

FY26 Capacity Building Grant Application Questions

- Applicant Organization Legal Name
 - Applicant Organization DBA Name, if applicable
 - Full Address
 - 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
 - Project Lead Contact Telephone
 - Organization's Authorized Signer: Name and Title/Position
 - Organization's Authorized Signer Email
 - Amount of Capacity Building Grant Funds requested (Minimum available per application: \$10,000. Maximum available per application: \$15,000)
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- 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.
 - Does your organization serve businesses located in the San Diego Promise Zone, Opportunity Zones, and/or otherwise under-resourced communities? List all communities your organization serves.
 - What community/business needs are addressed in the proposed project?
 - How will this funding help your organization expand and build capacity?
 - How many businesses do you estimate this project will serve? Please describe the anticipated outcome/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.

- 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 FY20256 (July 1, 2025-June 30, 2026) (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 FY2026 (July 1, 2025-June 30, 2026). (500-word maximum).
- 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, 2026, all funds must be expended with corresponding project reports completed and submitted no later than 30 days after the close of Fiscal Year 2026.
- Authorized Signer Name
- Title
- Date

***Upload:**

- 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
- EXHIBIT B - BUDGET SUMMARY (continued) - Please download, complete, and upload the Excel file "FY26 Capacity Building Grant Budget Form" from www.sandiego.gov/capacity-building-grant
- Federal IRS Form 990
- IRS Determination Letter - Nonprofit Status
- Key Personnel List
- Financial Statement