



Spartanburg County, South Carolina Grants In Aid Application Fiscal Year July 1, 2012-June 30, 2013

General Information, Instructions and 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.
- **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/PerformanceMeasurement.pdf>
- CDBG Program Regulations 570.200.207 <http://www.spartanburgcounty.org/govt/depts/ced/docs/Regs570200207CDBGProgram.pdf>
- Grantees must submit a complete application, turned in **no later than** the posted deadline. No exceptions.
- Grantees should demonstrate a clear understanding of all aspects of proposed project, and provide detailed documentation of such. (Secured leveraged funding, cost estimates and design drawings from engineering firms, long term maintenance plans etc)
- Spartanburg County cannot provide a personal or for profit grant. For example, a grant that would cover a major expense for a private business would not be eligible. However, in some cases accommodations for low interest loans could be made for private business owners.
- Regardless of the objective being achieved, Spartanburg County might not fund an applicants' project if it too closely duplicates the activities already undertaken by the Community Development Department

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

ORGANIZATIONAL AND FINANCIAL INFORMATION

- Please see Checklist for requirements.
- Attach most recent Bylaws, Articles of Incorporation, and, if non-profit, IRS Ruling or Determination letter.
- Most recent audit of organization is required. If you do not have an audit, submit Federal Form 990.

GENERAL FUND APPLICATIONS

If you are applying for General Fund only:

- You do not have to complete: SECTION 5.C
- In SECTION 6 please complete only the section labeled General Fund Applicants Only.

ORGANIZATIONAL AND FINANCIAL INFORMATION

- Please see Checklist for requirements.
- Most recent audit is required.

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 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 or CHDO Agreement with your Organization, and issuance of a Notice to Proceed letter. You cannot seek reimbursement for any activities or items that occur prior to execution of the agreement and receipt of a Notice to Proceed letter.
- If you are approved for General Fund funding, a 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.

Applications are due January 6, 2012 by 5:00 p.m.

For CDBG or HOME applications or General Fund and CDBG or HOME applications,

- Please submit five (5) copies of the application (1 with original signatures and 4 copies) and two (2) copies of attachments

For General Fund only applications,

- Please submit four (4) copies of the application (1 with original signatures and 3 copies) and one (1) copy of attachments

ALL APPLICATIONS and ATTACHMENTS MUST BE SUBMITTED 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, or Ann Brunson at (864) 595-5317, email abrunson@spartanburgcounty.org. Any questions regarding General Fund, please contact Kelly Newman at (864)-596-3397 or via email at knewman@spartanburgcounty.org.

Spartanburg County Grants In Aid Application Check List

FOR ALL APPLICANTS:

- 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

FOR CDBG or HOME APPLICANTS:

- 5 Copies of Application completed (1 with original signature, 4 copies)
- 2 Copies of:
 - IRS letter
 - Articles of Incorporation
 - Bylaws
 - Organization's Most Current Audit Form 990, if applicable
 - Organization's Total Annual Budget
 - CHDO qualifying information, if applicable
 - Beneficiary Forms, if applicable

FOR GENERAL FUND APPLICANTS:

- 4 Copies of Application completed (1 with original signature, 3 copies)**

- 1 Copy of:**
 - IRS letter (If you have not previously provided it.)**
 - Articles of Incorporation (If you have not previously provided it.)**
 - Bylaws**
 - Organization's Most Current Audit**
 - Organization's Total Annual Budget**

FOR ALL APPLICANTS:

- Statement of Assurances signed by authorized official (last page of Application)**

- All information completed and submitted to be received by January 6, 2012, 5:00 PM.**