administrator	_____	_____	_____
Program Staff	_____	_____	_____
Other	_____	_____	_____
<b>Sub-total</b>			\$ _____

\*List # of people and man hours based on 2080 Hours per year. Dollar value must include salaries and benefits.

**M & O ANNUAL EXPENSE TOTAL** \$ \_\_\_\_\_

**REVENUE SOURCES** (List out all sources such as budget sources, memberships, user fees, etc)

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUDGETED REVENUE TOTAL**

\$ \_\_\_\_\_

**ASSETS/LIABILITIES**

**REVENUE minus M & O EXPENSE**

\$ \_\_\_\_\_

**DETAILED PROJECT DESCRIPTION**

(Continuation of Section B, Project Description, Page 1 of 9)

Within the space provided on this page, provide detailed information needed to fully describe the proposed project, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0964. FAX (909) 388-0929.

This application form can be accessed in PDF form on CDH's Web Page at:

[http://www.sbcounty.gov/eda/cdh/community\\_dev/cdbg\\_project.asp](http://www.sbcounty.gov/eda/cdh/community_dev/cdbg_project.asp)

comdev/consolidated plan/2008-2009/CDBG Application text/

# FOUNDATION GRANTS



Source:  
The Foundation Center  
[www.foundationcenter.org](http://www.foundationcenter.org)

## **What is a foundation?**

*The philanthropic world consists of two principal types of foundations, private and public. Each of these will be discussed below.*

### **A private foundation**

- is a nongovernmental, nonprofit organization;
- has a principal fund or endowment;
- is managed by its own trustees and directors;
- maintains or aids charitable, educational, religious, or other activities serving the public good;
- makes grants, primarily to other nonprofit organizations; and
- is required to file a 990-PF form with the IRS annually

### **There are three different types of private foundations:**

1. **Independent or Family Foundations** receive endowments from individuals or families (and, in the case of family foundations, they continue to show measurable donor or donor-family involvement)
2. **Company-Sponsored or Corporate Foundations** receive funds from their parent companies, although they are legally separate entities
3. **Operating Foundations** run their own programs and services and typically do not provide much grant support to outside organizations

### **A Public Foundation**

**(Also known as a "Grantmaking Public Charity")**

- is a nongovernmental, nonprofit organization;
- receives funding from numerous sources and must continue to seek money from diverse sources in order to retain its public charity status;
- is managed by its own trustees and directors;

- operates grants programs benefiting unrelated organizations or individuals as one of its primary purposes;
- makes grants, primarily to other nonprofit organizations; and
- is required to file a 990 form with the IRS

**There are numerous types of public foundations:**

1. **Community Foundations** seek support for themselves from the public, but like private foundations provide grants. Their grants primarily support the needs of the geographic community or region in which they are located. Due to broad public support, the IRS does not consider these to be private foundations.
2. **Women's Funds**—examples include the Los Angeles Women's Foundation, the Ms. Foundation for Women, the New York Women's Foundation, and the Michigan's Women's Foundation.
3. **Other Public Foundations** include funds serving other population groups and field-specific funds, such as health funding foundations set up with proceeds from health care conversions—often referred to as "new health foundations".

**Direct Corporate Giving**

- While corporations can and do set up private foundations, most of their giving comes directly from companies to recipient organizations. Corporations are not required to report this giving on any standard public document, and the only information the Center has on them comes from voluntary reporting and from the Center's surveys. Because it is not comprehensive, this data is not included in our analyses.

## How much have foundations grown and why is that important?

*Following a period of decline in the rate of foundation establishment during the 1970s, the 1980s witnessed a dramatic rebound in foundation creation. Three factors contributed to this growth: the loosening of some of the more severe requirements of the 1969 Tax Act; a tremendous increase in personal wealth; and a more favorable attitude toward foundations among donors. This growth continued throughout the 1990s, but has slowed since the start of the new millennium due to the end of the stock market bubble, a recession, and an uneven economic recovery.*

- Close to half of larger foundations were formed after 1989.
- Between 1990 and 2005, the number of active grantmaking foundations more than doubled from approximately 32,000 to over 71,000.
- In this same time period, assets of active grantmaking foundations jumped from \$142.5 billion to \$550.6 billion.
- Following the rise of assets, giving more than quadrupled from \$8.7 billion in 1990 to \$36.4 billion in 2005.
- According to the Foundation Center's estimates for 2006, giving rose to \$40.7 billion, up 11.7 percent from 2005.
- Adjusting for inflation, giving nearly tripled between 1990 and 2005.

*The importance of foundation growth lies in its promise for the future. The larger the foundation world, the greater the resources that will be available to the nonprofit sector. While not all nonprofits will benefit equally from these resources, more foundation support will reach communities in the United States and overseas than ever before.*

View chart on the [\*\*Change in Foundation Giving\*\*](#), 1996 to 2006 (PDF).

### **Growth of Foundations, 1990 to 2005\***

	<u>1990</u>	<u>2005</u>	<u>Change</u>
<b>No. of Foundations</b>	<b>32,401</b>	<b>71,095</b>	<b>119%</b>
<b>Total Assets (in billions)</b>	<b>\$142.5</b>	<b>\$550.6</b>	<b>286%</b>
<b>Total Giving (in billions)</b>	<b>\$8.7</b>	<b>\$36.4</b>	<b>318%</b>

**Source: The Foundation Center, 2007.**

**\*Percent change in assets and giving represents current dollars.**

### **Is it true that foundations in a few states give most of the grants?**

*Since 1975, five states have accounted for roughly half of overall grant dollars. Still, there were some changes among the top-ranked states. By region, changes were even more pronounced. Population shifts, booming Sun Belt economies, and the rapid creation of new wealth in the West and South have all contributed to major shifts in the distribution of philanthropic resources.*

- In 1975, New York accounted for one-third of all U.S. foundation giving; by 2005, this share dropped to less than one-fifth. California doubled its share of giving to 12 percent over the same period.
- The top five states continue to provide close to half of all foundation giving. Still, their share has declined from 57.5 percent in 1975 to 46.9 percent in the latest year.

View chart on the [Distribution of Foundation Giving by State, 1975 and 2005](#) (PDF)

- Foundation endowments grew faster in the West and South than in the Midwest and Northeast regions between 1975 and 2005.

- In the latest year, assets grew in all four major regions, with the South experiencing the largest gain. Overall, the assets of foundations in the region increased by over \$11.6 billion (10.5 percent) to \$122 billion. Within the South region, Oklahoma, Virginia, and West Virginia experienced the largest percentage growth in foundation assets.
- In 2005, the South ranked third in terms of its share of all U.S. foundation resources behind the Northwest and West.

View chart on the [Foundation Assets by Region, 1975 and 2005](#) (PDF)

*This increasing diffusion of philanthropy is important because the vast majority of foundations give only in their local communities. Thus, the more widely distributed foundations are, the more likely it is that foundation resources will reach more corners of the U.S. nonprofit community. Still, it bears noting that a number of the largest U.S. foundations give nationally. This means that they can and do provide resources to areas of the United States lacking indigenous philanthropic resources.*

### **How does foundation giving compare to giving by individuals, corporations, or bequests?**

*Among a public frequently exposed to big-dollar grant announcements, foundations are sometimes thought to be the most important source of philanthropic support. Grantmakers gave \$36.4 billion in 2005. But foundations are by no means the only, or even the most important source of support for the nonprofit sector.*

- According to *Giving USA*, gifts from living individuals and from bequests accounted for the vast majority of giving—\$237 billion or 84 percent in 2005.
- Foundations and corporations contributed 16 percent or \$46.2 billion.
- Excluding the amount individuals donate to their churches or temples—which constitutes over one-third of all private giving—the share from foundations and corporations jumps to close to one-fifth.

- Between 1975 and 2005, growth in giving by independent and community foundations far outpaced increases from other sources. Non-corporate foundation's share of all private giving grew from 5.8 percent in 1975 to 11.5 percent in 2005.
- Unlike individuals and corporate direct giving programs, most foundations have charitable endowments. Thus, their giving is more stable when the economy slumps.
- Private giving, including foundation support, varies greatly by recipient organization type. Private giving accounts for nearly 44 percent of revenue in the arts compared with 4 percent in health.

*Foundations continue to represent a very modest proportion of the revenue of the nonprofit sector. Still, compared with other giving sources, their importance has increased for many nonprofits.*

### **What is the difference between large and small foundations?**

*Most of the information presented below comes from the Foundation Center's 2007 survey of roughly 21,000 private and community foundations. Through its annual survey of foundations, the Foundation Center has identified four main differences between large and small foundations.*

#### **1. Local vs. National Giving**

- Most foundations, regardless of size, limit their giving to local charities
- About 4,200 foundations give nationally or internationally (these tend to be the very largest of the large independent and operating foundations, or corporate foundations with sponsoring companies that operate nationally or internationally)

#### **2. Broad Giving vs. Defined Programs**

- Larger foundations commonly organize their giving through announced programs in specific fields (e.g., the Robert Wood Johnson Foundation publishes numerous reports and maintains a Web site describing its interests in the health field)
- Smaller foundations tend to support a broad range of activities without a specific program focus (e.g., they may direct most of their funding to the arts one year and to education the next year)

### **3. Public Reporting**

- All private foundations, regardless of the size and scope of their funding, are required by law to file the IRS Form 990-PF and must make the document available to the public. These forms can be accessed at [foundationcenter.org/findfunders/990finder/](http://foundationcenter.org/findfunders/990finder/)
- Roughly 3,700 foundations issue statements of their program interests or guidelines for grant applications
- Over 1,600—mainly larger staffed foundations—state that they publish annual or biennial reports

### **4. Staffing**

- Large foundations are most likely to have paid staff to review proposals, develop projects, and work with the public
- Roughly 3,500 foundations employ paid staff, and they account for more than 19,100 staff positions
- More than three-fifths of staffed foundations have two or fewer employees
- About 750 or 20 percent of larger foundations have five or more paid staff members

*The vast majority of foundations do not have paid staff, and their work is being done by lawyers, bank trustees, and family members on a part-time basis. What does that mean? When dealing with smaller foundations, it's important to be patient.*

### **What Foundation Grants Support**

*Each year the Foundation Center indexes individual grants of \$10,000 or more for over 1,000 of the largest foundations. Specifically, the grants processing staff identifies the subject of each grant, the type of recipient, types of support provided (e.g., capital or operating), the beneficiary groups served, and the geographic focus. Summary statistics on the grants database sample for the latest year include the following:*

- The 2005 grants sample included 130,961 grants awarded by 1,154 foundations totaling \$16.4 billion. These grants accounted for roughly half of the grant dollars awarded by over 71,000 active foundations.
- Between 2004 and 2005, grant dollars increased 6 percent (from \$15.5 billion), while the number of grants increased 3.5 percent (from 126,497).
- In 2005 the sample included a total of 53,361 unique recipient organizations.

### **What are foundations' preferred funding areas; have these priorities changed over time?**

*Foundations are active in nearly all fields and disciplines; however, a few areas have consistently received greater support than others. The Foundation Center documents funding trends by analyzing fields of interest-as well as types of recipient organizations-based on breakdowns that closely follow the [National Taxonomy of Exempt Entities](#) (NTEE).*

- Historically, education has consistently accounted for the largest share of grant dollars, while human services has represented the largest share of number of grants.
- In 2005, education received the largest share of grant dollars (24 percent), followed by health (21 percent) and human services (15 percent).

- Human services received the largest share of number of grants, followed by education and arts and culture.
- Between 2004 and 2005, international affairs, the environment, and science and technology showed largest percentage gains in grant dollars.
- Public affairs/society benefit, social sciences, and health experienced declines in grant dollars.

View chart on [Grants by Major Subject Categories, 2005](#) (PDF)

- Based on type of recipient organization, educational institutions accounted for over one-third of grant dollars in 2005; these grants spanned a wide range of disciplines and subjects (e.g., the health and international affairs).

View chart on [Major Field-Specific Recipient Types, 2005](#) (PDF)

*Foundation giving priorities differ substantially from those of individuals. Foundations favor educational institutions and human service agencies, while individuals provide the majority of their funding to religious congregations.*

### **Is it true that foundation grants for operating support are increasing?**

*In 2005, capital support posted its first increase since the recession of 2001.*

- In 2005, funding for general or unrestricted support declined to a 20 percent share of grant dollars, down from 21 percent in 2004 and 22 percent in 2003. By share of number of grants, however, operating support climbed to 26 percent in 2005, compared to 25 percent in 2004 and 2003.
- Capital support—including funding for building and renovation, equipment, technology, and endowments—increased to 19 percent of grant dollars in 2005.
- Program support—which includes funding for activities ranging from program development to seed money, to conferences, to curriculum development—continued to account for the largest share of grant dollars (45 percent of total foundation giving in 2005).

