



# Spartanburg County, South Carolina Grants In Aid Application Fiscal Year 2010-2011

## General Information and Instructions

### **IMPORTANT CHANGES!**

**PLEASE NOTE:** There have been several changes to the application for this year!

- Please read each section of the application carefully and follow the instructions given.
- There are also some new requirements for additional information to be submitted as attachments SEE CHECKLIST.

Spartanburg County, South Carolina is now accepting applications from non-profit agencies for Grants In Aid funding in the following program and project areas:

**Housing  
Economic Development  
Community Infrastructure**

**Health and Human Services  
Environmental/Conservation  
Arts/Cultural/Tourism**

Applicants providing services to the citizens of the unincorporated areas of Spartanburg County may be eligible for funding from the following sources:

- **GENERAL FUND** – All applicants can be considered for General Fund funding:
  - If your agency or organization is only applying for General Fund funding, it is advisable that the program or project provide services in one of the program or project areas listed above, as well as align with the Community Indicators listed in the application.  
<http://www.strategicspartanburg.org/>
- **CDBG FUNDING** – Activities eligible for CDBG funding include, but are not limited to:
  - Public Services, job training, and placement activities;
  - Acquisition, construction, or renovation of public and private facilities and infrastructure (i.e. parks, sewers, neighborhood centers, street improvements, utility lines);
  - Improvements needed to remove physical barriers for persons with disabilities;
  - Fair Housing programs;
  - Economic development projects serving low and middle income populations; and
  - Preservation or restoration of historic structures.
  - For a detailed list of activities eligible for CDBG funding, please visit:  
<http://www.spartanburgcounty.org/govt/depts/ced/docs/EligibilityCDBG.pdf>
- **HOME FUNDING** – Activities eligible for HOME funding include, but are not limited to:
  - Assistance to existing home owners in repair or rehabilitation of their home;
  - Acquisition or rehabilitation of homes for low to moderate income home buyers; and
  - Affordable rental housing assistance.
  - For a detailed list of activities eligible for HOME funding, please visit:  
<http://www.spartanburgcounty.org/govt/depts/ced/docs/EligibilityHOME.pdf>
- **ADDITIONAL INFORMATION: CDBG and HOME**
  - Performance Measurement System:  
<http://www.spartanburgcounty.org/govt/depts/ced/docs/PerformanceMeasurementFY10-11.pdf>
  - CDBG Program Regulations 570.200.207  
<http://www.spartanburgcounty.org/govt/depts/ced/docs/Regs570200207CDBGProgram.pdf>
  - Community Indicators  
<http://www.strategicspartanburg.org/>

## **GENERAL FUND, CDBG and HOME APPLICATIONS**

### **TIMELINE**

- See Timeline for CDBG or HOME and General Funding regarding information on Funding Process, including when recommendations are made for funding. Note some dates subject to change.
- Please call for Technical Assistance, if needed. If you cannot schedule a meeting during on December 1 or December 14, staff will assist you on the phone or by appointment at other times.
- If you are approved for funding for CDBG or HOME funding, a notice of award letter will be sent in July or August. The award will be contingent upon Spartanburg County's receipt of a U S Housing and Urban Development grant award and execution of a Subrecipient Agreement with your organization. You cannot seek reimbursement prior to receipt of a notice to proceed letter.
- If you are approved for General Fund funding, notice of award recommendation letter/e-mail will be sent in April. The final notice of award letter/e-mail will be sent in June.

### **ORGANIZATIONAL INFORMATION**

- Please attach most recent Bylaws, Articles of Incorporation, and, if non-profit, IRS Ruling or Determination Letter

## **GENERAL FUND APPLICATIONS**

If you are applying for General Fund only:

- You do not have to complete: SECTION 5.3
- In SECTION 6 please complete only the section labeled General Fund Applicants Only.

### **Financial Information**

- Most recent Audit is required

## **CDBG and HOME APPLICATIONS**

### **Low-Moderate-Income Requirements**

- Please refer to the eligibility information documents for CDBG and HOME, and 24CFR 570.200 of the Code of Federal Regulations Document for additional information. The Beneficiary Survey forms may be used to determine income eligibility for projects. Only use these forms if you are unsure if your targeted beneficiary population is eligible.
- If the project is not county-wide, include the census tract where the activities will take place in project description.
- Call for information regarding other ways that the project would meet this requirement

### **Financial Information**

- Most recent Audit of organization is required. If you do not have an audit, submit Federal Form 990.
- If additional information is required, you will be contacted.

### **Target Area**

- The specific geographic targeted areas to be served in the 2010 program year are the Arkwright and Startex communities.

**Applications are due January 8, 2010 by 5:00 p.m.** Please submit five (5) copies of the application (1 with original signatures and 4 copies) and two (2) copies of attachments to:

Ann Brunson, Senior Administrative Assistant  
Spartanburg County Community Development Department  
P.O. Box 5666  
Spartanburg, South Carolina 29304  
9039 Fairforest Road, Spartanburg, SC 29301

**For questions regarding CDBG, or HOME funding, please contact Mallory Beckett at (864) 595- 5300, email [mbeckett@spartanburgcounty.org](mailto:mbeckett@spartanburgcounty.org), or Ann Brunson at (864) 595- 5317, email [abrunson@spartanburgcounty.org](mailto:abrunson@spartanburgcounty.org). Any questions regarding General Fund, please contact Kelly Newman at (864)- 596- 3397 or via email at [knewman@spartanburgcounty.org](mailto:knewman@spartanburgcounty.org).**

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## Spartanburg County Grants In Aid Application Check List

- Review General Information Sheet and Eligibility Information to determine if program or project is eligible for funding
- Download all necessary application materials from County's website <http://www.spartanburgcounty.org/govt/depts/ced/index.htm>
- Be sure to select the Funding Source you wish your application to be considered for, after you have reviewed the General Information
- 5 Copies of Application completed (1 with original signature, 4 copies)
- 2 Copies of:
  - IRS letter
  - Articles of Incorporation
  - Bylaws
  - Organization's Audit
  - Form 990, if applicable
  - Organization's Total Annual Budget
  - CHDO qualifying information, if applicable
  - Beneficiary Forms, if applicable
- Statement of Assurances signed by authorized official (last page of Application)
- All information completed and submitted to be received by January 8, 2010, 5:00 PM.