

FY2025 Capacity Building Grant Program Workshop

Economic Development Department
Business Expansion Attraction and Retention (BEAR) Division



Agenda

- Welcome
- Program Overview: Mission and Goal
- Application Process
 - Qualifications
 - Documentation
 - Timeline
- Scoring
- Reporting Requirements
- Budget Adjustments
- Q&A





Program Overview

Goal: Build capacity for nonprofit organizations that directly support small businesses in under-resourced communities within the City of San Diego.

- Funded through the Small Business Enhancement Program (SBEP)
- Capacity building expenses: non-personnel expenses only
- Funding available: \$300,000
- Award amounts are a minimum of \$10,000 to a maximum of \$30,000
- Advancement of funds
- Quarterly reporting and reconciliation requirement
- All funds must be expended by June 30, 2025

Deadline to apply is September 27, 2024



Eligibility

- Applicants must be a 501(c)(3) or 501(c)(6) nonprofit organization
- Project is required to serve small businesses within the city of San Diego in under-resourced communities, including the San Diego Promise Zone and Opportunity Zones
- Priority will be given to independent organizations with modest budgets
- Proposals that align with the Economic Development Strategy will also be highly considered

Ineligible Organizations

- For-profit business or entity
- Lending institutions
- Business Improvement District (BID) managers
- Located outside of the County of San Diego
- Other SBEP grant recipients

Application

- Organization Information
 - Primary Contact Person for the Project
 - Authorized Signer
 - Amount Requested
- Organization Mission/Goal/Objective
 - Mission Statement
 - How does your organization prioritize efforts to address equity across San Diego communities, specifically for small businesses?
- Proposed Program/Project
 - How does this program/project directly support businesses in under-resourced communities?
 - **NEW QUESTION:** What small business needs are addressed in the proposed project?
 - **NEW QUESTION:** How many businesses do you estimate this project will serve? Please describe the anticipated impact.
 - Other City Funding? Only one SBEP award per organization in FY25.



Application

- Exhibits:
 - Exhibit A - Scope of Work
 - Exhibit B - Budget Summary and Forms
 - Exhibit C - Schedule
- Required Attachments:
 - Board of Directors List
 - Key Personnel List
 - IRS Determination Letter - Nonprofit Status
 - Articles of Incorporation
 - CA Department of Justice Nonprofit Status
 - CA Secretary of State Current Status
 - CA Franchise Tax Board Entity Status
 - Federal IRS Form 990
 - **NEW REQUIREMENT:** Financial Statement





Budget Form

PROGRAM/PROJECT BUDGET DESCRIPTION - FY2025	
[Insert organization name]	
<i>DESCRIPTION AND JUSTIFICATION OF PROPOSED EXPENSES FOR PROGRAM/PROJECT</i> Use this section to describe how each category of expenses is needed to advance the program/project. Do not include dollar amounts here. This should reflect the budget created on Page 1 of this workbook. If a category is not applicable to the project, leave it blank.	
Event Supplies	
Equipment	
Office Supplies	
Marketing/ Outreach Materials	
Subscriptions	
Contractor/Consultant	
Contractor/Consultant	
Contractor/Consultant	
Other 1	
Other 2	
Other 3	



Timeline

August 28, 2024: Application published

September 10, 2024: Program workshop #1

September 17, 2024: Program workshop #2

September 26, 2024 at 5:00 p.m.: Last opportunity for one-on-one technical assistance

September 27, 2024 by 5:00 p.m. (Friday): Application deadline

October 2024: Application review and award determination

November 2024: Award notifications and contract process begins

Scoring

General Requirements

- Submitted all the required documentation
- Proposal serves small businesses within the San Diego Promise Zone, Opportunity Zones, and/or otherwise under-resourced communities
- Organization's mission aligns with supporting small businesses

Scoring

- Organization has a proven track record of success
 - Submitted reports/invoices in a timely manner
 - Spent all funds according to agreement
 - Did not have to process a refund to the City
- Project describes a direct impact on the business community
- Proposal includes a clear articulation of the project and businesses served, as well as a description of activities
- Organization provides evidence that the budget and spending plan supports the scale of the project
- Organization is independent with a modest budget
- Proposal demonstrates feasibility of the project including its timeline

Reporting Requirements

- Quarterly reports include financial reconciliation and a narrative update
- Due approximately 4 weeks after the close of the reporting period
- Financial back-up documentation
 - Bank statements
 - Invoices/receipts
 - Cleared checks

Budget Adjustments

- Budget adjustments between categories or line items can be made with staff approval
- Organizations will need to submit the following:
 - Written request on letterhead that includes a brief explanation of the adjustment.
 - An updated budget table that demonstrates the adjustment in funding between the original budget along with the updated budget details.
- Economic Development staff must approve requests **BEFORE** purchases take place.
- Budget adjustment requests will not be accepted after April 30, 2025.



Questions?

Viridiana Quintana: vquintana@san Diego.gov

Angelica Paulino: apaulino@san Diego.gov

Phone: 619-236-6700

Email: sdbusiness@san Diego.gov

Website: www.san Diego.gov/capacity-building-grant