- Public affairs/society benefit and arts and culture received larger shares of general or operating support in 2005. Health and education received smaller shares.

View chart on the [Major Types of Support, 2005](#) (PDF)

# FOUNDATION GRANT APPLICATION EXAMPLE



Source:

The Community Foundation

<http://www.thecommunityfoundation.net>

**Organization / Agency Information**



**2008 Community  
Impact Fund  
Grant Application**  
Application Deadline:  
February 4, 2008

Internal Use Only:
Grant : _____

<i>Organization/Agency Name:</i>		
<i>Physical Address:</i>		<i>City/State/Zip</i>
<i>Mailing Address:</i>		<i>City/State/Zip</i>
<i>CEO or Director:</i>		<i>Title:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>
<i>Contact Person:</i>		<i>Title:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>
<i>Web Site Address:</i>		<i>Tax ID:</i>

**Program / Grant Information**

<i>Program / Project Name:</i>		
<i>Amount of Grant Requested:</i>	<i>Total Organization Budget:</i>	<i>Percentage of Organization's Total Budget used for Administration:</i>
<i>Purpose of Grant Request (one sentence):</i>		

## Signatures

<i>Board President / Chair: (please print)</i>	<i>Title:</i>
<i>Signature:</i>	<i>Date:</i>
<i>CEO / Director: (please print)</i>	<i>Title:</i>
<i>Signature:</i>	<i>Date:</i>

**\*\* Note: Submit 5 copies: 1 original and 4 copies of application (cover sheet, narrative, and budget) and ancillary documents.**

Please provide the following information for items I. through IV. by answering all questions in no more than TWO (2) typed pages. Please be thorough, clear, specific, and concise.

### I. Organization/Agency Background:

- A. What is the history, mission and purpose of your organization? How long has the organization been providing programs and services to the community?
- B. What are some of your past organizational accomplishments? (last three years)
- C. What are some of your current programs and activities? (Include populations and geographic locations served)

### II. Project Information:

- A. Statement of Need
  1. Specify the community need you are seeking funds for.
- B. Project Goal, Objectives and Methodology
  1. State your project goal. Describe your project. How does your project meet the community need? What is unique and innovative about this project?
  2. State up to three objectives. Objectives should be specific, measurable, action-oriented, realistic, and time-specific. What are the specific activities you will undertake to meet your goal? How will you use the grant funds?
  3. What is your timeline for implementing the project?
  4. How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project?
- C. Project Outcomes and Evaluation
  1. What are the key anticipated outcomes of the project and impact on participants?
  2. How will you know if you have achieved the expected outcomes?
  3. How will progress towards the objectives be tracked and outcomes measured?

**III. Project Future**

A. Explain how you will support this project after the grant performance period.

**IV. Governance and Executive Leadership**

A. Describe your board and the role it plays in the organization. How do the board and E.D. work together? How does the board make decisions? Do appropriate committees exist? How often does the board meet?

B. Submit a copy of the Board minutes from the last two meetings.

**V. Project Budget**

A. Please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project.

<b>Line Item Description</b>	<b>Line Item Explanation</b> (Formula/equation used as applicable. Example: 4 Wheelchairs @ \$400 each = \$1600)	<b>Support From Your Agency</b>	<b>Support From Other Funders</b>	<b>Requested Amount From TCF</b>	<b>Line Item Total of Project</b>
<b>TOTALS:</b>					

▪ **Ancillary Documents**

A. Please submit with your completed application:

1. A list of Board Members with their affiliations.
2. Board meeting minutes from the latest two (2) meetings.
3. A copy of your most recent year-end financial statements, audited if available.
3. A copy of your current 501(c)(3) letter from the IRS.
4. If purchasing equipment, three competitive bids or price quotes.

# ART



## **New Connections Fund (Part A): Arts**

Agency: The James Irvine Foundation

Objective: The purpose of this program is to support nonprofit organizations accomplishing high-quality work in the areas of interest to the James Irvine Foundation. Although the majority of the Foundation's grant-making is done by invitation to larger, more established organizations, this program is intended to reach smaller organizations through an open, competitive application process. The primary goal of the New Connections Fund is to increase the number of new organizations in the Foundation's grants portfolio by supporting organizations that have not been identified by program staff or for which larger grants would be inappropriate. This program component contains two sub-categories: Artistic Creativity and Connection Through Cultural Participation. The intent of this component is to fund one- or two-year projects that: encourage the creation of new art work; support the work of individual artists in collaboration with local arts organizations; support art forms and ideas that connect with a broad cross-section of Californians; target specific audiences that are representative of the state's diverse population; acknowledge the diverse cultural expressions represented in California; and/or identify new or innovative strategies that broaden, diversify, or deepen the audience's participation.

Eligibility: Priority will be given to applicants who have never received funding from the Foundation and to projects serving the Central Valley, the Inland Empire, and Los Angeles County. Eligible applicants are California-oriented 501(c)(3) nonprofit organizations that have annual revenues of at least \$100,000 and derive no more than 50 percent of revenues from government sources.

Contact Info: Program Staff, (800) 374-6851, [grantsadmin@irvine.org](mailto:grantsadmin@irvine.org), The James Irvine Foundation, 575 Market Street, Suite 3400, San Francisco, CA 94105

## **Norris Foundation**

Agency: The Norris Foundation

Objective: The purpose of this program is to support the advancement of community well being through a variety of projects that increase health awareness and foster intellectual achievement. Funded projects should make influential and lasting contributions to their respective communities.

Eligibility: Eligible applicants must be a nonprofit organization located in the Southern California area.

Info: Ronald R. Barnes, Executive Director, (562) 435-8444, The Kenneth T. & Eileen L. Norris Foundation. 11 Golden Shore, Suite 450, Long Beach, CA 90802, [grants@ktn.org](mailto:grants@ktn.org)

## **Create Your Own Legacy Grant Program**

**Agency:** Ameriquest Mortgage Company

**Objective:** The purpose of this program is to provide opportunities for youth to take ownership of their communities by taking part in improving their after-school programs, as well as planning and implementing neighborhood improvement projects. Through these activities, this program encourages youth to develop an appreciation for community service and teamwork. This program awards projects that will consist of two parts: **After-school programs**, in which funds may be used to improve programs through the purchase of items such as new computers, art materials, science equipment, sound systems, and related items, or constructing reading rooms, art centers, or other resources; and **Neighborhood improvements**, where funds may be used for adding neighborhood gardens, improving facilities such as senior centers, removing graffiti, painting murals, and related activities.

**Eligibility:** Eligible applicants include organizations that conduct after-school programs with current 501(c)(3) status. Schools, for-profit organizations, churches, or other religious organizations must ensure that projects conducted with program funds will be offered to the public on a nondiscriminatory basis and without regard to religious affiliation.

**Contact Info:** Amy Cobb, (817) 505-4982, [acobb@ameriquest.com](mailto:acobb@ameriquest.com), Create Your Legacy, Ameriquest Mortgage Company, 1100 Town & Country Road, Suite 400, Orange, CA 92868.

## **General Mills Community Action**

**Agency:** General Mills Foundation

**Objective:** The purpose of this program is to create sustainable community improvement in the areas of social services, education, arts and culture, and youth nutrition and fitness. General Mills Community Action is dedicated to championing strong communities and addressing societal needs with innovative ideas, strong people, and financial resources. This program's strategic objectives include: demonstrably improving the quality of life in communities with General Mills facilities and employees; initiating innovative solutions and approaches to improve youth nutrition and fitness; and supporting General Mills employees and retirees giving to United Way, education, and arts and culture organizations through a gift-matching program. This program focuses mainly on four priority areas in order to create sustainable community improvement: Social Service—supporting projects that strengthen families and promote a safe, nurturing environment for children and youth; Youth Nutrition and Fitness—supporting innovative projects that help improve youth nutrition and fitness behaviors; Education—supporting efforts that emphasize student academic achievement, particularly at the K-12 level; and Arts and Culture—supporting organizations that are leaders in their field as evidenced by their innovation, program quality and contribution to their community.

**Eligibility:** Eligible applicants include nonprofit organizations and public agencies.

**Contact Info:** Program Staff, (763) 764-2211, General Mills Foundation, P.O. Box 1113, Minneapolis, MN 55440

# COMMUNITY DEVELOPMENT



### **Archstone Foundation (Part D): Responsive Grantmaking**

Agency: Archstone Foundation

Objective: The purpose of this program is to prepare society for an aging population. All initiatives supported by the Foundation are intended to build upon aging trends, research, and program innovation to transform society through strategic initiatives and responsive grantmaking.

Eligibility: In general, eligibility for the Foundation's programs is limited to 501(c)(3) nonprofit organizations, individuals, and governments. High priority is given to projects serving the Southern California region, although projects from other areas may be accepted if they serve the state as a whole, have potential for replication in California, have a regional or national impact, or have potential to improve practice in the field.

Contact Info: E. Thomas Brewer, Director of Programs, Archstone Foundation, 401 East Ocean Boulevard, Suite 1000, Long Beach, CA 90802, (562) 590-8655, [archstone@archstone.org](mailto:archstone@archstone.org)

### **Innovations in American Government Awards**

Agency: Ash Institute for Democratic Governance and Innovation

Objective: The purpose of this program is to recognize and promote excellence and creativity in the public sector by highlighting exemplary models of government's innovative performance and serving as a catalysts for continued progress in addressing the nation's most pressing public concerns. Projects should be novel, effective, significant, and transferable. Applications are accepted in all policy areas.

Eligibility: Eligible applicants are units of government within the United States, including Federal, State, local, tribal and territorial.

Contact Info: Program Staff, (617) 495-0557, [innovations@harvard.edu](mailto:innovations@harvard.edu), Ash Institute for Democratic Governance and Innovation, John F. Kennedy School of Government, Harvard University, 79 John F. Kennedy St., Cambridge, MA 02138

### **Lowe's Charitable and Educational Foundation**

Agency: Lowe's Charitable and Educational Foundation

Objective: The purpose of this program is to support the communities served by Lowe's stores through funding provided to public education, community improvement projects, and home safety initiatives. The Foundation supports projects that align with the following focus areas: Community improvement, which includes park and neighborhood beautification and enhancements; building repair/renovation and landscaping enhancements of facilities serving the community; outdoor learning environments, such as educational gardening projects; community garden, park, or playground projects; and community clean-up initiatives; K-12 public school initiative, which includes: construction and

Trades related education initiatives; clean-up, landscaping, and painting projects; playground enhancements; and minor repair/renovation of public school buildings; and vocational trade scholarships, which awards scholarships to individuals enrolled in a two-year certificate or diploma program at selected community and vocational colleges, majoring in a business and technical/trade related discipline, such as plumbing, electrical, HVAC, horticulture, and interior design. Scholarship funds may be used for covering tuition and costs associated with purchasing books and materials only.

Eligibility: Eligible applicants are 501(c)(3) organizations and public agencies in communities where Lowe's operates.

Contact Info: Program Staff, (704) 758-1000 Lowe's Companies, Inc., 1000 Lowe's Boulevard, Mooresville, NC 28117

### **The Annenberg Foundation**

Agency: The Annenberg Foundation

Objective: The purpose of this program is to advance public well-being through improved communication. The Annenberg Foundation encourages the development of more effective ways to share ideas and knowledge and seeks to produce beneficial change on a large scale. Projects will be funded in the following interest areas: Education and Youth; Arts and Culture; Civic and Community; and Health.

Eligibility: Only public charity organizations with tax-exempt 501(c)(3) status are eligible.

Contact Info: Gillian Norris-Szanto, Senior Program Officer, The Annenberg Foundation, Radnor Financial Center, Suite A-200, 150 North Radnor-Chester Road, Radnor, PA 19087 (610) 341-9066, [info@annenbergfoundation.org](mailto:info@annenbergfoundation.org)

# EDUCATION



### **The RGK Foundation**

Agency: The RGK Foundation

Objective: The purpose of this program is to support a broad range of projects with an education, community or medicine/health focus. This Foundation strives to be a catalyst for progressive change in humanitarian concerns by advancing knowledge, improving society, and realizing human potential.

Eligibility: Eligible applicants are non-profit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and classified as "not a private foundation" under Section 509(a). Hospitals, educational institutions, and governmental institutions meeting these requirements are also eligible to apply.

