



County of El Dorado Promotions Contracts Funding Cycle

2016 Application Packet

Applications Due March 18, 2016

**Procurement and Contracts Division
(530) 621-5830**

**Office Location:
360 Fair Lane, Building "B"
Placerville, CA 95667**

www.edcgov.us

UPDATED 1/4/16

**COUNTY OF EL DORADO - PROMOTIONS CONTRACTS FUNDING CYCLE
APPLICATION GUIDELINES**

Eligible Applicants:

- 501(c)(3) non-profit organizations in good standing.
- Previously funded grant recipients in good standing.
- Organizations serving El Dorado County residents in economic development activities.
- Ability to meet El Dorado County contract requirements.

Eligible Activities:

Eligible activities must benefit El Dorado County residents and address one of the County's objectives associated with promotion of tourism, entertainment, business, and leisure travel as specified in the County's General Plan Economic Development Element Policy 10.1.6.4. A list of eligible activities is provided on page #3 of the application.

Documenting Beneficiaries:

Your project must benefit El Dorado County residents, and you must be able to document and maintain files accordingly.

Review Process:

Applicants must completely answer all questions in the application and include all requested information in order to be considered for funding. If you are requesting funds for multiple programs or projects, you must complete a separate application for each unique request.

Evaluation Criteria:

1. Ability to address a County Objective
 - *Demonstrates impact*
2. Capacity and experience of the organization
 - *Experience including the length of time in operation*
 - *Experience in undertaking projects of similar complexity*
 - *Organizational resources available and ready to manage the proposed project*
 - *Operational resources available and ready to sustain project*
 - *Past performance in managing grant funding*
3. Leveraged resources
 - *Level of resources leveraged*
 - *Grant may only address 90% of costs*
4. Project Readiness
 - *Resources needed to implement the proposed project are available and ready*

Grant Cycle:

- Applications issued in February
- County staff Recommendation to the Chief Administrative Office
- Recommendation to the Board of Supervisors
- Incorporation into County Budget process
- Notification to Applicants of funding recommendations
- Budget approval by the Board of Supervisors in June
- Contract execution with all awardees in June
- Funds available in July
- Progress reports due October 1, February 1, June 30.

**COUNTY OF EL DORADO
PROMOTIONS CONTRACTS FUNDING CYCLE
APPLICATION CHECKLIST**

REQUIRED DOCUMENTS	For Cnty. Use
One (1) ORIGINAL Application and three (3) copies <i>Application includes:</i> <ul style="list-style-type: none"> • Application document • Grantee Sources of Funds form • Grantee Budget form (Use of Funds) 	<input type="checkbox"/>
LABEL ALL SUPPORTING DOCUMENTATION Submit <u>ONE (1)</u> copy of each of the following:	
A. Resolution from Grantee’s governing Board authorizing application for Promotions Contracts funds and authorizing a signatory for County documents.	<input type="checkbox"/>
B. List of Board Members	<input type="checkbox"/>
C. Background/Overview of Programs and Services Provided by Agency (Brochure)	<input type="checkbox"/>
D. Articles of Incorporation/Bylaws	<input type="checkbox"/>
E. State Tax Exemption Determination Letter	<input type="checkbox"/>
F. Federal Tax Exemption Determination Letter	<input type="checkbox"/>
G. Annual Financial Statement (tax returns are not acceptable)	<input type="checkbox"/>
H. Audit	<input type="checkbox"/>
I. Because my Agency is not required to complete an annual audit, a letter from the Agency’s chief financial officer is attached explaining why an Audit is not provided	<input type="checkbox"/>
J. Job Description for chief administrative staff person	<input type="checkbox"/>
K. Job Description for chief financial staff person	<input type="checkbox"/>
L. Organizational Chart	<input type="checkbox"/>
M. Other supporting materials (annual report from previous year)	<input type="checkbox"/>
N. Copy of Grantee’s IRS Form 990 – Return of Organization Exempt from Income Tax (if applicable)	<input type="checkbox"/>
O. Most recently filed California Franchise Tax Board form 199 – Exempt Organization Annual Information Form (if applicable)	<input type="checkbox"/>
P. Annual Registration Renewal Fee Report to the Attorney General of California.	<input type="checkbox"/>

Please do not compile your application in a special binder or package

Email or facsimile copies will not be accepted

Submit completed applications by 5 p.m. March 18, 2016

**County of El Dorado - Procurement and Contracts Division
360 Fair Lane, Building “B,” Placerville, CA 95667**



**COUNTY OF EL DORADO
PROMOTIONS CONTRACTS FUNDING CYCLE
2016 APPLICATION**

APPLICATION INFORMATION

Grantee Name: _____

Name of Project/Program: _____

Grantee Address: *(Street, City, State, Zip)* _____

FEIN/EIN/Tax I.D. #: _____

Contact Person Name and Title:
(This person is the authorized contact for this application during the review process) _____

Contact Person Address: *(inc. City, State, Zip)* _____

Contact Person Telephone: _____

Contact Person E-mail: _____

PROJECT FUNDING

Amount of Promotions Contracts Funding Requested: \$ _____

Funds available (or to be secured) from other sources: + \$ _____

Total Cost of Proposed Project/Program: = \$ _____

ELIGIBLE ACTIVITY

Population Served: Describe the people served by your program (i.e. tourists, film makers, business owners, all populations, etc.) (1,500 character max.) Describe additional program eligibility requirements.

