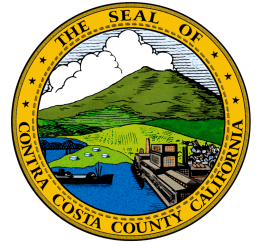


**CONTRA COSTA COUNTY
KELLER CANYON MITIGATION TRUST FUND
2012-2013 APPLICATION**



A mitigation fund administered by Supervisor Federal D. Glover
On behalf of the Board of Supervisors

This proposal is for a (check one): New Previously Funded One-time Project

Agency Type (check one): Nonprofit Public Agency For Profit

Tax Identification Number: _____

NAME OF ORGANIZATION / AGENCY: _____

ADDRESS: _____

CITY, STATE ZIP: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: _____ **CELL:** _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

WEB SITE: _____

NAME OF PROPOSED PROJECT: _____

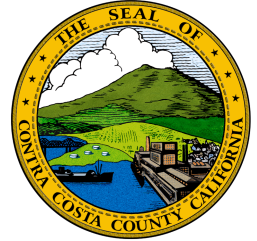
PROJECT ADDRESS / LOCATION: _____

TOTAL PROJECT COST: \$ _____

AMOUNT OF FUNDING REQUESTED: \$ _____

PROJECT SUMMARY (40 word max):

CONTRA COSTA COUNTY KELLER CANYON MITIGATION TRUST FUND 2012-2013 APPLICATION



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Please answer **all** the following questions completely. The narrative portion of the application, exclusive of the budget or relevant appendices, should not exceed seven typed pages, double-spaced, with twelve-point or larger font and one-inch margins.

BACKGROUND & PROJECT DESCRIPTION

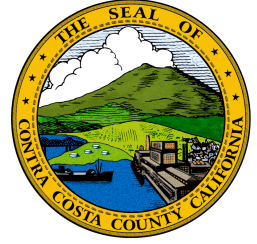
1. Provide a description of the project.
2. Is your project a single event or a continuous service?
3. Who is the target population for the project?
4. Using the Keller Canyon Mitigation Fund Target Area Map (see Exhibit 1), of the total number of clients to be assisted by the project how many reside in the “Primary” target area and how many reside in the “Secondary” target area. Please note, Keller Canyon Mitigation Trust Fund polices require 100 percent of the Keller Canyon funds be used for programs/projects/services directly benefiting those within the Primary and Secondary Target areas. For existing projects, you may calculate the number/percentage of proposed clients residing in the Primary and Secondary target areas by reviewing the residency of your current clients and apply that same number/percentage to the proposed project.
5. What are the eligibility criteria for client receipt of services?

PROPOSAL NARRATIVE

6. Statement of Need: Describe the need for your project (use research data to quantify the need).
7. Outline the goal(s) for the project. Goals should be general in nature, but relevant to the purpose of the project.
8. Provide the objectives of the project that will assist your agency in meeting the goal(s).
9. Describe the outcome(s) and impact(s) of the project. Outcomes should be specific, measurable, attainable, realistic and time-bound. Impacts identify verifiable changes at the client-level as a result of the outcomes.
10. How will you evaluate the success of your project? How will success be measured? How will the outcomes of your project be demonstrated to the community?
11. What is the specific timeline for your project?

**Application may be submitted via e-mail to: district5@bos.cccounty.us
315 East Leland Road, Pittsburg, CA 94565. (925) 335-8200**

CONTRA COSTA COUNTY KELLER CANYON MITIGATION TRUST FUND 2012-2013 APPLICATION



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PROJECT FUNDING

12. Provide a detailed budget for your project showing ALL funding sources and uses, including the use of Keller Canyon Mitigation Funds. See example (Exhibit 2). The budget must reflect the **entire operational cost** of the project.
13. Is the project provided in other areas beyond the Keller Canyon primary and secondary target areas? If so, what is the base level of funding and source of funding for each district?
14. If your agency is not the fiscal agent for the Keller Canyon Mitigation Funds, who will be? Provide all organizational information specified on the first page of this application for the fiscal agent.
15. Nonprofit Organizations who are direct applicants or fiscal agents for other applicants, must include the following attachments with your application:
 - a. List of Board of Directors including name, title, and address of each member
 - b. Non-Profit Status Determination letter from the Internal Revenue Service – 501(c)(3) or 501(c)(6)
 - c. Most recent (current) Internal Revenue Service Form 990 filed
 - d. California Business Portal printout (proof that your agency is currently registered with the California Secretary of State). Go to: <http://kepler.ss.ca.gov/list.html>. Enter your agency's name, find it in the matrix and then print the page.
 - e. Commitment Letters for all approved funding sources needed to carry out the proposed project

Note: Public agencies are excluded from the requirements outlined in Item 15.

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