Contact Info: Suzanne Haffey, Grants Associate, (512) 474-9298 x 242, [shaffey@RGKFoundation.org](mailto:shaffey@RGKFoundation.org), RGK Foundation, 1301 West 25th Street, Suite 300, Austin, TX 78705-4236

### **Wells Fargo Foundation**

Agency: Wells Fargo Foundation

Objective: The purpose of this program is to support organizations and projects that serve their communities and address vital community needs and issues. Education projects that benefit students in pre-kindergarten through twelfth grades may be given in the key areas of math and science, literacy, and the history of the American West. Grants are also accepted for staff development of teachers and administrators serving low- or moderate-income students and projects that encourage school partnerships with parents or guardians, the business community, or the local community. Grants to educational institutions or nonprofit organizations that serve such institutions will also be considered.

Eligibility: Eligible applicants include 501(c)(3) nonprofit organizations, 501(c)(6) organizations (business leagues, chambers of commerce, boards of trade, etc.), governmental entities, and tribal entities.

Contact Info: Jonathan Weedman, Regional Vice President, Wells Fargo Foundation, 333 South Grand Avenue, MAC E2064-200, Los Angeles, CA 90071, (213) 253-7118, [weedmanj@wellsfargo.com](mailto:weedmanj@wellsfargo.com)

### **The Janus Foundation**

Agency: The Janus Foundation

Objective: The purpose of this program is to sponsor innovative programs that are spearheaded by nonprofit organizations that focus on at-risk youth through education.

Eligibility: Only nonprofit organizations are eligible for this program

Contact Info: Tracy, (303) 333-3863, [janusfoundation@janus.com](mailto:janusfoundation@janus.com), The Janus Foundation, 151 Detroit Street, Denver, CO 80206

**Wal-Mart and SAM'S CLUB Foundation**

Agency: Wal-Mart and SAM'S CLUB Foundation

Objective: The purpose of this program is to improve the communities in which Wal-Mart associates and customers live. Although the Foundation supports various organizations and national causes, the Foundation is primarily interested in projects that will enhance the quality of life and result in positive differences in local communities

Eligibility: Eligible applicants are: 501(c)(3) organizations; Public, parochial, and private schools; Religious organizations; Government agencies; and Civic and Veterans Groups

Contact Info: Foundation Staff, (800) 530-9925, Wal-Mart Foundation, 702 SW 8th Street, Bentonville, AR 72716-8071

# ENVIRONMENT



### **Acorn Foundation**

Objective: The Acorn Foundation is a member of the Common Counsel Foundation of Oakland, California and is dedicated to building a sustainable future for the planet and to restoring a healthy global environment. The Acorn Foundation is particularly interested in small and innovative community-based projects which: preserve and restore habitats supporting biological diversity and wildlife; advocate for environmental justice, particularly in low-income and indigenous communities; and prevent or remedy toxic pollution.

Eligibility: The Acorn Foundation makes grants in the \$5,000 to \$10,000 range to grassroots organizations. Grantees are asked to submit year-end reports, and Acorn will consider renewal grants to organizations that have fulfilled its reporting requirements. Please submit a letter of inquiry (LOI) rather than a full proposal by January 15th or June 15th of every fall and spring. Please review eligibility guidelines before submitting a letter of inquiry. The Acorn Foundation will only consider requests from organizations that meet our eligibility guidelines.

Contact Information: Contact the Common Counsel Foundation at 1221 Preservation Park Way, Oakland, CA 94612-1206, by phone at (510) 834-2995 or email at [ccounsel@igc.org](mailto:ccounsel@igc.org)

### **Frito Lay Free Tree Opportunity**

Agency: Frito Lay, Inc.

Objective: The purpose of this program is to donate 100,000 new trees to nonprofit organizations that have the capability to plant large quantities of trees. Out of the total number of trees, 75,000 will be planted in a national forest, and the remaining 25,000 seedlings will be given to applicants. Available trees are: Blue Spruce, Pin Oak, Red Maple, Red Oak, Redbud, River Birch, Scarlet Oak, Silver Maple, Sugar Maple, Thornless Honeylocust, Tuliptree, White Dogwood, and White Pine.

Eligibility: All nonprofit organizations, including schools, clubs, and communities, are eligible to apply.

Contact            Info:            Program            Staff,            (877)            445-9917,  
[makingamericagreener@arborday.org](mailto:makingamericagreener@arborday.org), The National Arbor Day Foundation, 100 Arbor Avenue, Nebraska City, NE 68410

### **Albertson's Foundation**

Agency: Albertson's Foundation

Objective: The purpose of this program is to support charitable nonprofit organizations and schools in their efforts to improve communities located in Albertson's areas of operation. The foundation funds projects focused on hunger relief, youth and education, health and nutrition, and environmental stewardship. Preference will be given to proposals that encourage volunteering.

Eligibility: Eligible applicants include 501(c)(3) tax-exempt charitable nonprofit organizations and schools within Albertson's areas of operation.

Contact Info: Heather Peninger, Director, (208) 914-3515, Albertson's, Inc., Corporate Giving Program, Charitable and Community Relations, P.O. Box 20, Boise, ID 83726

### **ExxonMobil Foundation**

Agency: ExxonMobil Foundation

Objective: The purpose of this program is to enhance social and economic conditions and to improve the quality of life in the United States. Supported projects include efforts towards research and education for programs encouraging informed public discussion of sound environmental policy alternatives and the study and preservation of endangered species and habitats;

Eligibility: Eligible applicants are local, tax-exempt organizations that are geographically located in an area where ExxonMobil has significant facilities or numbers of employees.

Contact Info: Program Staff, (972) 444-1106, Exxon Mobil Corporation, Public Affairs, Global Community Relations, 5959 Las Colinas Boulevard, Irving, TX 75039-2298

# HOUSING



## **The Community Foundation Community Impact Fund**

Agency: The Community Foundation

Objectives: *The Community Impact Fund* has several areas of focus. These include: health & human services that promote access to healthcare for all residents and helping individuals and families obtain basic services to promote an improved quality of life; youth & family services that enhance opportunities to promote academic achievement and positive youth development and develop family support services that foster learning and growth; programs that promote the arts and culture while encouraging creative expression and providing opportunities for enjoyment of cultural activities and art forms; Programs for civic and public benefit that build a sense of community and promote civic participation.

Eligibility: Nonprofit 501(c)(3) or public agencies (in limited circumstances) may apply for grants for programs, activities or equipment that will primarily benefit the residents of Riverside and/or San Bernardino Counties. The Community Foundation will only accept applications from 501(c)3 organizations that can document on-going operations and nonprofit status for at least three years. The Grant Application Packet must include: the Completed Grant Application, a 501(c)3 letter from the IRS, the most recent audit or year-end financial statement, a board roster, and a board approval letter. Grants from the Community Impact Fund are normally limited to a maximum of \$10,000.

Contact Information: Celia Cudiamat at (951) 684-4194 or through email at [ccudiamat@thecommunityfoundation.net](mailto:ccudiamat@thecommunityfoundation.net)

## **Enterprise Community Partners Green Communities Initiative (Part C): Low-Income Housing Tax Credit Equity Investments**

Agency: Enterprise Community Partners, Inc

Objective: The purpose of this program is to encourage the construction of accessible and environmentally healthy homes for low-income families. This program aims to transform the way America thinks about, designs, and builds affordable housing communities. Funded projects should promote health, conserve energy and natural resources, and provide easy access to jobs, schools, and services. This program is intended to promote affordable, permanent green housing developments

Eligibility: Eligible applicants for this program component are for-profit and nonprofit housing developers

Contact Info: Aron Weisner, (410) 772-2621,  
[LIHTCEquity@greencommunitiesonline.org](mailto:LIHTCEquity@greencommunitiesonline.org), Green Communities Initiative, Enterprise,  
10227 Wincopin Circle, Suite 500, Columbia,  
MD 21044

### **Home Depot Community Involvement Grants**

Agency: Home Depot

Objective: The purpose of this program is to improve the community and the environment in the neighborhoods where people live and work through responsibly built affordable housing and maintenance of urban and wildland forestry. The program recognizes the importance of giving back to communities by engaging associates in meaningful volunteer activities. The program believes it is a shared responsibility to enhance the communities and protect the environment. Preference will be given to grant requests that offer volunteerism opportunities and encourage community engagement.

Eligibility: The Home Depot Foundation makes grants to 501(c)(3) nonprofits, Revenue Canada-designated organizations, and consortia of these groups.

Contact Info: Program Staff, (866) 593-7019, [hd\\_foundation@homedepot.com](mailto:hd_foundation@homedepot.com), The Home Depot Foundation, Community Affairs, 2455 Paces Ferry Road, Atlanta, GA 30339

### **National Organization on Disability (NOD): Accessible America Competition**

Agency: National Organization on Disability

Objective: The purpose of this program is to recognize and promote replication of best practices employed by communities across the country to facilitate the involvement of individuals with disabilities in community life. The program will award funds to cities, towns, or counties in which citizens with disabilities have opportunities for full and equal participation in the life of their community, including access to education, jobs, voting, transportation, housing, religious worship, and a full range of social, recreational, cultural, and sports activities

Eligibility: Eligible applicants include cities, towns, and counties in the United States and its territories. Counties may enter only if they are representing unincorporated communities within their borders.

Contact Info: Nancy Starnes, (202) 293-5960, [starnes@nod.org](mailto:starnes@nod.org), Accessible America Competition 2006, National Organization on Disability, 910 Sixteenth Street, NW, Washington, DC 20006

# LAW & JUSTICE



### **The Allstate Foundation: National Foundation Initiatives**

Agency: The Allstate Foundation

Objective: The purpose of this program is to support national and regional organizations in their efforts to protect lives, families, property and communities. Overall, this program strives to improve community quality of life by maintaining and ensuring strong economic, crime-free, tolerant, and knowledgeable communities.

Eligibility: Eligible applicants are nonprofit, tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Contact Info: Jan Epstein, (847) 402-5502, [allfound@allstate.com](mailto:allfound@allstate.com), Executive Director

The Allstate Foundation, 2775 Sanders Road, Suite F4, Northbrook, IL 60062-6127

### **Grants for Alcohol Research**

Agency: Alcoholic Beverage Medical Research

Objective: The purpose of this program is to assist young investigators in conducting research on important aspects of alcohol consumption and its effects. This program helps young researchers begin their careers and positions them to attract greater funding from other sources.

Eligibility: Eligible applicants are public or private nonprofit organizations such as universities, colleges, hospitals, research institutes and organizations, and governmental research agencies and laboratories. Grants are made only to institutions on behalf of a named principal investigator, not to individuals.

Contact Info: Program Staff, (410) 821-7066, ext. 11, [info@abmrf.org](mailto:info@abmrf.org), Alcoholic Beverage Medical Research Foundation, 1122 Kenilworth Drive, Suite 407, Baltimore, MD 21204-2189

### **The Mary Byron Foundation: Celebrating Solutions**

Agency: The Mary Byron Foundation

Objective: The purpose of this program is to recognize local innovations that demonstrate promise in breaking the cycle of violence. Programs are selected to serve as a model for the nation. Eligible projects show positive outcomes, are innovative and replicable, and demonstrate sensitivity to ethnic and racial diversity.

Eligibility: Eligible applicants are nonprofit organizations with 501(c)(3) designation or government agencies. Programs must have been operating for a minimum of three years, have demonstrated positive outcomes, and be innovative and replicable.

Contact Info: Program Staff, [information@marybyronfoundation.org](mailto:information@marybyronfoundation.org), Celebrating Solutions Awards, Mary Byron Foundation, 10401 Linn Station Road, Louisville, KY 40223

### **Open Society Institute (Part A): After Prison Initiative**

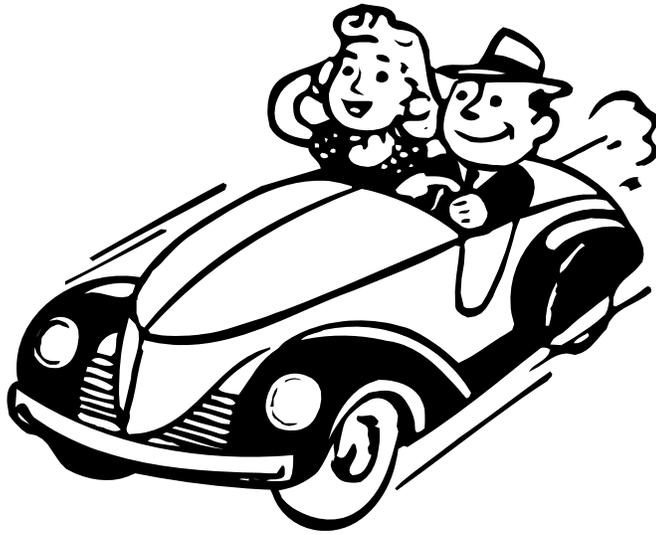
Agency: Open Society Institute & Soros Foundations

Objective: The purpose of this program is to promote open societies through a wide range of initiatives that address the shaping of government policy, the support of education, media, public health, and human and women's rights, and the advancement of social, legal, and economic reform. Additionally, to diminish and prevent the negative consequences of globalization, the Open Society Institute (OSI) seeks to foster a global open society by increasing collaboration with other non-governmental organizations, governments, and international institutions.

