

# COUNTY OF IMPERIAL

# PUBLIC BENEFIT

# GRANT PROGRAM

## REQUEST FOR PROPOSALS

v. 11.14.25



### **Overview**

The Public Benefit Program has been established by the Imperial County Board of Supervisors to serve as an advisory board that recommends loan and grant funding to projects that offer a justifiable public benefit, primarily through job creation and economic improvement. Proposals will become public record and therefore information in your proposal will become discoverable by the public.

### **Grant Program**

Public Benefit Grant Program funds are only available for non-profit entities. Grant Funding may be used to provide financial assistance for projects in the following identified target areas:

- Research and Development
- Education
- Other (typically, Infrastructure, Public Health, Stewardship, but other projects may be considered)

### **Selection Criteria**

Criteria that will be considered when reviewing proposals will include, but will not be limited to:

- Does the project address one or more of the goals and target areas of the Public Benefit Program?
- Does the project address a demonstrated, documented need?
- What is the project's level of direct short-term and long-term impact and benefit to Imperial County?
- How complete and clear is the project proposal? For research proposals, include a thorough description of research and procedures to be used, indicating sound and valid experimental design appropriate to the proposed project.
- What are the capabilities, experience, financial security, and integrity of the persons/organizations responsible for conducting the proposed project? Include project staff résumés.
- What other sources of funding have already been secured for the proposed project - give the amount and percent of total project cost available through these other sources and provide documentation.
- What level of funding is being requested in relation to the expected benefits of the project - provide a detailed budget of how the funds will be used.
- What is the location of the project? All projects must demonstrate direct beneficial impacts to Imperial County.
- Projects that include a high percentage of other sources of funding, or that include multiple entities working together, are highly encouraged and will be given preference for funding.
- No grant funds shall be used for indirect overhead or administrative costs.

## ***Grant Terms and Information***

Grants will generally be available on a one-year or less project, however, longer-term projects may be considered.

## ***Selection Process***

The County of Imperial will review projects and requests for funding based on the following selection criteria on a “meets”/“does not meet” basis:

- Does the project address the goals and objectives of the program and address a demonstrated need?
- What is the project's level of direct short-term and long-term impact and benefit to Imperial County?
- What are the capabilities and experiences of the persons/organization responsible for the proposed project?
- What other sources of funding have already been secured for the proposed project? Does the proposal include participation with other non-profit entities?

## ***How to Submit Proposal***

Please submit applications to [ICPublicBenefitProgram@co.imperial.ca.us](mailto:ICPublicBenefitProgram@co.imperial.ca.us). See Attachments A through D for detailed instructions.

## ***Timeline and Process***

Projects will be reviewed on a first-come first-served basis. Applications will be scrutinized for minimum requirements and may be returned to the applicant for revision prior to review by the Public Benefit Advisory Committee (PBAC). Such requirements include verification of non-profit status and other necessary documents, project timeline, factors that may delay the application process, and project deadlines. Once the application is vetted, the applicant must present the project to the PBAC. The committee will then discuss, evaluate, and may move to make a recommendation to the Board of Supervisors on funding the project. Prior to the Board's consideration of the grant application, the County Executive Office will meet with the applicant to negotiate the terms of the grant and develop a draft grant agreement. The County Executive Office will then submit the recommendation to the Board of Supervisors for discussion and final decision. In the event that draft agreement is not completed in 90 days, the committee will be advised and the application may be subject to cancellation.

If the grant documents are not finalized and the project commenced within 90 days of Board approval, the application is subject to review and termination by the Board of Supervisors. The Board of Supervisors reserves the right to suspend a project and release the encumbered funds if the agreement is not completed within the 90-days timeframe.

## ***Other Information***

- The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply within 30 days of the subject request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to seek out any other

information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

- Furthermore, applicant understands that County of Imperial may NOT approve any application submitted under this RFP and reserves the right to reject any and all applications submitted. However, if approved, applicant reserves the right to accept the grant according to the terms and conditions thereto, or may withdraw the application.
- All projects must demonstrate and provide documentation of successful progress or completion and may be subject to inspections and audits. Failure to provide this information may result in termination of the grant and loss of future funding.
- All published reports, presentations, or public exposure for any results or activities that are the result of this supported project must include acknowledgement of the "Imperial County Board of Supervisors Public Benefit Program".
- Any patents and/or research developed as a result of a grant award shall be owned by the County of Imperial at a negotiated percentage.
- Proposals submitted will become public records and therefore information in your proposal will become discoverable by the public.
- Please refer to and provide all information in the attachments listed below.

