



2025-2026 County Grant Funding Guidance Community-Based Organizations (CBOs)/Non-County Organizations (NCOs) Request for Funding Application (RFA)

Introduction

Nonprofit organizations providing services to County residents (referred to as Community-Based Organizations (CBOs) or Non-County Organizations (NCOs) are invited to request funding for projects or initiatives annually as funding is available.

As part of the County's annual budget process, the County Administrator will recommend a fiscally sustainable allotment for each fiscal year. For fiscal year 2025-2026, \$2,500,000 will be distributed among the Supervisorial Districts.

The County Administrator's Office (CAO) has developed the following guidance for the Request for Funding Applications (RFA) submitted by CBOs/NCOs. Upon receipt of the RFA, the CAO will review the application for meeting basic requirements, competitiveness, and completeness and provide funding recommendations to the Board of Supervisors.

Please note that an applicant's submittal does not guarantee that funding will be recommended or granted.

2025-2026 Target Dates

Activity	Dates
Application Period Opens	July 1, 2025
Training and Webinar	July 8 and 10, 2025
Application Submittal Deadline	July 31, 2025
Notifications of Funding Recommendations to Applicants	September 2025
Board of Supervisors Review and Approval	September 23, 2025
Organization Spending Period	October 1, 2025 through September 30, 2026
Organization Mid-Year Report Due	March 31, 2026
Organization Final Report Due	September 30, 2026

Funding from San Joaquin County is designed to be additional by nature, allowing CBOs/NCOs the opportunity to initiate, enhance, or expand services to the community.

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Eligible, competitive requests shall be:

- For projects that support or further one or more of the Board of Supervisors' Strategic Priorities. Applicants must identify and demonstrate how the project ties to the Board's Strategic Priorities in their application.
- Considered one-time and not an ongoing funding request. Repeat requests for the same project or similar initiatives may not be considered in subsequent years. For example, should an organization request office equipment one year and then request similar office equipment in following years, sufficient justification should be included.
- Used for projects or initiatives, not to fund ongoing operational expenses. Applicants may request funding for phased projects that extend beyond one year. Projects are distinguished from ongoing operations in that should the funding not be granted, ongoing operations will not be impacted.
- Designed as one-time support to the organization allowing it to expand services within its community while focusing on one or more of the Board of Supervisors' Strategic Priorities. Funding is not intended to support the organization's regular operating expenses (personnel, utilities, vehicle maintenance/insurance, fuel, rent, etc.).
- Limited to the specific use(s) outlined in the RFA as approved by the Board of Supervisors.
- Inclusive of estimates for project repairs and major purchases.

It is at the discretion of the Board of Supervisors to approve applications that request funding for food distribution. Projects with a Countywide scope may be given priority over those that limit the population served. It is not required to include the entire County in the project/program's scope.

Organizational Criteria:

- Organizations must be a 501(c)(3) in good standing or have a fiscal sponsor.
- Organizations must be located within and provide services to San Joaquin County residents.
- Organizations will be required to include prior year financials, which can be one of the following:
 - Audited Financials
 - Profit and Loss Statements
 - Other Financial Reports - IRS Form 990, Revenue/Expense Reports, etc.
- Organizations who have received prior County funding as part of this process must demonstrate they are in good standing with previous grant awards, including satisfactory completion of past projects and compliance with reporting guidelines.
- Organizations will be required to return any unused funds to the County.

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Examples of One-time Support:

- Office equipment (laptops, printers, office furniture, equipment supporting virtual meetings)
- Vehicle purchases, repairs, or related equipment (tires, wraps, and roof racks)
- ADA compliant repairs or enhancement (restroom retrofits, ramps)
- Event-specific promotional items
- Furniture and equipment enhancing the organization's services (tractors, fork-lifts, storage racks, refrigerators, trailers)
- Personal Protective Equipment (PPE) for community and clean-up events
- Equipment repairs
- Training(s) to enhance staff skills (if not offered through other means such as County departments like Employment and Economic Development Department or the United Way)
- Consulting services (grant writing, architect design, business development that is not offered through other means mentioned above)
- Webpage design/redesign
- Essential travel directly related to project outcomes is allowable and shall follow the County's travel policies

Significant Capital Improvements:

Should one-time funding be approved for significant capital improvement(s), the organization must agree to owning and using the asset for a defined period. Some capital improvements may not be considered if the organization does not own the property or show proof of a long-term lease agreement. The County will not consider capital requests to properties owned by other government entities. Use of County funds for capital improvements will usually require that the improvement be constructed using "prevailing wages," which can add considerable expense to the total cost of a project. Applicants are encouraged to factor this into capital requests.

Should the Applicant sell or transfer a funded asset prior to the defined period, the organization must repay the County for the initial/original purchase price of the asset.

- Vehicles - 3 years
 - Food trucks
 - Delivery equipment
- Heavy Equipment - 5 years
 - Tractors
 - Fork-lifts
- Building Purchases, Significant Remodels, or Building Additions - 10 years
 - Elevators
 - Full HVAC
 - Significant plumbing/electrical

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Examples of Non-Allowable Expenses:

- Regular operating costs (salaries, utilities, insurance, space rental deposits, etc.)
- Mortgage or rent
- Indirect costs or administrative costs
- Fiscal sponsorship fees or administrative fees
- Scholarships/stipends/tuition or compensation to individuals, including living expenses
- Facility rentals (including cleaning deposits)
- Food, drinks, and refreshments for events/workshops
- Alcohol
- Recreational or non-essential travel
- Office supplies considered necessary for regular operation (paper, pens, printer ink)
- Recruitment expenses (either paid employees or volunteers)
- Janitorial services
- Advertising or marketing for the Applicant
- A repeat request that was funded from a prior year's submission; this indicates the request is an on-going operating cost

Release of Funding

Funding disbursements will be issued on a quarterly, reimbursement basis. In special circumstances and with sufficient justification, the CAO may advance funds to an awardee. Funding is contingent upon the receipt of satisfactory mid-year reports.

Application Submissions and Resources

In 2025, San Joaquin County launched a grant application portal to streamline and standardize its grant application, evaluation, and reporting process. To submit a project for consideration, log into <https://portal.ecivis.com/#/login> and submit the requested materials by July 31, 2025.

For step-by-step instructions on creating an account in the eCivis Portal and completing the application, click [here](#). For a list of frequently asked questions (FAQs) and links to training webinars/workshops, visit <https://sjgov.org/departments/cao/programs-services/CBO>.

If there are additional questions not addressed by the FAQs or training materials, email cbosubmit@sjgov.org.