Eligibility: Eligible applicants include: Advocacy groups; Community groups; Scholarly or research institutions; Government agencies; Associations of elected officials; and Nonprofit business associations or initiatives.

Contact Info: Nicole Kief, [nkief@sorosny.org](mailto:nkief@sorosny.org), Justice Fund, Open Society Institute, 400 West 59th Street, New York, NY 10019

# TRANSPORTATION



### **Bikes Belong Coalition Grants Program**

Agency: Bikes Belong Coalition

Objective: The purpose of this program is to promote bicycling by generating a network of communities throughout the United States, where people of all ages will have the accommodations and the ability to bicycle for recreation and transportation. The goals of this program include increasing the number of bicyclists, promoting bicycling to the public, building political support for bicycling, and supporting bicycle advocacy groups that have the ability to increase the number of bicyclists in their communities.

Eligibility Eligible applicants for this program are: National, State, regional, and local public agencies; and Nonprofit organizations.

Contact Info: Elizabeth Train, Grants Program Administrator, (303) 449-4893, [elizabeth@bikesbelong.org](mailto:elizabeth@bikesbelong.org), 1245 Pearl Street, Suite 212, Boulder, CO 80302-5253

### **National Transportation Safety Initiatives Grants Program**

Agency: 3M United States

Objective: The purpose of this program is to provide grants in the form of materials that improve specific traffic and pedestrian safety problems. The intent of this program is to foster overall safety improvements within a county or municipality.

Eligibility: Eligible applicants are cities and counties. Applicants must be members of the National Association of County Engineers (NACE).

Contact Info: Jane Prosch Jensen, Fax: (651) 737-1652, 3M Traffic Safety Systems, 3M Center, Building 225-5S-08, P.O. Box 33225, St. Paul, MN 55133-3225

### **Rudy Bruner Award for Urban Excellence**

Agency: Bruner Foundation

Objective: The purpose of this program is to recognize projects that embody excellence and strengthen or transform urban places. The Rudy Bruner Award is offered on a biennial basis by the Bruner Foundation to honor urban environments - defined as cities, towns, villages, counties, and/or regions - that demonstrate the successful integration of meaningful values, effective process, and good design.

Eligibility: Eligible applicants are persons and entities involved in the planning, development, or operation of a project, including: Representatives of city, county, State, or Federal government Developers; Design or planning professionals; Community or neighborhood groups; Educational or cultural institutions; and Businesses

Contact Info: Program Staff, (617) 492-8404, [info@brunerfoundation](mailto:info@brunerfoundation), The Rudy Bruner Award for Urban Excellence, Bruner Foundation, Inc., 130 Prospect Street, Cambridge, MA 02139

**National Organization on Disability (NOD): Accessible America Competition**

Agency: National Organization on Disability

Objective: The purpose of this program is to recognize and promote replication of best practices employed by communities across the country to facilitate the involvement of individuals with disabilities in community life. The program will award funds to cities, towns, or counties in which citizens with disabilities have opportunities for full and equal participation in the life of their community, including access to education, jobs, voting, transportation, housing, religious worship, and a full range of social, recreational, cultural, and sports activities

Eligibility: Eligible applicants include cities, towns, and counties in the United States and its territories. Counties may enter only if they are representing unincorporated communities within their borders.

Contact Info: Nancy Starnes, (202) 293-5960, [starnes@nod.org](mailto:starnes@nod.org), Accessible America Competition 2006, National Organization on Disability, 910 Sixteenth Street, NW, Washington, DC 20006

# YOUTH



## **Youth Garden Grants Program**

Agency: National Gardening Association

Objective: NGA's Youth Garden Grants program has helped more than 1.2 million youngsters reap rewards and vital life lessons from working in gardens and habitats. NGA awards Youth Garden Grants to schools and community organizations with child-centered, outdoor garden programs. In evaluating grant applications, priority will be given to programs that emphasize one or more of these elements: educational focus and/or curricular ties (if applicant is a formal education program); nutrition or plant-to-food connections; environmental awareness/education; entrepreneurship; social aspects of gardening such as leadership development, team building, community support, or service-learning.

Eligibility: Schools, youth groups, community centers, camps, clubs, treatment facilities, and intergenerational groups throughout the United States are eligible. Applicants must plan to garden in 2006 with at least 15 children between the ages of three and 18 years. Previous Youth Garden Grant winners who wish to reapply must wait one year and have significantly expanded their garden programs. Applications for the 2007 grant cycle will be available as of February 28, 2006.

Contact Information: The NGA is located at 1100 Dorset Street, South Burlington, VT 05403.

You can also reach them at (800) 538-7476 (800-LETSGRO) or contact Donna at:

<mailto:donna@garden.org> For more information please visit:

<http://www.kidsgardening.com/grants.asp>

## **For the Good of the Game Grants**

Agency: United States Golf Association

Objective: Since 1997, the USGA has been awarding grants through its "For the Good of the Game" Grants Initiative in an effort to make golf more affordable and accessible. Through this effort, the USGA supports organizations that use the game and its values as a vehicle to improve the quality of life for individuals and for society in general. This \$5 million annual initiative focuses on positively impacting young people (minorities, girls, economically disadvantaged, and others with limited access to the game of golf) and individuals with disabilities through instructional programming and golf facility construction projects, as well as caddie and other work-based programs. The USGA will consider funding requests for the following items provided the applicant is committed to the goals (as represented in the General Introduction) of the "For the Good of the Game" Grants Initiative and its target population(s): golf course access and practice range access; golf instruction; golf equipment, including adaptive golf equipment for individuals with disabilities; transportation provided for participants to attend programming; certain construction costs for alternative, beginner-friendly golf courses and golf facilities in areas where there are obstacles to affordable access to the game; e.g., the construction of tees, greens, and practice areas.

Eligibility: All grant recipients must be tax-exempt, nonprofit organizations as defined under Section 501(c)(3) of the U.S. Internal Revenue Code or government entities such as schools or municipalities. Applications will be accepted from organizations that have applied for such status but grant monies (should an organization receive a grant) will not be released until tax-exempt status has been received. USGA will not fund the entire budget of a program. Typically, the USGA expects the applicant organization to contribute a percentage of the project's expenses with their own funds. Further, the USGA expects applicants to have a feasible plan for fiscal sustainability and an exit strategy that outlines how the program will continue without USGA funding in subsequent years. These plans typically include support from individuals, local organizations, other foundations, fundraisers and the donation of in-kind services, as well as many other creative ideas

Contact Information: The USGA is located at 1631 Mesa Ave., Suite D, Colorado Springs, CO 80906. You can also contact them at (719) 471-4810 or for more information please visit: <http://www.usga.org/aboutus/foundation/foundation.html>

### **The Jenesis Group Foundation**

Agency: The Jenesis Group Foundation

Objective: The purpose of this program is to improve the quality of life for America's youth by creating opportunities for young people to achieve their full potential. Projects should focus on youth development, education, and social entrepreneurship. The Foundation invests in grass roots organizations that work to empower disadvantaged and/or at-risk youth to become productive citizens in our democratic society. Priority is given to programs that are preventative in approach and that provide comprehensive and long-term solutions to the challenges facing youth today.

Eligibility: The Foundation primarily invests in nonprofit 501(c)(3) organizations with budgets under \$500,000 that focus on youth development, education, and social development. Applicants should be results-oriented.

Contact Info: Program Staff, (972) 999-4554, The Jenesis Group, PO Box 637, Hurst, TX 76054

### **Baseball Tomorrow Fund**

Agency: Major League Baseball Charity, Inc

Objective: The purpose of this program is to promote and enhance the growth of youth participation in baseball and softball throughout the world by funding programs, fields, coaches' training, and the purchase of uniforms and equipment to sustain and build up youth participation in the game of baseball. Awards are designed for flexibility to allow applicants to address needs unique to their communities. Funds may be used to finance a new program, expand or improve

an existing program, begin a new collaborative effort, or obtain facilities or equipment.

Eligibility: Eligible applicants include tax-exempt organizations involved in youth baseball and/or softball, such as 501(c)(3) organizations, municipalities, and school districts.

Contact Info: Cathy Bradley, Executive Director, Baseball Tomorrow Fund, 245 Park Avenue, New York, NY 10167

# eCivis

## Grants Locator System



Source:  
eCivis Grants Locator System  
[www.ecivis.com](http://www.ecivis.com)



# eCIVIS

## Improving Grants Performance

### Research • Systems • Services

**eCivis** The San Bernardino County Board of Supervisors invested in eCivis to help local nonprofit groups find and secure funding for their essential programs. The eCivis Grants Locator System provides detailed and up-to-date information on more than \$80 billion in grant opportunities from more than 4,000 Federal and State agencies as well as charitable foundations. Nonprofit organizations can now access the comprehensive grants search engine known as eCivis, completely free of charge, at any San Bernardino County library or Workforce Development Center.

The eCivis Grants Locator System is simple to operate. In the following pages you will find a tutorial for using eCivis. If you have any questions, please do not hesitate to contact an eCivis representative at (877) 232-4847, between 7:30 a.m. and 5:30 p.m. PT. For technical questions regarding using the system, please contact [customerservice@ecivis.com](mailto:customerservice@ecivis.com) or call toll-free (877) 232-4847, option 2. The mailing address for eCivis is 3452 E. Foothill Blvd, Floor 9, Pasadena, CA 91107. For more information please visit [www.ecivis.com](http://www.ecivis.com)

## **Chapter 1: eCivis' Grants Research**

### **Overview of eCivis**

Since June of 2000, eCivis, Inc. has been dedicated to helping local governments improve their grants success through expert grant research, information, training, and technology. With headquarters in Pasadena, California, the company is comprised of professional grants experts with years of experience working with local governments and grant funds. eCivis focuses on the needs of cities and counties by offering products and services specifically designed for grant-active communities. Today eCivis' extensive client base includes city and county governments, special districts, nonprofit organizations and academic institutions.

### **Research Process**

Grants Locator consistently offers the most current and relevant grants information available on the Internet. This is a result of the more than 20,000 hours of research and analysis performed by the eCivis Research Department. Charged with delivering Grants Locator's high-quality content, the research team actively searches for new funding opportunities, finds updates to existing funding programs and offers original articles on funding issues of importance to cities and counties.

Every grant in Grants Locator passes through a rigorous, multistep process. Each day, research associates, also known as "sweepers," conduct systematic and comprehensive Web searches of hundreds of Web sites, publications and listservs. This meticulous tracking of funding sources often leads to sweepers finding grant programs before they are formally solicited. These "presolicitations" are entered into Grants Locator with an "Anticipated" release date, and are updated with complete program information once the official solicitation for funding has been released.

After sweepers identify a funding opportunity, the information is forwarded to a research analyst that specializes in that area of funding. Research analysts thoroughly investigate each funding opportunity to identify critical program information. In addition to thorough analysis of all solicitations, analysts contact program officers to verify information, obtain clarification of every detail, and retrieve any additional information that may be helpful to potential applicants. The resulting program summary is organized into a clear, standardized format that includes all available program resources, such as application materials, required forms, and any supplemental information from the program officer.

To ensure quality and consistency standards are maintained, every grant entered by our analysts is submitted to our Quality Assurance team. Each grant is reviewed for accuracy and clarity as our QA staff verifies the most critical and valuable information about each program. Only after our original analysis has passed a complete inspection is it made available to Grants Locator subscribers.

## **Chapter 2: Getting Started**

### **Logon**

To log in to Grants Locator, go to [www.ecivis.com](http://www.ecivis.com). Click on the Grants Locator button in the login section at the top right of the page. Your username and password are required to access the system. To retrieve your username or password, use the "Forgot Your Password" link or contact client services at (877) 232-4847 x2.

