

Nevada County Community Capacity Building Support Application

Background: The County of Nevada committed to building community capacity to further projects and initiatives that provide significant and enduring benefits to the community and that are aligned with priorities of the Nevada County Board of Supervisors. In certain limited circumstances, Nevada County may support emergent opportunities that could not otherwise be leveraged by assisting with costs of identifying and securing funding, i.e., grant writing services.

Capacity building project support for non-county organizations is authorized by the Board of Supervisors and may be provided at the discretion of the CEO and contingent on funding availability. Note: This support will not be provided to assist with any grants being awarded by Nevada County. Capacity building requests are accepted by invitation only, and evaluated based on the following criteria:

1. Capacity of requesting organization. *Typically, the County may support smaller organizations that do not have staff capacity to develop proposals.*
2. Project readiness and viability *Projects must be “shovel ready” and demonstrate feasibility for funding and long-term success.*
3. Broad community benefit *Projects must provide significant benefit to Nevada County citizens.*
4. Project location. *In general, unincorporated areas in County’s jurisdiction will be given priority.*
5. Alignment with Board priorities *Projects must be aligned with Nevada County Board of Supervisors priorities.*

Section I: Organizations requesting grant writing support must commit to active participation in the proposal development process and agree to grant writing firm and scope of work. Organizations must understand and commit to the following responsibilities:

- Collaborate with grant writer to support project success
- Provide organizational and background information required for the application, including financial statements required for submission with application, as needed
- Provide project information needed for application
- Review and provide input on all elements of proposal, including draft project budgets, and narratives to be included in the application
- Provide any documentation required for the application
- Provide necessary supporting documentation to prove an eligibility determination, if required
- Perform the final review and submission of the application
- Collaborate with grant writer to coordinate with partners and stakeholders as necessary for proposal development
- Conduct community outreach and noticing necessary for meeting grant requirements

Section II: Application *Please complete the application, including questions on following page, and submit via email to ceo@co.nevada.ca.us.*

Organization Name _____ **Entity type (501c3, etc.)** _____

Organization Address: _____

Contact name: _____ **Contact Phone and email** _____

Project name/description: _____

RFP/Grant title: _____ **Date due:** _____

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Section II Continued: Please limit responses to a single page.

1. Briefly describe why the organization needs support for this project. *For example, does your organization have limited capacity due to lack of staffing, lack grant-writing expertise?*

2. Outline your organization’s commitment and capacity for proposal development and project implementation.

3. Briefly describe how the project is viable and ready to move forward.

4. Please describe project benefit to the community, including who benefits, and how long the intended project will benefit Nevada County residents.

5. Is the project located in or serve an unincorporated area?

6. If awarded, how will you sustain the project or program?

Signature of Authorized Organizational Representative: _____

Print Name and Title: _____ Date: _____

<i>Internal use only</i>	
Approved: (Yes or No) _____	
Comments:	
Department Head Name/Department if applicable (print) _____	
_____	_____
Department Head Signature	Date
County of Nevada	
_____	_____
Alison Lehman, County Executive Officer	Date
County of Nevada	