## ***Attachments***

Attachment A – Grant Application

Attachment B – Release of Information Form

Attachment C – Grant Scoring Sheet

Attachment D – Application Checklist

**COUNTY OF IMPERIAL**  
**PUBLIC BENEFIT**  
**GRANT PROGRAM**



**Application - Attachment A**

**1. Applicant Information**

<hr/>	
Name	Date
<hr/>	
Address	City, State Zip
<hr/>	
Phone	Cell
<hr/>	
Email	

**2. Business or Organization Information**

<hr/>	
Business/Organization Name	Date Established
<hr/>	
Address	City, State Zip
<hr/>	
Type of Business/Organization	Tax ID#

**3. Project Information**

Indicate Grant Award Category (check all that apply):

Job Creation / Business Development	_____	Research & Development	_____	Education	_____
Public Service Offset	_____	Other (please specify)	_____		
\$	_____	\$	_____		
Total Estimated Cost of Project	_____	Equity Contribution	_____		
\$	_____	\$	_____		
Amount of Grant Request	_____	Other Financing	_____		
\$	_____				
Other Public Funding Requested or Obtained					

**4. Use of Grant Funds (Enter gross dollar amounts)**

Type	Grant Requested	Private/Other Funds	Total
Equipment	\$	\$	\$
Inventory Purchase	\$	\$	\$
Working Capital	\$	\$	\$
Construction Cost (must incl. prevailing wage)	\$	\$	\$
Other	\$	\$	\$
Grand Total	\$	\$	\$

**5. Project Information**

Please provide a project narrative with the following information:

- a) Description of your business/organization
- b) A brief description of your business/organizational experience as relevant to the grant.
- c) A specific description of what the grant funds will be used for.
- d) How many jobs will be created as a result of this grant?
- e) Explain how this project addresses the criteria of the Public Benefit Program (see grant scoring sheet).

**6. Institution Grant Office Information (if applicable)**

Please provide the information of the office that manages grants for your institution/ organization and has the authority to sign grant agreements.

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Email

\_\_\_\_\_

Phone

\_\_\_\_\_

Address

**7. Permit and/or Licenses**

Please provide copies of all applicable operating permits and/or licenses. If your organization is non-profit, please provide proof of non-profit status.

IMPORTANT: The County of Imperial reserves the right to request additional information when necessary from the applicant and applicant will agree to comply within 30 days of the subject request. Applicant attests to the accuracy and truthfulness of the information submitted and that it is completed to the best of their knowledge. The applicant further authorizes County of Imperial to seek out any other information it deems appropriate and necessary to process this application. Applicant authorizes County of Imperial to release such information to any entity as required in the processing of this application.

Furthermore, applicant understands that County of Imperial may NOT approve the application. However, if approved, applicant reserves the right to accept the grant according to the terms and conditions thereto, or may withdraw the application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

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Applicant Name

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Signature

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Co-Applicant Name (if applicable)

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Signature

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Application Date

COUNTY OF IMPERIAL

# PUBLIC BENEFIT GRANT/LOAN PROGRAM



Release of Information – Attachment B

I/We authorize the County of Imperial, and any credit reporting agency utilized by the County of Imperial to verify any information necessary in connection with a grant application, including, but not limited to, the following:

1. Credit History
2. Bank Accounts
3. Employment and Income

Authorization is further granted to use a photographic copy of my/our signature(s) below to obtain information regarding any of the aforementioned items.

_____ Applicant Name	_____ Signature
_____ Date of Birth	_____ Home Address
_____ Business/Organization Name	_____ Tax ID#
_____ Physical Address	
_____ Co-Applicant Name (if applicable)	_____ Signature
_____ Date of Birth	_____ Home Address

Social Security Number(s) of applicant(s) will be required at a later date.

# GRANT SCORING SHEET – Attachment C

Name of reviewer: \_\_\_\_\_

Proposal submitted by: \_\_\_\_\_

Please review the qualifications of the project based on the following selection criteria.

- 1. Does the project address the goals and objectives of the program and address a demonstrated need?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. What is the project's level of direct short-term and long-term impact and benefit to Imperial County?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. What are the capabilities and experiences of the persons/organization responsible for the proposed project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. What other sources of funding have already been secured for the proposed project? Does the proposal include participation with other non-profit entities?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Meets	Does Not Meet
Question 1:	_____	_____
Question 2:	_____	_____
Question 3:	_____	_____
Question 4:	_____	_____

# PUBLIC BENEFIT GRANT/LOAN PROGRAM

## Application Checklist – Attachment D



Complete applications, submitted in one file with Agency Name as the file name, may be submitted electronically at [icpublicbenefitprogram@co.imperial.ca.us](mailto:icpublicbenefitprogram@co.imperial.ca.us).

Applicants must submit the following required documentation in the following order in one PDF file.

- Complete Application
- Copy of TIN
- Current City Business License
- Current and Valid Business Fictitious Name Filing (if applicable)
- Valid 501C3
- Federal IRS Form W-9
- Copy of Valid Driver License for Applicants and/or Individuals Owning 20% or more of Applicant Entity (Loan)
- Partnership Agreement (Partnerships) / Articles of Organization (LLC) / Articles of Incorporation (Corporation) (if applicable)
- Resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your agency, whether an employee, partner, subcontractor, or other contractual agreement.
- Acknowledge Organization Serves Local Community
- Acknowledge Physical establishment within the County of Imperial
- Submittal of Non-Discrimination Form
- Submittal of Agency Board Contact Information
- Not related to County Elected Officer.

Failure to provide any of the requirements may disqualify application from being considered.

Applicants shall not contact County of Imperial Board members in preparing their applications. The contacting of individual board members by an applicant may disqualify an application from consideration.