

2022 URJGENT GRANT APPLICATION

This document is provided so that applicants may prepare responses in advance of submission. All of the questions that appear in this document will be replicated exactly into the form where you will submit your application. PLEASE NOTE that this document is not the application for an URJGENT Grant. You must submit your application through the online form. If you need an accommodation to submit your form, please email Huy Tran at huy.tran@bos.sccgov.org.

SECTION 1 OF 3

URJGENT GRANT APPLICATION SUBMISSION FORM

Thank you for your great work to support the residents of Santa Clara County. Many people and organizations in our county have found ways to support each other through this difficult time, and it is important that we support the efforts that have helped us survive this pandemic, and the efforts that have sustained our communities even before the pandemic began.

If you have questions, please visit our website before submitting your grant application.
<https://district3.sccgov.org/d3urjgent22>

Name of the Organization:

Organization Address:

Name of Primary Contact (This is the person who is tasked with communicating with District 3 and County Staff):

Primary Contact Email Address:

Primary Contact Direct Phone Number:

Is Applicant registered as a 501(c)3? (Yes/No)

If yes, provide your 501(c)3 number. PLEASE NOTE: If you do not provide your own 501(c)3 number, or that of a fiscal agent, your application will not be reviewed. If you do not have your own 501(c)3 status, please enter "N/A" and answer the next question.

If no, provide the name of the entity that will act as your fiscal agent, and its 501(c) 3 number. You will also have to execute and file the "Certification of Fiscal Agency" form.

SECTION 2 OF 3

ORGANIZATION ELIGIBILITY

The amount of funding that your organization can apply for is determined by the size of your annual budget. Please note the eligibility requirements here.

Tier One - \$5,000 Microgrants

- Annual budget of no more than \$100,000

Tier Two - \$15,000 Grants

- Annual budget of no more than \$250,000

Tier Three - \$25,000 Grants

- Annual budget of no more than \$500,000

PLEASE NOTE that there are different application requirements for the different grant tiers. If you have questions, please visit our website before submitting your grant application.

<https://district3.sccgov.org/d3urjgent22>

PLEASE ALSO NOTE that applicants may be awarded funding amounts that are lower than what was requested.

If you do not qualify for URJGENT Grants, you may still submit a request for funding using this form. Please conform all other funding requests to the Tier Three Grant requirements.

Which grant tier are you applying for?

(Tier One - \$5000 Microgrants)

(Tier Two - \$15,000 Grants)

(Tier Three - \$25,000 Grants)

(Other funding request)

Please review the eligibility requirements stated above. To certify that your organization meets the eligibility requirements stated at the beginning of this section, please enter your name. (Must match primary contact's name.) If you are applying for "other funding request," enter "not applicable."

Have you requested funding for your organization or proposal from any other County Supervisor? (Yes/No)

If the answer to the prior question was "yes," please identify the Supervisor from whom you have requested funding.

SECTION 3 OF 3

DOCUMENT SUBMISSION

In this section, please upload all of the required documents that are indicated below. All applications that are submitted are required to meet the following formatting.

1. Applications must be in Times New Roman and size 12 font, double-spaced, and with one-inch margins. There will be different page limits for the different tiers because the amount of information requested will be greater for Tiers that provide more funding. However, for all tiers, all applicants must provide the following information:

- A. Introductory Narrative of the Organization (maximum two pages);
- B. Project Proposal or Project Narrative (maximum three pages);
- C. Potential impacts on (1) youth, meaning under 18 years old, (2) seniors, meaning 65 and older, and (3) sustainability (maximum two page);
- D. Social media handles/website (if any);
- E. Primary contacts and references; and
- F. Verification under penalty of perjury that the applicant meets the eligibility requirements to apply for the grants, including annual budget caps.

2. Page Caps

- A. Tier One - \$5,000 Microgrants: Applications will be no more than three (3) pages.
- B. Tier Two - \$15,000 Grants: Applications will be no more than five (5) pages, and must include a proposal budget to show how grant funds will be used and if there the proposal is being funded from other Santa Clara County sources. Applicants will also commit to submitting a year-end report that will be no more than two (2) pages and must meet the same formatting requirements as the application.
- C. Tier Three - \$25,000 Grants: Applications will be no more than seven (7) pages, and must include a budget showing how the grant funds will be used and if there the proposal is being funded from other Santa Clara County sources. Applicants will also commit to submitting a year-end report that will be no more than four (4) pages and must meet the same formatting requirements as the application.

Please note that the maximum page count for each section must be tailored by the applicant to fit into the page caps that are imposed in each tier. For example, though the maximum page count for each section is greater than the maximum number of pages allowed for a Tier One Microgrant, the applicant is empowered to determine how to use the space that they are allotted to supply ALL of the information that is required in the application.

Cover pages, photos, information brochures, and other supplemental information will NOT count against page caps.

If you have questions, please visit our website before submitting your grant application.

<https://district3.sccgov.org/d3urjgent22>

If you are applying for "other funding request," please submit the same information required for a Tier Three Grant.

Which policy priority is your application addressing? For a description of the policy areas, please visit the website. If you are not able to check off at least one of these boxes, your application will not be considered.

(Unhoused)

(Racial Justice)

(Green)

(Equity)

(Neighborhoods)

(Transparency)

Please upload your Grant submission in PDF format. For Tier Two and Tier Three applicants, your proposed budget should be included with file you upload here. Please only upload ONE file and use the name of your Organization as the name of the file.

Please upload any and all supplemental information in PDF format. Please only upload ONE file, and use the name of your Organization, plus "supplemental," as the name of the file.

If your organization will have a fiscal agent, please upload the "Certification of Fiscal Agency" here in PDF Format. Electronic signatures will be accepted if the signatory is the same person as the Primary Contact for the Organization. Link to the form: [Fiscal Agency Certification.pdf \(sccgov.org\)](#)