### **Navigation**

eCivis web products are designed to make navigation as easy as possible. Green navigational bars indicate that you are in Grants Locator; a blue navigation bar denotes the eCivis corporate site. Each page contains three global buttons: "Home" takes you to the home page at [www.ecivis.com](http://www.ecivis.com), "Contact" directs you to information on how to contact eCivis and "Logout" signs you off of Grants Locator.

Below the logo and global buttons is the primary navigation bar. In Grants Locator, this bar is dark teal green and contains five tabs: Main Page, My Grants, Search, Account, and Help. Clicking a tab highlights it and provides a light teal green bar with secondary navigation tabs. The highlighted section indicates your location.

### **The Main Page**

In the upper-left corner of the main page you will find your Grant Inbox, which contains your Inbox Search Agent and a link to manage your search agents. The number next to the search agent name refers to the number of grants matching that agent that have been posted to Grants Locator since your last log-in. By clicking the "Manage Search Agents" button, you will be directed to the page where you can modify or utilize all of your search agents. Additional information about creating and using search agents is available in Chapter 6.

The Saved Grant Reminders section displays the names of up to three of your saved grants with links to their respective grant details pages. This area also displays the number of grants you have saved and provides a link to the page containing your complete list of saved grants. Saving grants is a key feature of Grants Locator and will be discussed in more detail in Chapter 6 of this guide.

The Main Page also includes information on upcoming Grants Professional Seminars provided by eCivis. For additional information on an individual seminar, click on its title.

The Grant Activity box displays two links to keep you up-to-date on the number of new grants and the number of grant updates that have been posted in Grants

Locator during the previous two weeks. Clicking the appropriate link will take you directly to the New Grants page or the Updates page in the Search section.

The "Rapid Search" feature allows you to quickly and easily perform a keyword search directly from the Main Page. Detailed instructions for using Grants Locator's powerful search engine and built-in Search pages are provided in Chapter 4: Searching for Grants.

eCivis provides Grants Locator subscribers with original articles containing analysis of current funding trends, high profile funding opportunities, and other topics geared towards local governments and their community partners. Articles are written by our professional research team and industry partners to give eCivis customers the information they need to keep a competitive edge. To read the full text of any article, click the "View Full Article" link.

The first time you log into Grants Locator, you are asked to change your password and complete your account profile. During all subsequent sessions, you can manage your account by clicking on the "Account" tab in the main navigation bar.

### **Chapter 3: Managing your Account**

#### **User Account Information**

If you haven't already changed your temporary Grants Locator password, please do so at your earliest opportunity. Passwords must be a minimum of one character, cannot contain spaces, and are case sensitive. Also, take a moment to input or update your personal account information. Should you ever need Client Services support, your direct contact information will enable our client services associates to quickly respond to your request. eCivis does not share your information with others.

#### **My Grants Locator Preferences**

Once you have accessed your account information, you can manage your email preferences to specify the type and frequency of email updates you receive. You may choose to receive emails on a weekly or daily basis, or not to receive them at all. We recommend you utilize the HTML version of our email notices, which provides direct links to each grant listed. Unchecking the HTML option will generate text-only versions of the emails sent to you.

There are three types of email alerts: The "New Grants and Updates" email, the "Saved Grants Update" email, and the "Search Engine Alert" email.

The "New Grants and Updates" email alerts you to new and updated grants within the system. You may select the type of grants that are emailed: Federal, foundation, and State (if it is included in your subscription). The default setting allows you to receive all grant types. The email includes the grant title and the

introduction of the grant's summary, allowing you to quickly identify the programs that may be of interest to you.

The "Saved Grants" email is only sent when any of your saved grants have been updated or when a solicitation for a new fiscal year for your saved grant has been added to Grants Locator. If there are no updates to your saved grants, no email will be sent.

A "Search Agent Alert" email will be sent when a grant meeting your Search Agent criteria is added to the system.

You can control the number of search results that display on the search results page by setting your Search Preferences. By default, 15 grants will show on the results page after a system search. Search results can be set to display as few as five results per page, up to displaying all results on a single page.

Before saving any changes to your User Account Information or Grants Locator Preferences, be sure to review all of your contact information to make sure it is accurate and up to date. Then click on the checkbox next to the verification statement. Changes cannot be saved without this box being checked.

It is strongly recommended that you review the eCivis User Agreement for a complete understanding of your access and usage privileges as a Grants Locator subscriber. Once you have reviewed the information, please click on the check box.

From time to time, eCivis sends promotional materials regarding special services and offers available only to our subscribers. This includes information regarding Grants Seminars taking place in your region. If you prefer not to receive this information, simply check the box. Again, eCivis never sells our client list to other parties.

Once you have verified your contact information and your preferences have been set, click the "submit" button to save your settings. A screen will appear confirming that your account information has been updated.

The Search section of Grants Locator is your direct access to all grants that have been posted to Grants Locator. With access to over 4,000 funding programs, this section contains the Simple and Advanced Search pages, PFA Library, and listings of New Grants and Grant Updates, allowing you to quickly identify grants that meet your funding needs.

The New Grants page lists all of the new grants that have been posted to Grants Locator in the last two weeks, while the Grant Updates page lists all grants that have been updated in the past two weeks.

## **Chapter 4: Searching for Grants**

### **PFA Library**

eCivis has created a searchable library of Previously Funded Applications, or PFAs. Our library of PFAs is a collection of successful applications that have been obtained by the Research Department using the Freedom of Information Act. In addition to offering actual examples of winning applications for specific funding opportunities, PFAs indicate the types of projects that have been supported by a particular program in the past. PFAs can be a valuable resource during the grants process, especially for less-experienced grant writers.

The PFA Library can be searched using both keywords and categories. Select the category you are interested in or enter a relevant keyword and click "submit." A list of all PFAs matching your search criteria will be generated, each of which includes a link to the actual PFA, a brief summary of the funded project, and a direct link to the grant listing associated with the application.

If you would like to request a PFA that is not in the system, contact your Client Services Associate. eCivis is happy to request PFAs from funding agencies. Please note, however, that the process used to obtain PFAs can be lengthy and regularly takes 6 to 9 months.

### **Simple Search**

Clicking the "Search" tab on the primary navigation bar brings up the Simple Search page.

Begin by selecting one or more categories (See Using Categories for definitions). For example, to find grants relevant to creating nonmotorized trails, you may want to select both "Parks & Recreation" AND "Natural Resources."

After selecting categories, add a keyword to further narrow your search. In the case of some larger categories, such as "Education," keywords are very helpful (See Keyword Tips for more information).

You may select any combination or all of the grant types available to you to further refine your search. The default setting will search all available grant types.

To find grants due within a specified time period, pull down the list in the "Due Date" box. Since many Federal and State grants are funded annually, you may want to keep the default setting of "All Due Dates." This will include grants that are past due but may be resolicited again soon.

## **Advanced Search**

The Advanced Search feature works like Simple Search but allows you to further refine your search and narrow the focus of the results. Advanced Search options include those available in the Simple Search, plus:

**Agency:** The default will search all agencies or select from a list of state or Federal agencies.

**Eligibility:** The default will search all eligible applicants, or narrow your search by selecting from a list of entities such as "local governments" or "academic institutions."

**Relevance:** eCivis assigns a relevance category to each grant according to the types of entities that are eligible to apply for - and typically receive funding through - the program. Grants listed in Grants Locator are given a discrete relevance number: 1, 2, 3 or 4. The grants of highest interest to local governments are assigned a relevance number of one or two. Grants with a relevance category of three are those of interest to entities that often partner with local governments, including CBOs, nonprofit organizations, and academic institutions. Grants in the relevance 4 category are largely of interest to small businesses, or are highly specialized programs of limited interest to most local governments and their partners. By default, all categories in the "Relevance" field are checked. If you would like more detailed information regarding the relevance number assigned to grants, click the help link next to "Relevance."

**Matching Funds:** The default selection includes all grants. Choose "Yes" to search for grants that require matching funds, or "No" to search only grants that do not require matching funds.

**GL Grant Code:** Enter the specific Grants Locator number (a two-letter, four-digit code, found in the upper right corner of the Grant Detail and in the Grant Notice email)

## **Search Methods**

Whether you opt for a Simple Search or an Advanced Search, consider these three basic search methods:

### **1. Keyword Only Search**

**Directions:** Do not select any checkboxes for the categories; this will allow Grants Locator to search all categories for your keyword matches. You must use at least one keyword when including all categories. For a specific program, use the first three words of the grant title as keywords.

**Results:** A list of all grants that contain your keyword(s) in the title, summary or keyword sections.

## 2. Category Only Search

Directions: Click on one or more funding categories. Do not enter a keyword.

Results: A list of all grant programs related to your category selection(s).

## 3. Category Plus Keyword Search

Directions: Click on one or more funding categories and add in at least one keyword to focus your search.

Results: A list of grant programs in your category selection containing your keyword(s) in the title, summary or keyword sections.

### **Varied Search Methods**

Do not limit yourself to one type of search. Experiment with these three search types, as well as other Advanced Search options, until you find the combination that yields the best results.

### **Keyword Tips**

When searching for a single word, the singular form of a word should always be used; Grants Locator will automatically add common endings and prefixes. You may also use the base form of a word plus (\*) to pull up all other forms of the word. For example, a search for "revitaliz\*" would bring up "revitalize," "revitalizes," "revitalized," "revitalizing" and "revitalization."

You may use more than one keyword. However, Grants Locator requires the Boolean Search Operators AND, OR or NOT between words when you are not searching for an exact phrase. The maximum number of keywords is three words plus two operators (a total of five words). Searching with just one keyword typically yields the most results.

When searching for a phrase (a group of words that occur together), the Grants Locator search engine will view multiple words (other than Boolean Operators) as a phrase whether you use quotation marks or not. Phrases must be limited to a total of no more than three words; i.e., "downtown revitalization project."

<b>Keyword Examples</b>	
skate park	finds grants containing the exact phrase 'skate park'
"skate park"	finds grants containing the exact phrase 'skate park'
skate and park	finds grants containing both 'skate' and 'park' as well as 'skating,' 'parks', 'parking', etc.

"skate" and "park"	finds grants containing both 'skate' and 'park' but no derivations of the words
skate or park	finds grants containing either 'skate' or 'park' including 'skates', 'parks', etc.
"park" not "parking"	finds grants containing 'park' but not 'parking' or 'parks'
wast*	finds grants containing 'wastewater', 'waste', 'wasting', etc.

### Using Categories

All grants have been assigned to at least one category and many grants are cross-referenced within multiple categories. eCivis staff manually categorize each grant according to the descriptions offered below.

When selecting categories for your search, include your target category as well as any related categories, as overlap exists between certain categories.

Provided below is a brief description of each category.

**Agriculture:** Supporting traditional farming techniques; researching or encouraging new techniques and products; preserving farmland, pesticides and pest/disease control; fertilizer; developing new markets or marketing for agricultural products (domestically and internationally); farmworker issues; aquaculture and supporting agriculture science at the post-secondary level.

**Arts & Culture:** Fine arts; arts in schools and museums; historic preservation; and foreign cultures.

**Community Development:** Infrastructure; land use; zoning development and enforcement; development buildings; adaptive reuses; redevelopment and revitalization; urban issues; growth management; job/housing imbalance; strategic planning; and community service/volunteer efforts.

**Disaster Preparedness:** Floodplain mapping (FEMA programs); seismology; and disaster recovery.

**Domestic Preparedness/Homeland Security:** Domestic security issues such as terrorism, bioterrorism, weapons of mass destruction, preparedness and water security.

**Economic Development:** Stimulating local economies; revitalization; incentives to local businesses; job creation and retention; analysis of trends; strategic planning; and job/housing imbalance.

Education: Formal education programs and institutions, including pre-kindergarten programs, primary and secondary schooling, post-secondary and graduate work, and academic institutions; gender issues; fellowships and assistance towards higher education; learning and physical disabilities; English and foreign language skills; teacher training; testing; research; and educational facilities and operations; studying abroad and foreign exchange programs; and adult education (general education diploma). Does not include public information, job retraining or education as a by-product of other categories.

Energy: Reducing peak and general energy use; energy efficiency; alternative energy sources (solar, biomass, etc.); renewable energy; and developing/expanding traditional energy sources.

Fire & EMS: New staffing and equipment; fire fighting techniques; community issues; fire safety; and paramedics.

Hazardous Waste/Remediation/Brownfields: Assessment; clean up; redevelopment of both hazardous waste contamination and hazardous waste storage; research in new remediation techniques; and household waste.

Health, Prevention/Treatment: Implementation of health promotion, risk reduction, disease prevention, treatment and rehabilitation; substance abuse; teenage pregnancy; training of health professionals; evaluation and enhancement of all aspects of health services.

