

Economic Development Funding Fiscal Year 2025 Application Sample

As described in the FY2025 Funding Guidelines, the online grant application available through SeamlessDocs must be completed in one session. For this reason, it is recommended that each organization prepare a sample application in advance to cut and paste responses into the online application. As a reminder, the online application contains narrative sections in which responses have word count limits.

SECTION 1: ORGANIZATION PROFILE

1.1A. Legal Name of Organization

Click or tap here to enter text.

1.1B. Alternate or DBA name of Organization

Click or tap here to enter text.

1.2. Organization address

<Address Line 1> Click or tap here to enter text.

<Address Line 2 Unit #>Click or tap here to enter text.

< City >< State >< Zip Code >

1.3. Organization 7-digit California Entity Number

Click or tap here to enter text.

1.4. Organization mission statement (300 character maximum, no more than 50 words)

Click or tap here to enter text.

1.5. Primary Contact for Application

<First Name> Click or tap here to enter. <Last Name>Click to enter text.

1.6. Primary Contact Email

Click or tap here to enter text.

1.7. Primary Contact Phone Number

Click or tap here to enter text.

1.8. Did your Organization attend one of the informational sessions?

- Yes, my organization attended the session on December 13, 2023.
- Yes, my organization attended the session on January 10, 2024.
- No, my organization did not attend one of the informational sessions.

SECTION 2: PROGRAM/PROJECT DETAILS

2.1. Program/Project Name

Click or tap here to enter text.

2.2. Provide a summary description of the Program/Project for which your organization seeks funding. (500 character maximum, approximately 50-75 words)

Click or tap here to enter text.

2.3. Is this application for the continuation or expansion of an existing Program/Project, or for implementation of a new or pilot Program/Project?

- Existing Program/Project
- New Program/Project

2.4A. Quarter 1 & 2 Implementation Plans - List the specific activities to be undertaken to implement the Program/Project in Quarters 1 & 2 (July through December 2024). Include who will be performing or providing these services (e.g., staff, consultant/contractor, board member, volunteer). Be sure to specify the number and types of activities. (1,300 character maximum, no more than 200 words)

Click or tap here to enter text.

2.4B. Quarter 3 Implementation Plans - List the specific activities to be undertaken to implement the Program/Project in Quarter 3 (January through March 2025). Include who will be performing or providing these services (e.g., staff, consultant/contractor, board member, volunteer). Be sure to specify the number and types of activities. IF THE RESPONSE IS THE SAME AS QUARTER 1 & 2, PLEASE ENTER "Same as Quarter 1 & 2" RATHER THAN REPEATING THE ENTIRE RESPONSE FROM QUESTION 2.4A. (1,300 character maximum, no more than 200 words)

Click or tap here to enter text.

2.4C. Quarter 4 Implementation Plans - List the specific activities to be undertaken to implement the Program/Project in Quarter 4 (April through June 2025). Include who will be performing or providing these services (e.g., staff, consultant/contractor, board member, volunteer). Be sure to specify the number and types of activities. IF THE RESPONSE IS THE SAME AS QUARTER 1 & 2, PLEASE ENTER "Same as Quarter 1 & 2" RATHER THAN REPEATING THE ENTIRE RESPONSE FROM QUESTION 2.4A. (1,300 character maximum, no more than 200 words)

Click or tap here to enter text.

2.5. Describe how grant funds would be spent by stating what would be purchased or paid for. (500 character maximum, approximately 50-75 words)

Click or tap here to enter text.

2.6. Provide the total estimated budget for the Program/Project (including all funding sources).

Click or tap here to enter currency.

2.7. What amount of funding is being requested through this application?

Click or tap here to enter currency.

2.8. Check all uses of grant funds that apply:

- Payroll
- Other Personnel Expenses
- Consultant(s)
- Accounting/Audit Services
- Insurance
- Facility/Space Rent
- Utilities, Phone/Computer, Internet
- Marketing, Outreach/PR, Printing
- Supplies
- Other

2.9A. Is there a fee for Program/Project participants?

