



EDCO  
COMMUNITY GRANTS PROGRAM  
Fiscal Years 2013 – 2015  
Application & Guidelines



The City of Imperial Beach is soliciting grant applications until 5:00 p.m. on Monday, October 28, 2013.

There is a total of \$10,000 available for community organizations. Only one (1) grant application may be submitted per community organization with the maximum award of \$1,000 per applicant. The award is for the program Fiscal Years 2013 through 2015.

**Applications may be hand delivered or mailed to:**

City of Imperial Beach  
Office of the City Manager  
Attn: Community Grants Program  
825 Imperial Beach Boulevard  
Imperial Beach, CA 91932

For more information contact the program administrator at (619) 423-8303.

**THRESHOLD CRITERIA (in accordance with Council Policy No. 414):**

1. The EDCO Community Grants Program will be held every two (2) years with a total program funding of \$10,000.
2. Awarded applicants may receive up to, but not to exceed \$1,000 each two (2) year program period.
3. The EDCO Community Grants Program is intended to focus on Youth and Senior Services, Neighborhood Revitalization, Cultural Arts, Tourism, and Community Services.
4. Availability of funds will be publicized by press release and newspaper advertisements. Grant applications will be available on the City website: [www.imperialbeachca.gov](http://www.imperialbeachca.gov), at City Hall, Boys and Girls Club, Imperial Beach Library, and other appropriate locations.
5. Acceptance of applications: For a period of at least thirty (30) days after availability of funds announcement.
6. Review by the City Manager or designee: The City Manager or designee shall review and consider applicant eligibility under the following guidelines:
  - a. Applicant must specify clear indication of the grant amount requested and shall not exceed \$1,000 per grant program period.
  - b. Application must be received and completed by the application deadline.

- c. Applicant must be a non-profit 501(c)(3) organization and provide a copy of its current State of California non-profit certification form along with the grant application. Applications submitted without the non-profit certification will be automatically be rejected; no exceptions.
  - d. Applicant must be a non-governmental organization.
  - e. Church / Faith-based organizations may apply with the following stipulation: grant funds may only be used for non-religious purposes such as a Food Bank Program, Clothing Program, or Toys for Tots program.
  - f. Entities excluded from applying for the grant program include: County of San Diego, Unified Port of San Diego, schools and districts, and private individuals.
  - g. Applicant must be an Imperial Beach community-based organization OR an organization that will use the grant program funds for a project or program held in or directly serving the Imperial Beach community.
  - h. Applicant must use grant program funds for a project or program that focuses on enhancing the Imperial Beach community. Priority will be given to original and creative projects / programs.
7. Award by City Council: Council shall award grants at a regular or special City Council meeting. Public comments shall be limited to responses to Council questions. All City Council decisions are final.
  8. Grants will be funded upon approval of Council and announcement of award recipients.
  9. Applicant must complete the project or program by the end of the two (2) year grant program period.
  10. Applicant may spend the awarded amount anytime during the two (2) year grant program period and may use the funds towards one or multiple projects or programs as identified in their application.
  11. Applicant must provide documentation of expenditures of all awarded grant funds by the appropriate deadline and before the next grant program period begins.
  12. The City Manager or designee will review submitted copies of paid receipts / invoices and written reports to ensure that the funds were spent in compliance with the approved application.
  13. Applicant will be required to reimburse the City of Imperial Beach for all inappropriately spent funds.
  14. Significant non-compliance issues will be taken into consideration and may affect funding decisions for all future grant programs.
  15. Funds for the proposed project or program must not be used to replace or offset funding sources normally available for any portion of the project, nor be used by the applicant to fund / supplement its own monetary giving.

**City of Imperial Beach**  
**EDCO Community Grants Program**  
**Application for Financial Assistance**  
**Fiscal Years 2013 – 2015**

*(please note: this application becomes a public record)*

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*All applications must be received by 5:00 PM on Monday, October 28, 2013. Please print clearly or type.*

1. Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

2. Organization certified as a California Non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

State of California Non-profit Corporation Certification Number: \_\_\_\_\_

3. Has your organization received financial assistance from the City previously? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what activities and which fiscal year(s): \_\_\_\_\_

4. Amount requested for 2013 – 2015: \$ \_\_\_\_\_ (maximum of \$1,000)

Grant funds must be used for services or materials directly associated to proposed activity. Please describe below how grant funds will be used, how many Imperial Beach residents will benefit from the grant funded activity and objectives of the proposed activity:

5. Title of Proposed Program / Service: \_\_\_\_\_

6. Program / Service Description:

*(attach extra sheets if necessary)*

7. Estimated number of Imperial Beach residents to be served by proposed program: \_\_\_\_\_

8. Program Dates / Location: \_\_\_\_\_

9. Anticipated Program Outcome or Accomplishments:

*(attach extra sheets if necessary)*

10. Proposed Total Program Costs: \$ \_\_\_\_\_ (includes all estimated costs to conduct proposed activity / program)

11. Attach to Grant Application (*all are required and application will be rejected if submitted incomplete*):

- \_\_\_\_\_ Copy of Organization's Budget Summary
- \_\_\_\_\_ Copy of Proposed Budget Program
- \_\_\_\_\_ Copy of Current State of California Non-profit Corporation Certification
- \_\_\_\_\_ Copy of Current City of Imperial Beach Business License

12. How will the organization acknowledge the City's financial contribution to the community / beneficiaries of the proposed activity?

*(attach extra sheets if necessary)*

**Acknowledgment of Responsibility:**

***Authorized signature assumes all responsibility for developing and implementing proposed activities or events in this application, including public acknowledgement of the City's financial contribution. Authorized signature and accompanying group will hold harmless the City of Imperial Beach from all losses, claims, accidents and problems associated, directly or indirectly, with the development and implementation of proposed activities or events.***

\_\_\_\_\_  
Authorized Signature of Organization

\_\_\_\_\_  
Date

**ALL INFORMATION REQUESTED ON THIS APPLICATION MUST BE COMPLETED AS A CONDITION FOR BEING CONSIDERED BY THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH.**

A program made possible through the generous financial support of EDCO.



**EDCO DISPOSAL CORPORATION**  
A WASTE COLLECTION AND RECYCLING COMPANY  
[www.edco-corp.com](http://www.edco-corp.com)