



## Community Funding Request Application

### Organization Information

Name \_\_\_\_\_

Mailing Address of Organization:

\_\_\_\_\_

Physical Address of Organization:

\_\_\_\_\_

Type:  Non-profit       Public       Community Organization  
(informal nonprofit)

Event/Project for which funds are requested:

\_\_\_\_\_

Event/Project Location: \_\_\_\_\_

Event Date/Project Timeline: \_\_\_\_\_

Website: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

### Event/Project Description

1. Describe the purpose of the event/project/organization for which funds are being requested.

2. How will the event/project support or produce a public benefit to El Dorado County?

## **Acknowledgment of the Community Funding Process**

Does the recipient acknowledge that in order to receive funding they will be required to enter into an agreement with the County before receiving funding?     Yes             No

Does the recipient acknowledge that it may take up to 45 days from execution of the agreement to receive the funding?     Yes             No

Does the recipient acknowledge that they will be required to send a statement outlining how the funding was expended?     Yes     No

## **Data Needed for the Community Funding Agreement**

Name of Contact Person: \_\_\_\_\_

Telephone number of Contact Person: \_\_\_\_\_

E-mail address of Contact Person: \_\_\_\_\_

Name and title of the person with authority to sign the Agreement:

\_\_\_\_\_

E-mail address of the person with authority to sign the Agreement:

\_\_\_\_\_

Name and title of the secretary for the recipient who will also sign the Agreement (optional request):

\_\_\_\_\_

E-mail address of the secretary (optional request):

\_\_\_\_\_

## **For Informational Purposes the Community Funding Process:**

1. Supervisor's Office sends the community group an application.
2. The community group sends the completed application back to the Supervisor's Office.
3. The Supervisor's Office prepares a Board item for consideration with the first page of the application only.
4. The Board of Supervisors approve the Community Funding Request.
5. The Chief Administrative Office uses the Board-approved template to draft the Agreement.
6. The Chief Administrative Office will send the 'Draft' Agreement to the recipient for review and approval of the language.
7. The Chief Administrative Office will submit a Contract Request Form (CRF), Master Report, Completed Application, and Draft Agreement to Procurement and Contracts (PNC).
8. The Procurement and Contracts Division will review the Agreement, process it, and then send it for execution (2-4 weeks, depending on whether the Community group is an existing vendor with the County).
9. Once the Funding Agreement is fully executed, it usually takes 2-4 weeks for the recipient to receive payment.