

CAPACITY BUILDING GRANT PROGRAM

APPLICATION QUESTIONS

Capacity Building Grant proposals will not be accepted after September 27, 2024 at 5:00 p.m.

- Applicant Organization
- Full Address: Street Address, City, State, Zip
- Website
- Tax ID Number
- Organization Nonprofit Legal Status
- City Council District(s) served by your Organization
- Organization Telephone
- Primary Application Contact: Name and Title/Position
- Primary Application Contact Email
- Primary Application Contact Telephone
- Project Lead Contact: Name, Title/Position (only complete if the primary contact person is not the project lead)
- Project Lead Contact Email (only complete if applicable)
- Project Lead Contact Telephone (only complete if applicable)
- Organization's Authorized Signer: Name and Title/Position
- Organization's Authorized Signer Email
- Amount of Capacity Building Grant Funds Requested
- Required Application Attachments
 - Board of Directors List: Include affiliations and brief background information (one-page maximum)
 - Key Personnel List: Include key information on training, qualifications, and experience (one-page maximum)
 - Nonprofit Status: Include copy of IRS Determination letter
 - Articles of Incorporation
 - Printout of Nonprofit Status from Department of Justice website
 - Current Status printout from Secretary of State website
 - Printout of Entity Status Letter from Franchise Tax Board website
 - Federal IRS Form 990: Copy of most recently submitted Form 990
- Organization Mission/Goal/Objective
 - Provide your organization's mission statement or statement of purpose. Briefly describe how your programs/services benefit small businesses.
 - Please describe how your organization prioritizes efforts to address equity across San Diego communities, specifically for small businesses.
- Capacity Building Grant Proposal
 - How does the project directly support small businesses in the San Diego Promise Zone, Opportunity Zones, and/or otherwise under-resourced communities? List all communities your organization serves.
 - What small business needs are addressed in the proposed project?
 - How many businesses do you estimate this project will serve? Please describe the anticipated impact.

- Does your organization anticipate applying for and/or receiving other City of San Diego funding sources for your program/services during the fiscal year, including but not limited to Community Projects Programs & Services (CPPS), Small Business Enhancement Program (SBEP), Community Development Block Grants (CDBG), or U.S. Department of Housing and Urban Development (HUD) funds? If so, please explain other City funding source(s) and amount(s) your organization anticipates receiving during the fiscal year. Note: the project cannot receive a duplication of benefits.
- Exhibits
 - EXHIBIT A – SCOPE OF WORK OR SERVICES Provide a summary description of the scope of work or services that you intend to support with the Capacity Building funds during FY2025 (July 1, 2024-June 30, 2025) (500-word maximum).
 - EXHIBIT B – BUDGET SUMMARY Provide a budget summary of all non-personnel expenses for the scope of work or services that you intend to provide with Capacity Building Grant Program funds during FY2025 (July 1, 2024-June 30, 2025). (500-word maximum).
 - EXHIBIT B - BUDGET SUMMARY (continued) - Please download the Excel file "FY25 Capacity Building Grant Budget Form" from the website: www.sandiego.gov/capacity-building-grant. Please complete and upload the Excel file here.
 - EXHIBIT C – SCHEDULE Provide a schedule/timeline summarizing the proposed scope of work or services to be completed during the requested contract period. By June 30, 2025, all funds must be expended with corresponding project reports completed and submitted no later than 30 days after the close of Fiscal Year 2025.
- Required Attachments
- Articles of Incorporation
- Board of Directors List
- CA Department of Justice Nonprofit Status
- CA Franchise Tax Board Entity Status
- CA Secretary of State Current Status
- Federal IRS Form 990
- Financial Statement
- IRS Determination Letter - Nonprofit Status
- Key Personnel List

If you have trouble uploading the required attachments, please email them to Viridiana Quintana at vquintana@sandiego.gov.

- Authorized Signer Name
- Title
- Sign Here
- Date