



EI Monte Community Building Initiative Economic Development Feasibility Study Grant Application

Through the EI Monte Community Building Initiative (CBI), the California Community Foundation will support an economic development feasibility study that assesses the business, industrial, commercial development opportunities in Northwest Industrial District and Flair Business Park.

Please complete the following application form; include the required attachments; and return them to the California Community Foundation. Print or type your responses in the space provided. **Please submit five copies of this application, which must be received by the foundation no later than 5 p.m. on Wednesday, July 1, 2009.** If you have any questions, please contact Linda Wong at (213) 413-4130 or lwong@ccf-la.org.

APPLICANT INFORMATION:

Organization: _____

Address: _____

City/State: _____ Zip code: _____ Web site: _____

Telephone: () _____ Fax: () _____ EIN#: _____

Name/Title of Agency Head: _____ E-mail: _____

Contact Person for this Application: _____ E-mail: _____
(if different from agency head)

Contact Person's Telephone: () _____ Fax: () _____

FINANCIAL INFORMATION:

Please complete the required Organization Financial Information attachments (revenues, expenses and proposed project budget) and return them to the California Community Foundation. Type your responses in the space provided.

Amount Requested: \$ _____ Funding Time Period: _____

Total Organizational Budget (*current*): \$ _____

Total Project Budget: \$ _____

SUMMARY OF REQUEST:

Briefly describe the purpose of the request, including the approach and activities to be undertaken and other relevant information regarding the request. *Example: Two-year project to provide counseling about foreclosure prevention and loss mitigation to homeowners who have received default notices in El Monte.*
(Do not exceed 50 words)

DETAILS OF REQUEST:

I. Organization's Background

- A. State the **mission and goals** of your organization and briefly describe its history (e.g., year founded; services and/or programs offered; population, constituency or client profiles and geographic areas served). Please include information about the organization's **previous history, work or activities in El Monte** and/or experience working in similar communities. (Do not exceed 250 words)
- B. Briefly describe the **underlying premise of your organization's work**. Please describe the relationship between the organization's mission, programs and activities. (Do not exceed 150 words)
- C. Briefly describe other **organizations whose work is similar to yours**, how your organization's work is different from their work and/or your working relationship with these agencies. (Do not exceed 250 words)
- D. Briefly describe your organization's **past accomplishments** that demonstrate a **track record of success with the type of project under consideration** for this Request for Proposals, the communities that were served, and how the client communities used the results from your work. (Do not exceed 250 words)

II. Description of Request

- A. Briefly describe how you would approach the tasks described in the Guidelines, including how you would collect primary sources of information (e.g., how you would develop a representative sample of businesses to interview) and what secondary data sources you plan to use. Please **provide data specific to El Monte**. (Do not exceed 250 words)
- B. **What specific outcomes or deliverables will result** from your proposed activities? State your anticipated results in specific, well-defined terms (e.g., describe the desired outcome/change, who or what will be impacted, in what ways and by when). *Example: cost estimates of x dollars for (described) changes in city zoning or permitting policies and practices.* (Do not exceed 250 words)
- C. Describe the **key strategies or activities** your organization will undertake to achieve the specified results and provide a **general timeline** for each major set of activities. Identify key staff, volunteers, consultants or partner organizations responsible for completing the project activities. (Do not exceed 500 words)
- D. Describe the **capacity of the organization and its experience** in undertaking this type of work, including how your organization has provided similar analyses to El Monte or other similar communities. (Do not exceed 500 words)

III. Fund Development Plan

- A. Describe the **steps that have been or will be undertaken to secure additional funds**, as well as in-kind support and other revenue, if the available grant amount is not sufficient to cover expenses for the proposed activities. (The response should correspond to the information provided on the budget sheets under "Other Funders" and "Projected Revenue.") (Do not exceed 250 words)
- B. If the proposed work extends beyond the period for which funding is sought, describe any other fund development efforts that are planned. Also include the **organization's history of sustaining its programs and services**. (Do not exceed 250 words)

IV. Other (OPTIONAL)

If there are other important details that were not required by this application, but which you would like to share, please provide this information in the space below. (Do not exceed 250 words)