- Yes
- No

2.9B. If yes, how much is the fee?

Click or tap here to enter currency.

2.9C. What do the fees cover? (500 character maximum, approximately 50-75 words)

Click or tap here to enter text.

2.10A. How many years of experience does your organization have with similar grant programs and financial management of agency grants?

- Less than 1 year of experience
- 1-5 years
- More than 5 years

2.10B. Please describe your organization and/or key personnel's experience with similar grant programs and financial management of agency grants? (1,000 character maximum, approximately 200 words)

Click or tap here to enter text.

2.11. Does your organization have at least 3 years of operating experience with its own independent governing board?

- Yes
- No

2.12. What is unique or innovative about this Program/Project? (500 character maximum, approximately 50-75 words)

Click or tap here to enter text.

2.13. What best describes the location of services and benefits for your Program/Project (not including out-of-area marketing or advertising):

- Limited to a specific area within the City of San Diego
- Limited to the City of San Diego
- Includes County of San Diego and grant funds will only be used within limits of City of San Diego
- Extends beyond the County of San Diego and grant funds will only be used within the City of San Diego
- Extends beyond the City of San Diego

2.14. Will the Program/Project provide services or benefits to targeted businesses only within the City of San Diego? (This does not include out-of-area marketing or advertising.)

- Yes
- No

2.15. How does the Program/Project support the City of San Diego Economic Development Strategy Objectives? Please reference one or more objectives under Support Families and Workers, Support Small and Local Businesses, Bolster Trade and Innovation, and Strengthen Neighborhoods on pages 20-24 of the City of San Diego EDS [here](#). (1,000 character maximum approximately 150-200 words)

Click or tap here to enter text.

SECTION 3: PROGRAM/PROJECT IMPACT

3.1. What businesses/base sectors are being targeted to receive services or otherwise benefit from this Program/Project? (250 character maximum, no more than 50 words)

Click or tap here to enter text.

3.2A. Where are the Program/Project's targeted businesses located? Your answer should be a neighborhood, city, or county. (100 character maximum, no more than 20 words)

Click or tap here to enter text.

3.2B. Do you track if your organization's clients are low income?

- Yes
- No

3.3A. Select, from the list below the Goal most closely aligned with your mission and that is the basis for the Program/Project:

- Goal A. Create, retain and/or expand small businesses with a neighborhood-based focus, or located in an area not served by Business Improvement Districts (This Goal aligns with SBEP Microdistricts)

- program)
- Goal B. Create, retain and/or expand non-base sector small businesses by offering a program to small businesses Citywide, not focusing on specific commercial neighborhoods with BIDs or Microdistricts (This Goal aligns with SBEP Citywide program)
 - Goal C. Promote the City of San Diego as a visitor destination, enhancing the Tourism base sector
 - Goal D. Enhance San Diego's economic standing and reputation as a center for innovation, entrepreneurship, and technology development for base-sector businesses (Manufacturing and Innovation, International Trade and Logistics, or Defense)

3.3B. How does the selected goal align with your mission? (1,000 character maximum, approximately 150-200 words)

Click or tap here to enter text.

3.4. Please describe how the Program/Project's primary objective meets the selected EDF goal and how it will achieve the projected outcome. A secondary objective/outcome may also be included if within the character limits. (1,000 character maximum, approximately 150-200 words)

Click or tap here to enter text.

3.5. How does your organization plan to track Program/Project outcomes? (1,000 character maximum, approximately 150-200 words)

Click or tap here to enter text.

3.6. Describe the method AND frequency of how you will measure Program/Project objectives and outcomes. (1,000 character maximum, approximately 150-200 words)

Click or tap here to enter text.

