



**2025–2026  
Community Partner Growth Fund  
Request for Proposals**

**Background Information**

As part of a multiyear partnership with California Coast Credit Union (Cal Coast), the San Diego Promise Zone is offering the **Community Partner Growth Fund**, which enhances community development and capacity building to advance the [goals of the Promise Zone](#) designation.

The **San Diego Promise Zone Community Partner Growth Fund** aims to support projects that help advance the following goals: Increase access to quality affordable housing, Promote access to healthcare and healthy foods, Create Jobs, Create a priority of safety, Improve educational opportunities, and Increase economic activity. Awarded grant funds may be used for Capacity Building, Community Outreach, and/or Workforce Development.

As an optional benefit, additional opportunities for financial literacy education for Promise Zone partners, business owners, and youth are available. A focus on creating awareness and new partnerships with Cal Coast is encouraged to help advance the goals of the designation.

**General Provisions**

**Organization Legal Status:** Nonprofit organization, or a charitable organization operating under a fiscal sponsorship, with a signed Partner Memorandum of Understanding with the San Diego Promise Zone as of 5/23/25.

**Contract Duration:** Twelve (12) months, with an option for extension for up to 3 months. Funds must be spent between July 1, 2025 and June 30, 2026, regardless of when awarded funds are received.

**Funding Awards:** Minimum \$2,000 to a maximum \$10,000 (per qualifying applicant). A total amount of \$100,000, up to \$110,000, is available to award during this grant cycle. Grantees may be awarded a portion of funds requested.

**Allocation, Use of Funds, and Timelines:**

- Eligible organizations may submit up to one application.
- Funds will not be available for disbursement until 1) a final agreement is fully executed; and 2) all necessary internal accounting protocols have been established.
- Contract awardees will not be precluded from applying for other discretionary City fund source(s) during the contract period.
- Awarded funds must be fully expended by June 30, 2026.
- At least half of the population served must be Promise Zone residents; all served must be City of San Diego residents.

**Eligibility Requirements**

- Have a signed Partner Memorandum of Understanding with the San Diego Promise Zone as of 5/23/25.

- Be a 501(c)(3) nonprofit organization or be fiscally sponsored by one.
- Be financially solvent.
- Disclose all sources of funding for the project requested.
- All documents related to the funding request are a matter of public record.
- May be requested to submit proof of insurance.

### **Use of Funds**

**Capacity Building:** Projects that advance organization development, resilience, and sustainability to better serve Promise Zone communities. Examples:

- Professional grant-writing workshops
- Professional training on contracting management and compliance
- Professional coaching or training in another area
- Receiving technical assistance

**Community Outreach:** Projects that provide specialized community and social outreach services. Examples:

- Community ambassadors or navigators
- Programming special events around financial literacy
- Recruitment, training, or deployment of volunteers and/or translators
- Creating, updating, and/or maintaining directories

**Workforce Development:** Projects that support institutions that address barriers to post-secondary education and/or employment. Examples:

- Scholarships or stipends
- Workforce readiness trainings
- Resume or interview workshops
- Training resources

### **Required Proposal Sections and Application Summary**

Please apply online [here](#).

#### **Use of Funds, Title of Project, Total Funding Request**

#### **Organizational Information**

#### **Project/Program Summary**

- Provide a mission statement, goals, and objectives of your organization for the next 12 months.
- Describe how your organization has been involved in the San Diego Promise Zone initiative.
- Describe how your organization prioritizes the people located in the San Diego Promise Zone.
- Describe the organization's commitment to diversity, equity, and inclusion.
- In one or two sentences, please summarize the proposed project.
- Provide a summary description of the scope of work or project that you intend to support with the San Diego Promise Zone Partner Growth Fund during the funded time period (July 1, 2025–June 30, 2026) along with a schedule summarizing the timelines to be completed during the 12-month period of the requested contract.
- Please describe the organization's qualifications and experience to successfully execute the project.
- Estimated Start Date for Project/Program
- Estimated Completion Date for Project/Program

#### **Current and Prior City Funding**

- Has your organization previously received a Promise Zone Partner Financial Award, sponsored by California Coast Credit Union?
- In the past three years, has your organization received any other contract within the City of San Diego? Examples could include CDBG, Capacity Building grants, Arts & Culture grants, or others.
- Please describe the City funding program/s, amount/s received, and services delivered.

#### **Organizational Financial Summary**

- How many FTEs, or Full-Time Equivalent Employees, does your organization employ?
- Please select your organization's fiscal year.
- Financial Performance (Revenue and Expenditures)
- Operating Surplus or Deficit

#### **Required Supplemental Documents**

- Budget Summary using [this template](#)
- Board of Directors
- Key Personnel
- Articles of Incorporation
- IRS Determination Letter
- Non-Profit Registry Status (CA DoJ)
- Entity Status Letter (CA FTB)
- Most current IRS Form 990
- Form W-9

#### **Certification**

#### **Budget**

The provided [budget template](#) must be used. Please make a copy of the document. Non-personnel expenses should be recorded in the Program Budget worksheet, and personnel expenses should be in the Personnel Schedule worksheet. Please include enough detail for the review team to understand how the funds will be spent.

#### **Evaluation Criteria**

*(The total points available in each section will be announced and posted after the technical assistance workshop: Updated 6/11/25.)*

- Organizational Capacity (30 points)
- Project Overview (50 points)
- Project Specifics (20 points)
- Bonus Points:
  - One bonus point will be awarded for organizations who have not received a previous Promise Zone Partner Financial Assistance award.
  - Two bonus points will be awarded for City of San Diego Nonprofit Accelerator graduates.

A review panel composed of Economic Development Department staff and California Coast Credit Union staff will evaluate application responses. They assess the degree to which each proposal aligns with Promise Zone goals and the merit of proposal responses. The review panel uses a standard scoring system to evaluate each proposal.

#### **Required Activities and Reporting**

Awardees will be required to do the following:

- Attend a virtual meeting after awards are announced, before the funds are received.
- Complete a mid-year report (July 1-Dec. 31, due Jan. 31, 2026).
- Complete a year-end report (Jan. 1-June 30, due July 31, 2026).

- Include photos and testimonials as part of the reporting.

### **Project Timeline**

**Tuesday, May 27:** Application Opens

**Thursday, June 5:** Virtual Technical Assistance Workshop at 10:00 AM. [Register here](#).

**Monday, June 9 – Thursday, June 12:** Virtual Technical Assistance Available by Appointment

**Monday, June 16 – Wednesday, June 18:** Virtual Technical Assistance Available by Appointment

**Friday, June 20:** Application Deadline

**Monday, June 23 – Wednesday, June 25:** Internal application completion review

**Thursday, June 26 – Wed, July 9:** Selection Committee Review

**July 9–10:** Award Announcement

**July:** City Contracting Process Begins

**August:** Expected Payment Date