

FY27 Capacity Building Grant Application Questions

- Applicant Organization
- Organization Legal Name (if different)
- Full Address: street address, city, state, zip code
- Website
- Tax ID Number
- Organization Nonprofit Legal Status
- City Council District(s) served by the proposed project in this application (You may choose more than one option.)
- 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 funds requested (up to \$15,000)
- Please select the track most aligned with your proposed project.
*Once you select a track, you will see the following questions that are specific to that track.

SMALL BUSINESS SUPPORT TRACK ONLY

- Provide your organization's mission statement or statement of purpose. Briefly describe how your programs/services benefit small businesses/entrepreneurs.
- Please describe how your organization prioritizes efforts to address equity and inclusion across San Diego communities, specifically for small businesses/entrepreneurs.
- How does the project directly support small businesses/entrepreneurs in the San Diego Promise Zone, Opportunity Zones, and/or otherwise under-resourced communities? List all communities your organization serves.
- What small business/entrepreneur needs are addressed in the proposed project?
- How will this funding help your organization expand and build capacity?
- How many businesses/entrepreneurs do you estimate this project will serve? Please describe the anticipated impact.

COMMUNITY GROWTH TRACK ONLY

- Provide a mission statement, goals, and objectives of your organization for the next 12 months. (800 character maximum)
- Describe how your organization prioritizes the residents located in under-resourced communities including the San Diego Promise Zone, Opportunity Zones, and LMI census tracts. (600 character maximum)

- Describe the organization's commitment to diversity, equity, and inclusion. (600 character maximum)
- In one or two sentences, please summarize the proposed project. (200 character maximum)
- How many residents/individuals do you expect this program will serve? Please describe the anticipated impact.
- Please describe the organization's qualifications and experience to successfully execute the project. (600 character maximum)

Fiscal Sponsorship- [City of San Diego Fiscal Sponsor Guidelines](#)

- Is your organization fiscally sponsored? If yes, please include the fiscal sponsor information below.
- Fiscal Sponsor Name
- Fiscal Sponsor Contact First & Last Name
- Fiscal Sponsor Contact Title
- Fiscal Sponsor Contact Email
- Fiscal Sponsor Contact Phone Number
- I hereby acknowledge that I have read, understand, and agree to the City of San Diego guidelines relating to fiscal sponsors.

- Does your organization anticipate applying for and/or receiving other City of San Diego funding sources for your program/services during Fiscal Year 2027, including but not limited to Community Projects Programs & Services (CPPS), Organizational Support (OSP - Arts & Culture), Creative Communities San Diego (CCSD - Arts & Culture), 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 FY2026 (July 1, 2026-June 30, 2027) (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, 2026 - June 30, 2027). (500-word maximum).
 - Download the Excel file "FY27 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, 2027, all funds must be expended with corresponding project reports completed and submitted no later than 15 days after the close of Fiscal Year 2027.

- 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
- Are you interested in partnering with California Coast Credit Union to provide community members, your program participants and/or your employees with financial literacy workshops over the course of the funding period? (The response to this question has no bearing on scoring.) If yes, a representative from Cal Coast will contact you to share information about workshops.
- Authorized Signer Name
- Title
- First name and last name
- Email
- Signature
- Date