

# Application

The Fiscal Year 2025 application will be open until August 9, 2024. Please find the application [here](#) or below.

Each applicant is assigned one of two grades: **1) Qualified**, or **2) Not Qualified**. An applicant may apply for funding from multiple council offices within a single application. An applicant may submit multiple applications, but each must be for a single project, program, or service. Funding may be awarded by a council office based on a review of the "Qualified" application pool. **Funding allocations are expected to be announced in October 2024**. All funding awards to nonprofit organizations and public agencies must be approved by the full City Council.

**NOTE:** Not all "Qualified" applicants will receive funding awards. Funding awards are granted solely at the discretion of each council office and may be canceled at any time.

We recommend completing the application in one sitting. The Seamless Docs application software allows you to create an account and save your work; however, many applicants have experienced issues with this feature. Sometimes the information will not save, or applicants have issues logging back in. **Council Administration cannot assist with tech support related issues such as resetting passwords**. It is in your best interest to complete the application in full and submit within one session.

[FY25 CPPS Overview PowerPoint](#)

[FY25 CPPS Overview Video](#)

[CPPS & ACCF Supplemental Document Tutorial Video](#)

[Detailed Application Instructions](#)

[FY25 CPPS Companion FAQ for Applicants](#)

**Complete applications consist of the following:**

1. [Standard Application](#)
2. Proof of Nonprofit Status with the [IRS](#)

3. Proof of good standing with the [CA Secretary of State](#)
4. Proof of good standing with the [CA Attorney General](#)
5. IRS Form 990, 990EZ, or 990N
6. IRS Form W-9
7. Certification for a Drug Free Workplace Form
8. EOC Workforce Report Form

**Note:** The application will prompt users to include items 2-5 as PDF attachments, while items 6-8 are required to be completed within the application form. Please be sure to complete all paperwork in full, or the process may be delayed.

Applicants will receive a confirmation email from Seamless Docs after application submission. We are only accepting applications through the Seamless Docs platform. Please contact us immediately if you have issues accessing Seamless Docs.

Applicants are encouraged to submit all required materials prior to the deadline to correct potential errors. Applications are evaluated on their completeness and fulfillment of the City of San Diego's contracting requirements.

Applicants who do not meet the requirements will be deemed "Not Qualified" and will enter a brief cure period. Council Administration will explain issues identified in the application, and applicants will have a short period to reach a "Qualified" status. Applicants unable to resolve any cited issues will be directed to resources to improve their competitiveness in future funding cycles.

Please note that not all qualified applicants will receive funding. Funding awards are made solely at the discretion of each Council Office, which has a limited CPPS budget in a given fiscal year. Please follow the application instructions carefully and contact Council Administration with any questions. **We encourage applicants to contact Council Office CPPS representatives regarding their respective applications. Please see the contact information at the bottom of this page.**

## Contact

For questions, please email [CPPS@SanDiego.gov](mailto:CPPS@SanDiego.gov) or contact Council Administration directly.

**Council Administration**

202 C Street, MS 10A

Coordinator

San Diego, CA 92101

[MBielecki@sandiego.gov](mailto:MBielecki@sandiego.gov)

619-236-6441

**Abigail Edwards**

Grants Manager

[EdwardsA@sandiego.gov](mailto:EdwardsA@sandiego.gov)

**Malachi Bielecki**

Grants

[FY25 CPPS & ACCF Council Office Representatives](#)

Please click [here](#) to find out which Council District your organization is located in.