

CAP Cycle 30

Frequently Asked Questions

- ▶ What are key elements of from CAP Cycle 30?
 - **Grant period for CAP Cycle 30 is 12 Months (September 1, 2016-August 31, 2017).**
 - Minimum Grant is \$300 and maximum is \$1600
 - **No Appeals will be considered for grant awards**
 - No Extension will be granted for CAP Grant Cycle 30. All Activities/Projects/Expenses must take place between September 1, 2016 and August 31, 2017. Any unused funds must be returned to the Fiscal Agent.
 - Class requirement is one class (1) Class.
 - Change requests are only required if the activity/project is not in your signed MOU.

- ▶ Who is eligible for a CAP grant? (No other groups are eligible)
 - All active neighborhood associations with an open bank account are eligible to apply.
 - Property Owner Associations are eligible in certain cases, when it is clear that they have worked closely with their tenants on the proposed projects. Improvements on property are not eligible for funding.
 - All CAP Grants prior to Cycle 30 must be in good standing to be eligible for CAP Grant Cycle 30. Your Cycle 29 Grant must be in good standing before distribution of CAP Grant Cycle 30 funds.

- ▶ How much funding can we ask for?

The minimum grant request is \$300 and the maximum is \$1,600. Grant requests should be appropriate for the type of project being proposed.

- ▶ What is the lifetime of a CAP grant?

The term of a CAP Agreement is one year. The term of the agreement for Cycle 30 will be from September 1, 2016 through August 31, 2017. **No Extensions will be granted for Cycle 30.**

- ▶ How many times a year can I apply for a CAP grant?

Once a year.

- ▶ What are some items that CAP typically funds?

Some typical items funded by CAP are, but are not be limited to, the following activities:

 - Community newsletters;
 - Clean-ups or dumpster days;
 - Public safety activities;
 - Community events and celebrations;
 - United Neighborhoods of Santa Clara County Membership Fees; and
 - National Night Out.

- ▶ How will I be notified if I am recommended for funding?

All applicants will be notified of the final funding decision. You will receive an email informing you of the committee's decision. There are no appeals for funding amounts for Cycle 30.

- ▶ If I am funded, when will I receive my check?
You will receive your grant award check upon execution of the Memorandum of Understanding (MOU) and the final reports from Cycle 29 (if grantee has an outstanding Cycle 29 grant) have been submitted. 100% of your funding amount is released to your association upon distribution of the funding award.

Be advised, you are responsible for and required to keep receipts for every item purchased with the grant money. A “Final Grant Report” will be required at the completion of your project, including receipts (or copies of receipts) for all expenses. Unspent funds are to be reimbursed to the Fiscal Agent.

- ▶ What if I have a past CAP grant (CAP Cycle 29 and prior) that is not closed yet (I never turned in my final report and receipts)?
Completion of a project and the submittal of the Final Grant Report, including all expenditure receipts, is a requirement of the Agreement. A grant application will not be considered for the immediate grant year should prior grant projects not be completed within the approved time frame. You may check with the fiscal agent at sjgrants@unsc.org regarding your group’s eligibility for Cycle 30.

- ▶ My group doesn’t have a bank account yet – what can we do?
To open a qualified bank account, your group needs to have established bylaws and a tax ID. To obtain a tax ID, you must file Form SS-4, an application for “Employer Identification Number” with the Internal Revenue Service. Visit the web pages below for related information.
<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>
<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

- ▶ Can we use our treasurer’s bank account instead of opening a separate account for the association?
No, you may not use an individual’s bank account for the CAP grant. Your group must have an account in the name of the association. Your grant check will be issued in the name of the group as presented on your application so a bank account in that name is required to deposit the check.

- ▶ If I am not funded for the entire amount requested, how can I be sure I am funded for an activity that is my association’s main priority?
List your event/activities in order of priority so we can fund events most important to your association.