3.7. How does your organization plan to collaborate with other organizations or community groups to increase inclusion and program success? (1,000 character maximum, approximately 150-200 words)

SECTION 4: CERTIFICATION OF CONDITIONS

4.1. I certify Organization will have Commercial General Liability Insurance effective July 1, 2024 as required by the City of San Diego's insurance checklist.

<https://www.sandiego.gov/sites/default/files/insurance-documents-checklist.pdf>

- Yes
- No

4.2. I certify Organization will have Workers' Compensation Insurance effective July 1, 2024 as required by the City of San Diego's insurance checklist.

<https://www.sandiego.gov/sites/default/files/insurance-documents-checklist.pdf>

- Yes
- No

4.3. I certify Organization will have Automobile Liability Insurance effective July 1, 2024 as required by the City of San Diego's insurance checklist.

<https://www.sandiego.gov/sites/default/files/insurance-documents-checklist.pdf>

- Yes
- No

4.4. I certify Organization leadership has reviewed grant guidelines to ensure the Program/Project clearly aligns with one of the EDF Goals.

- Yes
- No

4.5. I certify grant funds will **NOT** be used for:

- Activities already completed by July 1, 2024
- Expenses incurred before July 1, 2024 or after June 30, 2025
- Travel or mileage
- Capital outlay for improvements and construction of buildings or facilities, or capital outlay for purchase of equipment
- Religious or political activity
- Programs in facilities not accessible to persons with disabilities
- Tuition assistance
- Hospitality, e.g., alcoholic beverages, meals/refreshments, or entertainment expenses
- Lodging
- Contributions to trusts or endowment funds, or gifts or donations
- Profit making Organizations or ventures
- Replacement of deficit funds
- Ticket subsidy programs
- Penalties, fines, late fees, overdraft fees/finance fees
- Salary bonuses
- Organization fundraising (e.g., galas, golf tournaments, fundraiser mailers, etc.)
- Job placement activities
- Indirect cost recovery (unless already permitted under another City Agreement)
- Lobbying

4.6. Funds for this grant are paid out through a reimbursement process only. I certify I understand Program/Project reimbursements can only be made for expenses incurred in FY2025 (July 1, 2024 through June 30, 2025).

- Yes
- No

4.7. I understand the Economic Development Department will conduct an online Business Search through the State of California – Secretary of State business search website to verify my organization has a current registration with the California Secretary of State as a "domestic nonprofit."

<https://www.sos.ca.gov/business-programs/business-entities>

Yes

No

4.8. I understand the Economic Development Department will conduct an online Entity search through the State of California Franchise Tax Board to verify my organization is a tax-exempt nonprofit in good standing. (https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp)

Yes

No

SECTION 5: CHECKLIST OF REQUIRED ATTACHMENTS (exceptions as noted)

5.1. Organizational chart showing names and titles of your Organization's staff

PDF is preferred.

Files must be less than 10 MB.

Allowed file types: .pdf, .xls, .xlsx.

5.2. Tax-Exempt Determination Letter from the IRS documenting tax-exempt nonprofit status under Sections 501(c)(3), 501(c)(6), or 115 of the Internal Revenue Code.

PDF is preferred.

Files must be less than 10 MB.

Allowed file types: .jpg, .jpeg, .png, .txt, .pdf, .doc, .docx.

5.3. Entity Status Letter from the State of California Franchise Tax Board with Boxes 1 and 3 checked from this site: https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp

Click on "Check Status", then search entity, click on the entity ID number and click "Generate Letter." PDF is preferred.

Files must be less than 10 MB.

Allowed file types: .jpg, .jpeg, .png, .txt, .pdf, .doc, .docx.

5.4. First Page of most recently filed IRS tax return

PDF is preferred.

Files must be less than 10 MB.

Allowed file types: .jpg, .jpeg, .png, .pdf, .doc, .docx.

