



Grant Application 101



Esperanza Colio Warren
Community and Economic Development Manager
Imperial County

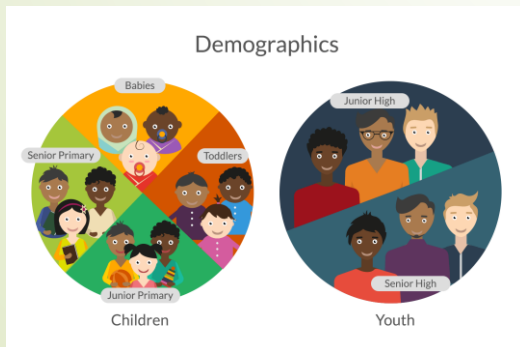


Grant Application

- Project Description
 - Site Control
 - Program Guidelines & Experience
 - Construction Projects
 - Financial Capacity
 - Capacity/Staff Availability
 - Need of Services & Number of Beneficiaries
 - Scoring criteria
- 

Project Description

- Describe your project in a narrative.
- Identify a problem, need, or situation; indicate how this program will solve a problem or need in your community.
- Have you explored other funding sources to solve the problem?
- How many people will be impacted if you receive this grant?
- Include a timeline (schedule of events); how long it will take you to complete the program/project.
- Use statistic data, reports, and newspapers to support your project.
- The narrative must include your program/project goals.



Site Control

- Site Control includes:
 - Building(s) to provide services (SF)
 - Equipment to provide services
- Proof of Site Control:
 - Deed of trust
 - Lease contract
 - Commitment from seller to sell property
- For construction purposes:
 - Zoning
 - Encroachments
 - Easements
 - Other permits

RECORDING REQUESTS BY _____

APPLICANT RECORDER MAIL DOCUMENT AND THE STATEMENT IS:

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

DATE _____

SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY

GRANT DEED

NOTICE: The undersigned grantor(s) declare(s) that this deed is subject to the provisions of the California Real Property Law, and that the deed is not subject to the provisions of the California Real Property Law, and that the deed is not subject to the provisions of the California Real Property Law.

FOR VALUATION PURPOSES, receipt of which is hereby acknowledged, I/WE:

hereby receive, release and grant to:

the following described real property in the City of _____ County of _____ State of California, with the following legal description:

STATE OF _____

COUNTY OF _____

On _____ before me _____

personally appeared _____ who presented to me on the basis of _____

WITNESS my hand and official seal.

Signature of officer _____

MAIL TAX STATEMENT AS DIRECTED



Lease Agreement

This Lease Agreement (this "Agreement") is made this _____ day of _____, 20____, by and between _____ located at _____, AL, _____ ("Landlord") and _____ located at _____, AL, _____ ("Tenant"). Each Tenant is jointly and severally liable to Landlord for payment of rent and performance in accordance with all other terms of this Agreement.

1. Premises. The premises leased are located at _____, AL, _____ (the "Premises").
2. Agreement to Lease. Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord, the Premises according to the terms and conditions in this Agreement.
3. Term. This Lease will be for a term of _____ months beginning on _____ and ending on _____ (the "Term").
4. Rent. Tenant will pay Landlord a monthly rent of \$ _____. The rent is payable in advance and due on the 1st of each month during the Term. The rent will be paid to the Landlord at the Landlord's address stated above (or at another address as directed by Landlord) by mail or in person and accepted via one of the following methods: The first rent payment is payable to Landlord when Tenant signs this Agreement.
5. Additional Rent. There may be instances under this Agreement where Tenant may be required to pay additional charges to Landlord. All such charges are considered additional rent under this Agreement and will be paid with the next regularly scheduled rent payment. If Tenant does not pay rent, Tenant will pay a late charge in the amount of _____% of the monthly rent and such late charge will be paid as additional rent. Landlord has the same rights and Tenant has the same obligations with respect to additional rent as they do with rent.
6. Use of Premises. The Premises will be occupied only by the Tenant and his/her/their immediate family and used only for residential purposes.
7. Landlord's Failure to Give Possession. In the event Landlord is unable to give possession of the Premises to Tenant on the start date of the Term, Tenant will not be liable for rent until after Landlord gives possession of the Premises to Tenant. This does not affect the end date of the Term.

Program Guidelines/Experience

- Rules/guidelines for delivery of services.
- What protocols do you follow when providing services?
- Do you have applications and other forms ready?
- What experience do you have in the provision of services
- How many programs have you been able to operate?
- How many successful projects have you have completed?
- What is your experience in reporting?



New CARE Income Guidelines		
Size of Household	Previous Income Guidelines (June 1, 2012 – May 31, 2013)	New Income Guidelines (June 1, 2013 – May 31, 2014)
1	\$22,340	\$22,980
2	\$30,260	\$31,020
3	\$38,180	\$39,060
4	\$46,100	\$47,100
5	\$54,020	\$55,140
6	\$61,940	\$63,180
7	\$69,860	\$71,220
8	\$77,780	\$79,260
Each Additional Person Add	\$7,920	\$8,040

Construction Projects

- Experience,
- ,Engineering designs, environmental documents, etc.
- Construction budget, (demolition cost, CM, etc)
- Procurement process (contractor and subcontractors)
- Projects subject to prevailing wages
- Permits.



Financial Capacity

- ▶ Can you upfront the cost of the projects and be reimbursed at a later time?
- ▶ Do you have additional funding to absorb unexpected expenses?
- ▶ If the application amount is not approved in full, do you have the financial capacity to complete the program/project with less funding? Do you have a means of securing the additional funds needed? Can you lower the scope of work and continue meeting the requirements of the CBP?
- ▶ For construction projects: longevity



Capacity/Staff Availability

- Specific experience related to the program/project.
- Number of employees (full time, part time, limited term).
- Employees specific experience in the program/project (provide resumes, education information, etc.).
- Procurement process for contractors or consultants.
- Experience for construction projects (Prevailing wages, bidding process, contracts, etc.).
- If using contractors or consultants to compete for this grant, all items above apply.



Need of Services & Number of Beneficiaries

- Describe the need of services.
- Why is your program/project needed?
- List of individuals in need of services.
- Describe your beneficiaries (low income seniors, disabled, etc.)



Scoring criteria

COMMUNITY SERVICES

1.	Number of County Residents and Areas within the County Receiving Services or Benefits from the Project	35 points
2.	Project Addresses a Demonstrated Need in Imperial County	20 points
3.	Qualifications and Experience of Organization Providing Services	15 points
4.	Use of Matching Funds	10 points
5.	Consistency with Goals and Objectives of the Community Benefit Program	10 points
6.	Job creation or other economic development benefits to the county and its residents	10 points
	TOTAL	100 Points

Questions