Health, Research: Research into health-related issues including prevention, causes, risk reduction and treatment; does not include the implementation of health programs.

Housing: Emergency, transitional, and affordable (creation, retention, rental and ownership) housing; housing self-repair; adaptive reuse and redevelopment; and job/housing imbalance.

Human Services: Services to underserved segments of society, including but not limited to: the homeless, low-income, the disabled, the elderly, and broken families; rehabilitation; transitional services; and child and family development.

Information Technology/Telecommunications: Introducing new technology into traditional government practices (e.g., automating police records), education, and distance learning; addressing the "digital divide"; acquisition of new hardware; telecommunications in under-served areas; and development of new technologies.

Justice, Prevention/Correction/Rehabilitation: All aspects of justice including research, education and implementation; prevention, causes, risk reduction, correction, probation, rehabilitation and reducing recidivism; drug, alcohol, and other substance abuse and manufacturing; and construction and improvement of prisons, jails, courts, etc.

Justice, Victims: Focused on victims of crimes including spousal abuse, child abuse, and elder abuse, violent crimes, child abduction, etc.

Justice, Youth: All aspects of juvenile crime and juvenile delinquency throughout the justice system, including topics such as causes, education, prevention, risk reduction and gangs.

Libraries: Building, equipping, and upgrading all types of libraries.

Natural Resources: Protecting or restoring the natural environment (wetlands, watersheds, streams, coastal areas, etc.); protecting or assisting in the recovering of protected or endangered species; open space acquisition and development; motorized and non-motorized trails through open space; water and air pollution; climate issues and environmental issues associated with industry or mining.

Parks & Recreation: Urban and regional parks; recreation; athletics; trails; navigable waterways; boating; zoos; and aquariums.

Police: All law enforcement-related areas including new staffing, new equipment, and community policing.

Recycling & Reuse: Any and all facets, including water, motor oil, newspapers, etc.

Rural Issues: Farmworker housing; rural technology implementation; rural economic and community development; and rural conservation.

Senior Citizens: Addressing senior citizen needs and relying on senior citizens as community resources.

Solid Waste: All aspects of collection, conveyance and disposal of solid waste and unique aspects of household waste.

Training & Vocational Services: Retraining of adult workers; jobs for homeless and low-income individuals and training for the unemployed, the underemployed, and the disabled; and identifying skill shortages.

Transportation: Roads and highways; mass transit, railroad, and rail transit; navigable waters; and airports.

Wastewater: All aspects of collection, conveyance and disposal of wastewater.

Water Supply/Quality: Sources, collection, transmission, storage, treatment and distribution of water; quality of drinking water, aquifers, and watersheds; non-point source pollution and storm water runoff.

## **Chapter 5: Understanding the Grant Detail**

### **Grant Detail**

To view each section of the Grant Detail, simply click on the appropriate tab. The selected tab will be highlighted.

### **Summary**

The Summary section describes the grant program in a few paragraphs. Any information obtained directly from the program officer by an eCivis research analyst will be bold and italicized.

### **Financial**

The Financial section includes total funding amounts, minimum and maximum grant amounts, and matching fund requirements. Grants Locator includes matching fund requirement in terms of a percentage or a proportion of the total dollar amount, and will differentiate between cash and in-kind requirements. As an example of the percentage formula: A \$75,000 grant requiring a \$25,000 match would be stated as a required match of 25%.

### **Eligibility/Application**

This section describes eligible applicants and gives detailed instructions for submitting grant applications, as well as information about any available workshops, conferences, or conference calls related to the program.

### **Contact/Files**

The Contact section gives you the name and contact information for the grant's program officer to contact for further questions, as well as mailing addresses, email addresses, and web addresses for all required application submissions

The Files section includes all related documents for the program. Any informational or application materials are attached here. All grants in Grants Locator include a Notice of Funding Availability (NOFA). Many grants include additional files to help you better understand the program and its application process.

### **Viewing/Downloading Files**

To view a file in your browser, click on the hyperlinked filename to open it in your browser window. Using Netscape Navigator, you may be prompted to open the file or save it.

To download and save a file in either Internet Explorer or Netscape Navigator, click your right mouse button when the cursor is above the hyperlinked filename

(the file is not opened) and choose "Save Target As..." Then, choose the file folder on your PC into which you would like to save the file. It's a good idea to create a folder for eCivis grants on your PC to keep all of your downloads in one place.

## **Updates**

Grant listings may have an Updates tab. Click on this tab to see a summary of information that has been added or changed since the grant was originally added to Grants Locator.

## **PFA**

Grant listings may also have a PFA tab. This tab takes you to a page providing a summary of an available application and a downloadable, previously funded application (PFA) for that program.

## **Emailing and Printing the Grant Summary**

To facilitate sharing grant opportunities within your organization, eCivis has taken advantage of features already available in your Internet browser to email or print grants.

To print or email a grant, you will need to open the Print or Email Version page by clicking on the link to the right of the grant title. A new window will open with a printer-friendly summary of all information included under each tabbed section of the grant.

Print this page as you would any other page viewed in your browser — by selecting the File>Print option from your browser's menu.

To email the detail page, choose the File command from your browser and select "Send Page by Email." Your email program will launch and the grant will appear either in the body of the email or as an attachment. Type in your recipient's address, a subject and a message, and click "Send."

If emailing from your browser is unavailable, copy the complete Grant Detail and paste directly into the body of an open email.

## **Chapter 6: My Grants**

### **Saving Grants**

You can track grants by marking them as saved and adding them to your Saved Grants list. This is a convenient way to quickly access grants you are developing an application for or considering for the future. There is no limit to the number of grants you can save in Grants Locator. Grants can be saved from the Search

Results page by clicking the "Save" icon next to the appropriate program or from within the Grant Detail by clicking the "Save Grant" button.

### **Creating a Profile for a Saved Grant**

When you save a grant, you will be directed to a profile page. Set the priority of the saved grant using the drop-down menu. You should also track the status of a grant by choosing from "Not Applied," "Applied" or "Will Apply." Enter any notes you wish to save with the grant in the text field provided. The Grant Profile page and the Saved Grants page also allow you to select grants that may be listed on your Main Page. Up to three of your saved grants can be displayed on the Main Page. To save the profile and complete the saved grants process, click the "Save Grant" button.

Once you have created the profile and saved the grant, you will be redirected to the My Saved Grants page. You can access this page directly by clicking on the "My Grants" tab in the main navigation bar and then clicking on the "My Saved Grants" tab. From the My Saved Grants page, you can manage all of your saved grants, edit the saved grant profile, delete a saved grant, or choose which three to display on the main page. The actual funding amount for each funding opportunity will also be displayed.

To delete a saved grant, check the box located above the Grant Identification Code and click "Delete Checked Boxes." This will remove the saved grant from your list and cease any notifications of updates or new solicitations.

### **Saved Grant Email Alerts**

Saving a grant will allow you to take advantage of the Saved Grants email alert, generated each time one of your saved grants is updated by our Research Department. Your email preferences must be set to accept emails in order to receive updates regarding saved grants (see Chapter 3). You can visit the grant detail of a saved grant by navigating to the My Saved Grants page and clicking on the grant title in your list.

### **Saving/Creating Search Agents**

If you find yourself frequently using the same search criteria on the Advanced Search page, you may want to consider saving and creating a Search Agent. A Search Agent will save any combination of the search criteria available on the Advanced Search page. Search Agents will save you from having to repeatedly enter the same search criteria. Once you have selected all the search criteria you wish to save, check the box titled "Save/Create Search Agent" and enter the search agent's name. Clicking the "submit" button will execute the search as well as save the new search agent.

## **Managing Search Agents**

Up to ten Search Agents can be created and managed in the My Search Agents page located in the My Grants section of Grants Locator. Here, you can select the search agent that will appear, and provide results, in your "Grants Inbox" on the Main Page. To modify a search agent, select the "Edit" icon; to conduct a search using a search agent, select the "Search" icon. If you no longer use a search agent, you can delete it by selecting "Delete."

## **Search Agent Email Alert**

You can take advantage of the Search Agent Email alerts that are generated whenever a new grant meeting one of your selected search agents search criteria is posted. You may receive email alerts for up to three of your Search Agents—select the Search Agent by checking the "Alert Emails" box next to the appropriate search agent. Each selected search agent will send you emails detailing grants specific to its individual search parameters. Be sure to have your account preferences set properly to receive these emails (see Chapter 3).

The Help tab is a valuable resource for using Grants Locator. There are seven sections in the Help tab: GL Training, User Guide, Frequently Asked Questions, Custom Search, Learning, Seminars, and Contact Us.

## **Chapter 7: Using the Help Section**

### **GL Training**

The GL Training tab contains information on trainings for Grants Locator. Automated, Web-based, and on-site trainings are available to teach users how to get the most out of Grants Locator.

The automated training provides detailed information on the features of Grants Locator and may be used at any time.

Live, Web-based trainings are available once a month and cover all information provided in the automated training, but with the added benefit of having a live facilitator available to answer questions. Space is limited, so if you would like to attend a Web-based training, reserve a space for the earliest opportunity by contacting the Client Services Department.

On-site Grants Locator training is available for a nominal fee. A client services associate will come to your site to conduct trainings for your jurisdiction. Training participants will learn all the features of Grants Locator and be provided with guidance for conducting successful searches customized to each participant's funding needs.

## **User Guide**

The User Guide, available to you in a PDF and HTML version, offers comprehensive information on using Grants Locator. The Guide may also be downloaded and printed for future reference.

## **FAQs**

Common questions from new users have been compiled and answered in the FAQ section. Scroll through the list of Frequently Asked Questions to see if your question is listed. If not, contact your client services associate.

## **Custom Search**

In addition to Grants Locator, eCivis offers Custom Grants Research. If you have a specific project that requires funding, our Research Department can conduct an exhaustive search to identify appropriate funding opportunities. Research analysts will develop and deliver an in-depth report of programs that best meet your specific funding needs. If you are interested in Custom Grants Research, contact your client services associate.

## **Learning**

eCivis offers sixty-minute Web-based courses designed to increase the grant skills of local government professionals. Currently, the following courses are offered: Introduction to Grant Writing, Primer on Federal Grants, Strategies for Matching Funds, and Project Planning & Development. Detailed information on the courses, including dates and times, is listed in this section. If you are interested in our online course series, contact your client services associate.

## **Seminars**

The "Seminars" section shows a listing of all the seminars eCivis offers for the year. Grants Professional Training takes place over four months in cities throughout the country. eCivis has developed superior grant seminars specifically for local government professionals. These seminars cover a wide range of grant-related topics to help local government professionals win awards.

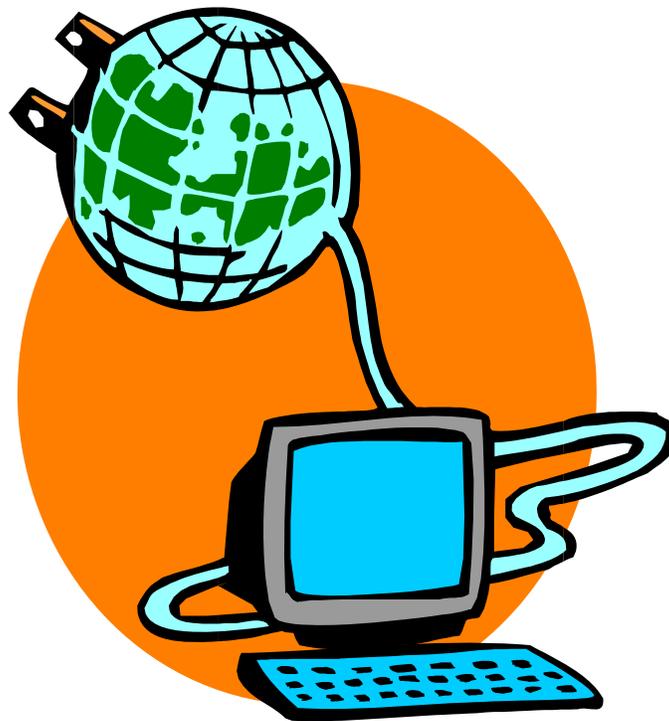
For a more customized or centralized training in your municipality, contact your client services associate.

## **Contact Us**

If support is ever needed, the eCivis Client Services staff is ready to help you. The Client Services team is dedicated to working with you to find funding for your projects. [Contact Client Services](#) via email at [support@ecivis.com](mailto:support@ecivis.com) or via phone by calling toll-free 877.232.4847 x2 between the hours of 7:30 a.m. and 5:00 p.m.