V. Attachments

A complete application must include the following attachments:

- Short biography of key personnel
- Board resolution or letter from the governing body, signed by its president or chair, authorizing submission of the application to the California Community Foundation
- Letters of Commitment for joint or partnership projects
- Copy of organization's current strategic or business plan
- Other printed materials (e.g. annual report) pertinent to the request
- Completed budget sheets (see attached budgets)
- GuideStar data (see below)
 - Audited financial statements and management letter (if applicable) for prior two years for organizations with budgets of more than \$750,000; independent auditor's review of in-house financial statements for agencies with budgets between \$250,000 and \$750,000; and copy of the most recent IRS Form 990 for agencies with annual budgets less than \$250,000.

Important:

Please be aware that CCF will use GuideStar (www.guidestar.org/index.jsp) to review required general information about your agency's board of directors, tax status, financial data and IRS Form 990. To join GuideStar at no cost and to help streamline your reporting to other potential funders, please call (757) 229-4631 or e-mail customerservice@guidestar.org. If the required information is not available in GuideStar, your application will be considered incomplete.

Application forms and attachments will not be accepted by fax or e-mail.

Please mail or deliver **five sets** of the completed applications to:

California Community Foundation
Attn: Linda Wong
445 South Figueroa St., Suite 3400
Los Angeles, CA 90071

Organization Financial Information – Total Agency Budget

**A. Revenues
(Required for all requests)**

Revenues	Agency Revenues Projected for Proposed Grant Period			
	1 st Year of Grant Period		2 nd Year of Grant Period	
	From _____ Mo./Year	to _____ Mo./Year	From _____ Mo./Year	to _____ Mo./Year
	Projected	Committed	Projected	Committed
Prior Year Carry-Over of Funds				
Foundation Grants <i>(list three top foundation grant sources)</i>				
CCF <i>(list amount requested under "projected")</i>				
Other Foundations: <i>(provide total funds from other foundation sources)</i>				
Government Grants <i>(list agency and program type)</i>				
Individual Donors				
Endowment Income				
Other				
Total Revenue				

Notes:

- (1) Please attach a copy of your organization's current year operating budget in the format approved by your board of directors.
- (2) For capital projects, please attach the project budget and the project schedule in the format approved by your board of directors.

Organization Financial Information – Total Agency Budget

B. Expenses

(Required for all requests)

Expenses	A 1 st Year of Grant Period		B 2 nd Year of Grant Period		Total Agency Expenses for Grant Period (A+B)
	From _____ Mo./Year	to _____ Mo./Year	From _____ Mo./Year	to _____ Mo./Year	
	Amount Requested from CCF	Amount from Other Funding Sources	Amount Requested from CCF	Amount from Other Funding Sources	
Personnel					
Salaries					
Benefits and taxes at _____%					
Subtotal, Personnel					
Related Costs					
Rent					
Telephone/Utilities					
Equipment rental and maintenance					
Printing/duplication					
Mailing/postage/delivery					
Materials					
Supplies					
Consultants					
Travel					
Other Costs					
Subtotal, Related Costs					
Total Expenses (Personnel + Related Costs)					

Proposed Project Budget

Where necessary, please provide a brief description or justification of line items. Budget should include **only** costs attributed **directly** to the proposed project. Please feel free to add or delete items as appropriate.

ITEM	<u>A</u> Amount Requested from CCF	<u>B</u> In-kind Donations	<u>C</u> *Amount from Other Funding Sources	<u>D</u> Total Budget (A + B + C)
PERSONNEL EXPENSES (list titles of up to three key staff and % time on project)				
Other personnel/salaries				
Benefits (% of personnel)				
Subtotal, Expenses for Personnel				
OTHER PROJECT EXPENSES				
Consultants (list title and hours):				
Office supplies				
Printing/duplicating				
Mailing/postage/delivery				
Materials purchase (educational, etc.)				
Telephone				
Rent				
Local travel (___miles x ___¢)				
Subtotal Other Project Expenses				
TOTAL EXPENSES				

* On an additional sheet, please specify source and indicate whether the amount is committed or pending