5.5A. Optional

- Informational Materials (Create one PDF of these documents in this order):
 - 1) Program Information not included in other materials (Maximum 1 page);
 - 2) Current news clippings or online article links, critical reviews (Maximum 2 pages, no older than 2 years);
 - 3) Support Letters (Maximum 2 Letters. 1 page each); and
 - 4) Programs/Brochures (Maximum 2 items)

5.5B. Optional

- One audio-visual/multimedia file that showcases the Proposed Program/Project (Maximum 250 MB)

SECTION 6: CONDITIONS FOR SUBMISSION

IN SUBMITTING THIS APPLICATION, YOUR ORGANIZATION WILL BE ASKED TO AFFIRM ITS ACKNOWLEDGEMENT, UNDERSTANDING, AND ACCEPTANCE OF THE FOLLOWING CONDITIONS:

Subsection headings or captions used for various paragraphs shall not be held to define, limit, augment, or describe the scope, content, or intent of any or all parts of the application and are provided only for convenience.

Application Process:

6.1. APPLICATION: The City of San Diego reserves the right to reject, in whole or in part, any responses to this application, to initiate an alternate process, to reissue the application and/or cancel this application, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applying Organization. Additionally, the City expressly reserves the right to postpone opening responses to this application for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

6.2. ADDENDUM: The City reserves the right to revise this application by addendum. The City is bound only by what is expressly stated in this application and any authorized written addenda thereto.

Addenda will be posted on the City's website:

<https://www.sandiego.gov/economic-development-funding>. It shall be the applying Organization's responsibility to check the website up to the final submission date for any possible addenda.

6.3. UPDATES: The applying Organization is solely responsible for responding to any required or optional updates related to this application.

6.4. ATTACHMENTS: Organizations are required to submit attachments (as applicable) as noted in the instructions and failure to submit such applicable and required attachments will result in points deduction or potential disqualification for funding.

Funding Adjustments:

6.5. ADJUSTMENTS: The City reserves the right to adjust funding to an Organization, for example:

- Funding to a single Organization may be limited so as not to exceed 5 percent of total available funds
- Funding may be limited as a percentage of Organizational Annual Operating Income
- Funding may be adjusted so that organizations scored similarly receive similar amounts for similar scopes
- Funding to new Applicants may be limited to 50-75 percent of a computed allocation
- A single allocation for an Applicant may not be less than the limits stated in the Application, unless annual allocations are less than estimated grant budget
- Organizations that also apply for and are awarded funding by another City of San Diego source, such as Community Development Block Grant (CDBG) or Tourism Marketing District (TMD) funding through the San Diego Tourism Marketing District Corp., may have any recommended funding amount awarded under this Economic Development Funding process, reduced or eliminated.
- A variety of factors, including overall availability of funds, will be considered when evaluating any potential modification of amounts.
- The City reserves the right to reassign applications from one Goal to an appropriate or more appropriate Goal with a comparable Objective/Outcome and adjust for the associated funding limits.

6.6. NO GUARANTEE: The submission of a response to the application does not guarantee funding, even if minimum requirements are met or a minimum score is achieved.

Funding Limitations:

6.7. INELIGIBLE EXPENSES: The following expenses are NOT permitted with Economic Development Funding Programs and may NOT be included in the Program/Project Budget Detail.

- Any activities already completed by July 1, 2024
- Proposal expenses incurred before July 1, 2024 or after June 30, 2025
- Travel or mileage
- Capital outlay for improvements and construction of buildings or facilities, or capital outlay for purchase of equipment
- Religious or political activity
- Programs in facilities not accessible to persons with disabilities
- Tuition assistance

- Hospitality, e.g., alcoholic beverages, meals/refreshments, or entertainment expenses
- Lodging
- Contributions to trusts or endowment funds, or gifts or donations
- Profit making Organizations or ventures
- Replacement of deficit funds
- Ticket subsidy programs
- Penalties, fines, late fees, overdraft fees/finance fees
- Salary bonuses
- Organization Fundraising (e.g., galas, golf tournaments, fundraiser mailers, etc.)
- Job placement activities
- Indirect cost recovery (unless already permitted under another Agreement with the City of San Diego)
- Lobbying

6.8. NON-DISCRIMINATION: City funds will not be provided to any Organization found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.