Pacific Time. A response to all inquiries can be expected the same day the inquiry was received but no later than the following business day.

# ONLINE RESOURCES



## The Foundation Center

Established in 1956, and today supported by more than 600 foundations, the Foundation Center connects nonprofits and the grantmakers supporting them to tools and information. The Center maintains a database on U.S. grantmakers and their grants. They also operate research, education, and training programs designed to advance philanthropy at every level. For more information visit <http://foundationcenter.org/>

## The California Association of Nonprofits

The California Association of Nonprofits (CAN), a statewide membership organization of over 1,700 diverse nonprofits, protects, strengthens, and promotes nonprofit organizations in our state. CAN's mission is to promote, strengthen and advance the influence, professionalism, accountability, and effectiveness of nonprofit organizations in a manner that builds their capacity to accomplish their missions and preserves the idealism and value of nonprofit organizations in California. CAN serves as a: meeting ground, educational and technical assistance resource, network facilitator, information provider, cost savings negotiator, and advocate for California's nonprofit organizations. For more information visit <http://www.canonprofits.org/>

## Community Renewal Project

The Community Renewal Project is a partnership between California State Legislators and the Capitol Resource Institute a 501(c) that provides faith and community leaders with the tools and resources necessary to enhance and support their community efforts. Conferences and summits are hosted throughout the state. For more information please call (916) 505-2014 or visit [www.communityrenewal.net](http://www.communityrenewal.net)

## BoardSource

BoardSource provides resources to nonprofit leaders through workshops, training, and a web-based database. Governance consultants work directly with nonprofit leaders to design specialized solutions to meet an organization's needs. A selection of material on nonprofit governance, including a large selection of booklets, books, videotapes, and audiotapes are available from the organization. Annual conferences bring together board members and chief executives of nonprofit organizations from around the world. For more information call (877) 892-6273 or visit <http://www.boardsource.org/>

# **NETWORKING ORGANIZATIONS**



**for  
San Bernardino  
County**

# Community Assistance Program

The Community Assistance Program (CAP) is a partnership between the City of Fontana and Water of Life Community Church that aims to increase public awareness and access to resources, technology, and community services. Local nonprofit organizations meet monthly in an effort to collaborate their services to better serve the San Bernardino County area. Organizations have an opportunity to share information about their organization and to network with others. Meetings are held the 3<sup>rd</sup> Thursday of every month from 9 to 11a.m. in the smaller building in front of Water of Life Church located at 7623 East Ave., in Fontana. For more information contact Linda Burton at (909)463-0103 ext. 198, through email at [info@fontanacap.org](mailto:info@fontanacap.org) or visit <http://www.fontanacap.org/>

# Nonprofit Executives Network

The Nonprofit Executives Network (NEN) is a meeting of local nonprofit agency executives in an effort to collaborate their services to better serve the San Bernardino County area. Meetings are held the 2<sup>nd</sup> Wednesday of every month from 8:30 to 10 a.m. at the campus of the Community Hospital of San Bernardino in the Medical Office Building (Solarium Room) on the 4<sup>th</sup> Floor located at 1800 N. Western Ave., San Bernardino. For more information contact Lowell King at (909) 386-6236.

# High Desert Resource Network

The High Desert Resource Network aims to support and strengthen community benefit organizations in the High Desert through technical assistance, resource development, networking and community education. Network Meetings provide participants with connections to funders, collaboration opportunities, training, and peer learning. For more information contact Vici Nagel at (760) 949-2930, through email at [Vici@HDRNetwork.org](mailto:Vici@HDRNetwork.org), or visit <http://www.hdrnetwork.org/>

# Inland Empire United Way

The Inland Empire United Way is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, nonprofit organizations and individuals to build stronger communities. Collaborative meetings, workshops, and volunteer opportunities are offered throughout the year. The administrative office is located at 9644 Hermosa Avenue, Rancho Cucamonga, CA 91730. For more information call (909) 980-2857 or visit <http://www.ieuw.org/>

# Children's Network Community Collaboratives

The Children's Network Community Collaboratives are partnerships between the Children's Network and children's services providers, advisory boards, local educational agencies, child advocates, community collaborative and community-based organizations, the religious community, and the community at-large. Collaborative meetings are held at regional offices located throughout the County of San Bernardino. For the nearest location or for more information call (909) 387-8966 or visit <http://www.sbcounty.gov/childnet/>

# Young Nonprofit Professionals Network

The Young Nonprofit Professionals Network (YNPN) works to support future nonprofit and community leaders through professional development, networking and social opportunities designed for young people (22-45 years old) involved in the nonprofit community. Inland Empire YNPN is one of many local YNPN chapters. The purpose of Inland Empire Young Nonprofit Professionals Network (YNPN) is to enhance capacity building by bringing attention to the nonprofit sector in the Inland Empire area. Inland Empire YNPN is the local chapter serving the Inland Empire area acting as the central place for information and resources for nonprofit professionals. Inland Empire YNPN offers its members free events, professional development programs, nonprofit job search tools and networking opportunities among nonprofit professionals. The headquarters is located at 9624 Hermosa Ave., Rancho Cucamonga, CA 91730. For more information call (909) 980-2857 ext. 243 or visit <http://www.inlandempireynpn.org/>

# EVALUATION & ASSESSMENT RESOURCES





**Inland Empire United Way**

*Guide to Assessing  
Program Outcomes*

## Assessing a Program Logic Model

A logic model is a visual presentation of how your organization or program does its work. It contains the theory and assumptions underlying the program. It shows relationships among the resources you have/need to operate your program, the activities you plan to do, and the results you hope to achieve. Just by looking at this document, you as a reviewer should know what the program does, why it does it, who it is directed towards and what benefits the program participants are expected to gain. Each component of a logic model is linked to the next in a conditional logic “**If-Then**” relationship. The advantage of a logic model is that it provides a snapshot that explains the comprehensive plan for the program. The agency mission and program goal should be included on the logic model. The program goal should link to the organization’s mission statement and describe the main goal(s) of the program. It describes the “why” of the program.



### Inputs

Inputs are the resources that are dedicated to or consumed by the program – the things that are needed to run the program. Constraints on inputs are things that limit the use of the program resources. They might be laws, regulations, funder requirements, community attitudes, etc.

Look for:

- ☑ A comprehensive listing of the resources needed to run the program: staff, funding sources, facilities/program setting, equipment, volunteers, curriculum, technology, referral sources, collaborations, participants, etc.
- ☑ Resources should match the type of program. For example, a counseling program should include some type of counseling staff; the facility should match the type of activities the program provides.
- ☑ Constraints on the program: funder’s requirements, legal restrictions, eligibility limitations, etc.

Common mistakes include:

- ☑ Giving too much information for each input. For example, “Program Director, MSW social worker, 2 certified teachers” is sufficient versus a complete resume of staff
- ☑ Forgetting to include constraints on the inputs



### Activities

Activities are the major services that the program provides. For example, a parenting program might “Provide weekly parent support groups to parents,” which may include:

- Information on child development
- How to set boundaries with children
- Guest speakers, etc.

Look for:

- ☑ A listing of 1-5 key program activities
- ☑ If necessary, the major activity can be broken down into its component parts (see example above)

Common mistakes include:

- Not listing a major activity that is necessary for the program to achieve its outcome
- Providing too much detailed information about the activity



## Outputs

Outputs are the direct products of the program activity – the important items that can be counted.

Look for:

- ☑ Items that can be tracked and counted when the activity occurs (may be listed with an actual number or the “#” sign). Could be # of participants, # of sessions held, # of materials distributed, etc.
- ☑ Number of participants, number of all activities, intensity of the activities, duration of the activities

Common mistakes include:

- Not listing obvious items that could be counted as part of that particular activity
- Listing items that do not appear as part of an activity
- The intensity and/or duration of the activities are not appropriate for the type of participants



## Outcomes

Outcomes are the benefits that program participants gain during or immediately after participation in the program.

Look for:

- ☑ Outcomes that match IEUW funding outcomes (see Program Grants Guide)
- ☑ Outcomes that are recognizable and meaningful to the average person
- ☑ Outcome statements that are focused on the participants, i.e., “Youth will ...,” “Clients have ...,” “Parents gain ...,” “Patients learn ...”
- ☑ Outcomes that logically flow from the activity
- ☑ Outcomes that are consistent with the inputs, activities, and outputs
- ☑ Outcomes that reflect progress steps that participants make toward longer-term goals

- Outcomes that address a change in condition, knowledge, perception, attitude, skills, or behavior
- Outcomes that are written as change statements – things will increase, decrease, or stay the same
- Outcomes that are related to the “core business” of the program
- Outcomes that are within the program’s control to influence these outcomes. (It is fair to hold the program “accountable” to these outcomes.)
- Outcomes that are realistic and attainable
- Outcomes that are achievable within the funding and reporting periods

Common mistakes include:

- Outcomes that are not focused on the program participants
- Statements that go well beyond the scope of the local program
- Outcomes that do not flow out in a logical sequence – results identified may be too “grand” too quickly
- Outcomes that cannot be measured
- Including “client satisfaction” with the program as an outcome
- Listing an output as an outcome

## Assessing a Program Evaluation Plan



### Indicators

Indicators are specific and measurable items or pieces of information that will show that the outcome is occurring. This will be shown as collective data gathered on a group of individual participants.

Look for:

- Indicators that make sense in relation to the outcomes they are intended to measure. Indicators should be directly related to the outcome. Indicators should define the outcome.
- Specific information that shows the outcome has been achieved
- Real numbers and percentages for a completed plan OR the symbols “# & % of participants who...” for a proposed plan
- Indicators that are measurable, observable, specific. (Can they be seen, heard, or read?)

Common mistakes include:

- Not being specific. For example, “# & % of parents who understand parenting better ...” is clearer as “# & % of parents who can list 2 developmental needs of their 3 year old.”
- Indicators that the agency cannot reasonably collect data on. (Can the agency collect data on these indicators within the time frame? Does the agency have the resources to collect data on these indicators?)
- Confusing outcomes with indicators



## Data Source

The data source is where or from whom the agency gets the data for each indicator. This is where the data originates from.

Look for:

- A specific individual (participant, parent, teacher)
- A written record (report card, hospital record, program record)
- A mechanical test (scale, other mechanical device)
- A trained observer

Common mistakes include:

- Not being specific
- Confusing the data source with the method or tool



## Data Collection Method

The data collection method is how the agency obtains the data from the source(s).

The data collection method will be one or more of the following:

- Self-administered questionnaire or survey
- Review of program records
- Interview
- Rating by trained observer

Common mistakes include:

- Confusing the data collection method with the source or tool
- Using a method that is not appropriate for the outcomes and indicators selected
- Using a method that is not appropriate for the participant. For example, very young children cannot complete a self-administered questionnaire. Homeless clients cannot be expected to complete and return a mailed survey.



## Data Collection Tool

The data collection tool is the actual instrument used to collect the data.

The data collection tool will most likely be one (or both) of the following:

- Questionnaire or survey
- Checklist (to track trained observation or record review)

Common mistakes include:

- Confusing the data collection tool with the source or method
- Using a tool that does not address the program outcomes and indicators
- Using a tool that is not culturally relevant
- Using a tool that is difficult to understand



## Frequency

The data collection frequency refers to how often the agency collects the outcomes data.

Look for:

- Frequency of data collection that matches time points when realistic progress can be expected for participants. Does the data collection schedule reflect a time point(s) which follows completion of services or program activities? For programs which provide ongoing and continuous care, does data collection occur at regular intervals when progress can be expected?
- Frequency that matches outcomes reporting deadlines
- Frequency of data collection matches the level of contact with participants (greater frequency with greater level of contact)

Common mistakes include:

- Not conducting pre-testing to establish a base line and post-testing to measure the change that has occurred after completion of the program, or at any other point in time. This is particularly important for more subjective outcomes such as “increased self-esteem.”



## Sample Size

The sample size is the number of participants included in the sample for data collection.

Look for:

- A sample size that is appropriate for the total number of participants. If the program serves less than 100 participants, all participants should be included in the sample. If the program serves more than 100 participants, the sample should include at least 100 in the sample.
- A decent return rate on the sample. 20% of all sampled is acceptable

Common mistakes include:

- Using a sample that is not representative of the whole, either in number or in composition. For example, for a program that serves children and adults, you cannot sample only the adults and get a fair representation. For a program that serves 10,000 participants, you cannot sample only 20 participants and get a fair representation.