Project Impact: Indicate the total number of County residents/households/units that are expected to directly benefit from your project: _____ TOTAL number of non-County residents/households/units expected to be served: _____

ORGANIZATIONAL GOALS

Describe economic change your organization is trying to achieve. How does your organization work to address economic development for the County? Describe past performance managing grant funding used to address change: (2,000 character max.)

ECONOMIC DEVELOPMENT

Eligible Activities: From the table below, please check the box next to the Economic Development Objective that your project will most closely address. Projects must promote the availability and/or accessibility to economic opportunity for El Dorado County residents. **Please ONLY CHECK ONE BOX.**

	Specific Objectives	Performance Indicators (examples)
<input type="checkbox"/>	Tourism: Create sales tax generating activities of jobs related to bringing in additional visitors to the County.	Number of new tourism jobs will be created for local residents
<input type="checkbox"/>	Entertainment: Support jobs in the arts or film.	Number of increased film days or art sales as a result of assistance
<input type="checkbox"/>	Business: Improve rate of survival of businesses.	Number of businesses increasing their gross sales by 10% as a result of assistance
<input type="checkbox"/>	Leisure Travel: Improve number of tourists traveling to El Dorado County.	Number of new travelers visiting the County as the result of assistance

Project/Program Description: Describe the program for which you are requesting funds. Provide details on how your project will create new jobs in the County and/or increase local business revenues. (1,500 character max.)

Why is this program needed by County residents? Describe supporting research/documentation about why/how this program will address the Eligible Activity/Objective that you have cited above. (1,500 character max.)

Outcome Performance Measures: How will you measure the success of your program or project? How will your project positively affect the neighborhood, the community, and its residents? Please describe the performance measures you will use to evaluate your outcomes. (1,500 character max.)

Organizational Resources: Describe the organizational resources to be used in managing and carrying out the proposed project (e.g. capacity of staff, impact to agency workload, etc.). (1,500 character max.)

Cost Reasonableness: Describe how the applicant determined the project costs. What is your policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc.)? (1,500 character max.)

Impact of Promotions Contracts Funding: How will the injection of County funds lead to increased effectiveness, innovation or program improvement? (1,500 character max.)

APPLICANT CERTIFICATION

To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations applicable to El Dorado County's Promotions Contracts program. I understand and approve that the County of El Dorado may use my organization's name and picture(s) of the funded project or activity for the purposes of public information and publicity.

Signature of Executive Director

Date

Print Name

Submit completed applications by 5 p.m., March 18, 2016

**County of El Dorado - Procurement and Contracts Division
360 Fair Lane, Building "B," Placerville, CA 95667**

**EL DORADO COUNTY
PROMOTIONS CONTRACTS FUNDING CYCLE
Applicant Sources of Funds**

APPLICANT NAME: _____
 PROPOSAL NAME: _____

Source of Funds

Please list all funding sources that will be used to carry out the project. If resources include in-kind donations, please list the value.

	Source	Amount or Value	Type (examples: grant, loan, in-kind etc)	Secured or Pending
1	El Dorado County Promotions Contracts funding		Grant	Pending
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Project Cost:				

Definition of Grant Match:

The value of the neighborhood organization’s contribution must equal to 10% of the total amount requested from the County of El Dorado. A combination of cash, volunteer labor and/or in-kind goods or services can be used as match. In-kind or cash donations from County of El Dorado services, staff, or elected officials cannot be counted as match. Professional services and labor must be furnished by established service providers, skilled laborers and/or businesses in order to be counted as match.

**EL DORADO COUNTY
PROMOTIONS CONTRACTS FUNDING CYCLE
Grantee Budget Form (Use of Funds)**

AGENCY NAME: _____

ACTIVITY NAME: _____

INSTRUCTIONS:

COLUMN 1: List the various cost components of your project.

COLUMN 2: List the total cost (or the value if in-kind) of each project component.

COLUMN 3: List the amount of County funds proposed for each project component.

	COLUMN 2 Total Amount/Value	COLUMN 3 Amount of County Funds
COLUMN 1 Designated Use of Funds		
Direct Project Costs		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
SUBTOTAL:		
Personnel/Administrative Costs (<i>Group salary/benefits together for each position title</i>)		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
SUBTOTAL:		
TOTAL:		

ADDITIONAL INFORMATION:

- Proposals may be filed in person at the offices of the County Procurement and Contracts Division or by mail, but *must*, in any case, be received by noon on March 18, 2016. Late proposals or postmarks, faxes, or emails, will not be accepted. All proposals received shall be retained by the County of El Dorado and held to State public records laws.
- The County is not liable for any costs or expenses incurred in the preparation of a response to this Request for Proposals, and may withdraw or modify this request at any time without jeopardy or prejudice.
- The County reserves the right to reject all Proposals; to request additional information concerning any Proposal for purposes of clarification; to accept or negotiate any modification to any Proposal, following the deadline for receipt of all Proposals; and to waive any irregularities, if such would serve the best interest of the County.
- This RFP does not constitute an expressed or implied contract with the County of El Dorado.

End of Request for Proposals