6.9. COSTS INCURRED: The City accepts no financial responsibility for any costs incurred by applying Organizations. The City is not responsible for the loss or damage of any materials submitted.

Funded Organization Requirements:

6.10. REQUIRED DOCUMENTATION: Each Organization awarded funding must submit all required documentation in a timely manner, in accordance with the deadlines as provided by Economic Development Department staff, to receive an executed agreement and purchase order from the City. Execution of an agreement and issuance of a purchase order can take up to 60 days after receipt by the City of all required documentation.

6.11. REIMBURSEMENT: Each Organization awarded funding will only be paid on a reimbursement basis and only once an agreement is fully executed and the purchase order issued. Expenses must be incurred by the Organization during the FY2025 agreement period (July 1, 2024 through June 30, 2025) before the City will reimburse. Organizations may not submit a request for reimbursement for the entire grant amount at any one time.

6.12. TERMS AND CONDITIONS: Each Organization awarded funding is required to comply with the terms and conditions of the agreement including but not limited to: Council Policy 100-04 (Americans with Disabilities Act/City Contractors), Equal Opportunity (Non-Discrimination Clause), Equal Benefits Ordinance, Council Policy 100-07 (Drug Free Work Place), Living Wage Ordinance and Prevailing Wage Ordinance.

6.13. RESOLUTION: If funding is awarded, the Organization must have a formal resolution of its Board of Directors approving the agreement with the City of San Diego. The resolution shall state that the Board of Directors understands and will comply with the terms and conditions of the agreement, including maintaining the required insurance coverage and performing the Scope of Services within the amount of the allocated budget. This resolution must be signed by the Board President or designated officer.

6.14. INSURANCE: Each Organization awarded funding is required to provide proof of specified insurance coverage at required amounts and with required endorsements for Commercial General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance. It is not necessary to have the required insurance coverage at the time of the application.

Generally, Organizations must maintain Commercial General Liability (CGL) and automobile insurance providing minimum liability coverage of \$1 million per occurrence and \$2 million aggregate and shall provide proof/endorsements to the City that such insurance coverage is primary and non-contributory and for completed and ongoing operations and that the City is named as an additional insured. Organizations must also maintain \$1 million workers compensation insurance coverage (even if no paid employees) and must provide an endorsement that the insurer waives the right of subrogation against the City.

It is highly recommended to include the incremental cost associated with the City-required insurance coverage in the Program/Project Budget.

6.15. REPORTING: Each Organization awarded funding is required to deliver quarterly performance and financial reports and final performance and financial reports in a format provided by City staff along with other certifications and acknowledgements.

6.16. REGISTRATIONS: Each Organization awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the agreement period.

6.17. ACKNOWLEDGMENT OF CITY FUNDING: A credit line must be included in any printed, visual or recorded matter that credits the City for its support. The following is an example of a credit line that might be utilized: "This project is funded in part by the City of San Diego."

6.18. PUBLIC INFORMATION: The applying Organization acknowledges that information submitted as part of their application process may be subject to disclosure under the California Public Records Act.

ACCEPTANCE OF CONDITIONS:

- I acknowledge, understand and accept these conditions
- I do not acknowledge, understand and accept these conditions

Note: You must select "I acknowledge, understand and accept these conditions" for your Application to be considered.

SECTION 7: ELECTRONIC SIGNATURE AND SUBMISSION

SIGNATURE

Name

<First Name>Click or tap here to enter text. <Last Name>Enter text.

Title

Click or tap here to enter text.

Email

Click or tap here to enter text.

I agree to electronically sign and to create a legally binding submission between the entity I am authorized to represent and the City of San Diego.

Submit