# LOGIC MODEL

**Agency Name:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_

**Program goal:** \_\_\_\_\_  
*(Use this space to list overall goal for the program, and how it relates to agency mission.)*

<p><b>Inputs</b> Inputs are resources a program uses to achieve program objectives.</p> <p><b>Examples:</b></p> <p><u>Resources</u></p> <ul style="list-style-type: none"> <li>▪ Money/funding</li> <li>▪ Staff</li> <li>▪ Volunteers</li> <li>▪ Equipment &amp; Supplies</li> <li>▪ Participants</li> <li>▪ Facility</li> <li>▪ Collaborations</li> </ul> <p><u>Constraints</u></p> <ul style="list-style-type: none"> <li>▪ Laws</li> <li>▪ Regulations</li> <li>▪ Funders' requirements</li> </ul>	<p><b>Activities</b> Activities are the services a program provides.</p> <p><b>Examples:</b></p> <p><u>Services</u></p> <ul style="list-style-type: none"> <li>▪ Shelter</li> <li>▪ Training</li> <li>▪ Education</li> <li>▪ Counseling</li> <li>▪ Served meals</li> <li>▪ Mentoring</li> </ul>	<p><b>Outputs</b> Outputs are the products of a program's activities (units of service).</p> <p><b>Examples:</b></p> <p><u>Products</u></p> <ul style="list-style-type: none"> <li>▪ # of classes taught</li> <li>▪ # of counseling sessions conducted</li> <li>▪ # of educational materials distributed</li> <li>▪ # of meals provided</li> <li>▪ # of hours of service delivered</li> <li>▪ # of participants served</li> </ul>	<p><b>Outcomes</b> Outcomes are the <u>benefits</u> for participants during or after their involvement with a program.</p> <p><b>Examples:</b></p> <p><u>Benefits for people</u></p> <ul style="list-style-type: none"> <li>▪ New knowledge</li> <li>▪ Increased skills</li> <li>▪ Changed attitudes or values</li> <li>▪ Modified behavior</li> <li>▪ Improved condition</li> <li>▪ Altered status</li> </ul>
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# EVALUATION (MEASUREMENT) PLAN

Agency: \_\_\_\_\_ Program Name: \_\_\_\_\_

OUTCOME	INDICATORS	DATA SOURCE	DATA COLLECTION METHOD	DATA COLLECTION TOOL	DATA COLLECTION FREQUENCY/ SCHEDULE	SAMPLE SIZE
List each outcome from your logic model	Indicators are the specific observable, measurable characteristic or change that represents achievement of the outcome. (How you know you've achieved the stated outcome.) Your indicators should begin with "# and % of participants who..." There may be more than one indicator per outcome.	Where do you get the data for each indicator?	What method do you use to obtain the data from these sources?	What is the actual tool used to collect the data?	How often do you collect the data?	How many are used in your sample? As a general rule, if you have less than 100 participants, you should sample at
<b>Example:</b> <ul style="list-style-type: none"> <li>Families increase self-sufficiency</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li># &amp; % of participants who are gainfully employed after 6 months</li> <li># &amp; % of participants who maintain permanent housing for at least 6 months</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Specific individual (participant, parent, teacher)</li> <li>Written record (report card, hospital record, program records)</li> <li>Mechanical test (scale, other devices)</li> <li>Trained observer</li> </ul>	<b>Your method will be one (or more) of the following:</b> <ul style="list-style-type: none"> <li>Self-administered questionnaire/survey</li> <li>Review of program records</li> <li>Interview</li> <li>Rating by trained observer</li> </ul>	<b>Your data collection tool will most likely be one (or both) of the following:</b> <ul style="list-style-type: none"> <li>Questionnaire or survey</li> <li>Checklist (to track trained observation or record review)</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Pre and post tests done before and after program session</li> <li>Quarterly (for an ongoing or year-long schedule)</li> </ul>	

# PROGRAM LOGIC MODEL

**Agency Name:** \_\_\_\_\_

**Program Name:** Case Management/Basic Needs

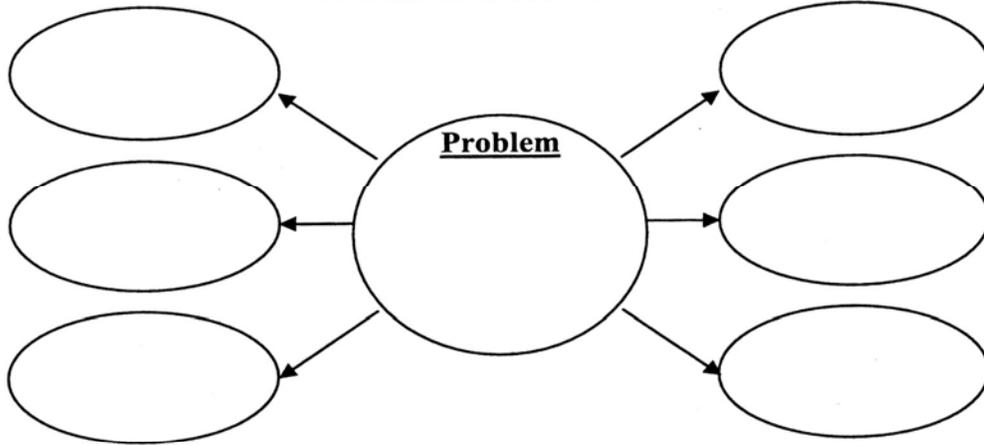
**Agency Mission:** \_\_\_\_\_

**Program goal:** \_\_\_\_\_  
*(Use this space to list overall goal for the program, and how it relates to agency mission.)*

Inputs (resources)	Activities	Outputs	Outcomes <small>(This may be separated into short term and intermediate outcomes.)</small>
<p>Be sure to include:</p> <ul style="list-style-type: none"> <li>• Funding</li> <li>• Staff</li> <li>• Volunteers</li> <li>• Equipment &amp; supplies</li> <li>• Facility</li> <li>• Clients</li> <li>• Constraints (service limitations, funders requirements, etc.)</li> <li>• Any other resource necessary to conduct the program</li> </ul>	<p>Example:</p> <p>Comprehensive case management with basic needs services, including</p> <ul style="list-style-type: none"> <li>• Motel vouchers</li> <li>• Rental assistance</li> <li>• Food bags</li> <li>• Served meals</li> <li>• Utility assistance</li> <li>• Shelter</li> </ul>	<p>Example:</p> <p># of client cases managed            # of individual service plans developed</p> <p>Also include:</p> <p># motel vouchers            # rents paid            # meals served            # bed nights provided</p> <p>Etc.</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Clients are able to identify and prioritize their self-sufficiency goals (<i>initial</i>).</li> <li>• Clients meet their individual self-sufficiency goals. (<i>This can be broken up into "some/all" of goals or "begin meeting/have met" goals.</i>)</li> <li>• Clients move from crisis to a more stable situation.</li> <li>• Clients obtain permanent, affordable housing.</li> <li>• Clients maintain their housing (<i>for a specific period of time</i>).</li> <li>• Clients find employment.</li> <li>• Clients maintain employment (<i>for a specific period of time</i>).</li> <li>• Clients are self-sufficient and independent.</li> </ul>

**Grant Team Issue:**

**Issue Stakeholders**



**Problem Statement**

**What measures are available to help define the problem?**

**Who:**

**What/How:**

**When/Where:**

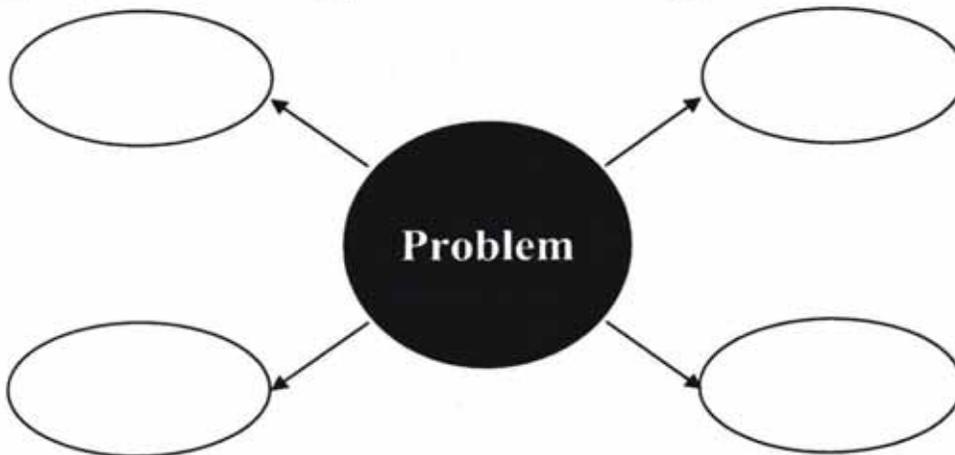
## Goals/Outcomes

## Objectives

Are your objectives measurable (no more than 3 to 5)?

## Strategies

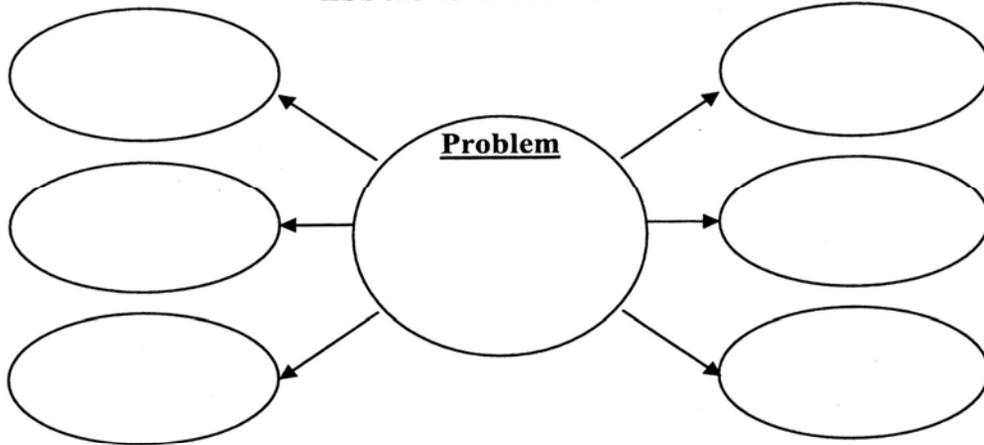
Discuss alternatives & why you chose this strategy.



What are the strengths/weaknesses/opportunities & threats of the strategy?

**Grant Team Issue:**

**Issue Stakeholders**



**Problem Statement**

**What measures are available to help define the problem?**

**Who:**

**What/How:**

**When/Where:**

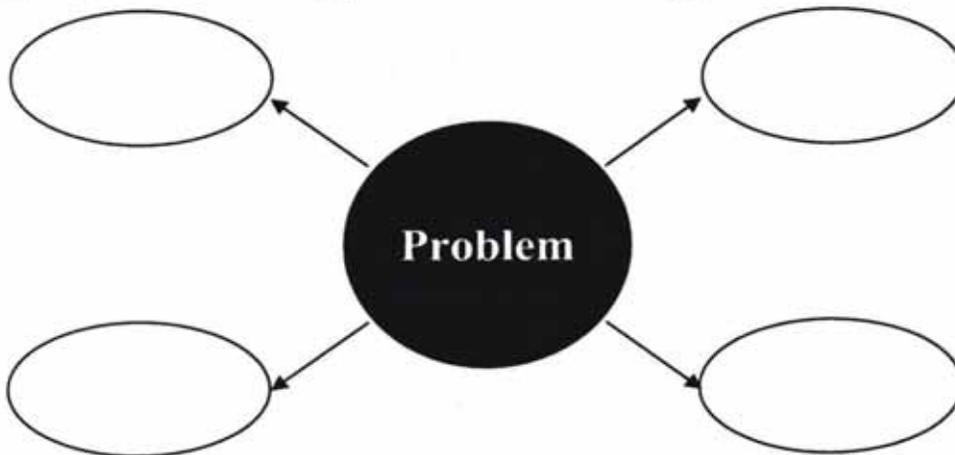
## Goals/Outcomes

## Objectives

Are your objectives measurable (no more than 3 to 5)?

## Strategies

Discuss alternatives & why you chose this strategy.



What are the strengths/weaknesses/opportunities & threats of the strategy?

## **Action Plan**

**What steps have to be taken to implement and evaluate the strategy?**

- 1.
- 2.
- 3.
- 4.
- 5.

## **Budget**

**Personnel:**

**Equipment:**

**Contractual:**

**Supplies/Operations:**

**Construction:**

## **Evaluation Plan (Internal or External Evaluation)**

**How/when/where/what and why are you evaluating?**

*For more information or assistance,  
please contact my District Office:*



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