# Appendix B: Application Questions

## Application Instructions

This document is a reference tool to help you prepare your responses to the FY26 Community Challenge Grants (CCG) online application at <https://forms.fillout.com/t/8oGFKBeboaus>

The online application works best when used by a single person entering final responses. For a smoother experience, we recommend preparing your responses collaboratively in this document first, then copying them into the online form when they’re complete. **It is not the application itself.**

More details are provided in Section 3.2 How to Apply in the CCG Guidebook.

*If you have any questions, email the Grant Administrator at ccg@sfgov.org.*

## Minimum Qualifications

To be eligible for a Community Challenge Grant, applicants must be able to answer **“yes”** to all of the following criteria. Applications that do not meet all requirements will be deemed ineligible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Screening Criteria** | **Yes/No** | **Documentation** |
| 501c3 Status  | * Is the applicant a 501(c)(3) nonprofit organization, or applying with a fiscal sponsor that is a 501(c)(3)?
* Was the IRS determination letter issued **on or before September 11, 2023, or**
* If the IRS determination letter was issued **AFTER September 11, 2023**, does the organization have at least 25 percent of the grant request\* available as cash assets as shown in the submitted financial statements? For example, an organization requesting $150,000, would need to demonstrate $75,000 of cash assets in their financial statements.
 | * Yes
* No
* Yes
* No
* Yes
* No
 | **UPLOAD** the 501c3 letter of determination for the applicant organization.Enter IRS determination date \_\_\_ |
| Good Standing | Is the applicant (or fiscal sponsor) in good standing with all of the following, or will be by the time of contracting?* California Franchise Tax Board. To check or update your status visit: [https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status](https://url.avanan.click/v2/___https%3A/webapp.ftb.ca.gov/eletter/?Submit=Check+Status___.YXAzOnNmZHQyOmE6bzoyYzI1NWQ2MWQ5YTBhNWE4MWI5NTM3NzI5ZWJjYWM5NTo2OjdkZTc6NTgwODk3ZDQ3ZGE0MWY1MTY2YjJkMjUwNDdkYjU3MTY2Yjg4YTAwM2IwYzQ3NjliODg3MTQ4NjI3OWU0ZmIwZjpoOlQ6Tg)
* California Secretary of State. To check or update your status visit: [https://bizfileonline.sos.ca.gov/search/business](https://url.avanan.click/v2/___https%3A/bizfileonline.sos.ca.gov/search/business___.YXAzOnNmZHQyOmE6bzoyYzI1NWQ2MWQ5YTBhNWE4MWI5NTM3NzI5ZWJjYWM5NTo2OjVmOWE6YzkxNGFiYTc0MzFlMzNiYzViYWJhNmViM2M4OWUzZDk4YTc1ZGFhMmQwOWUxZjFlOWQyODY4OTVmMzM0NjkxZTpoOlQ6Tg)
* California Attorney General’s Registry of Charities and Fundraisers. To check or update your status visit: [https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y](https://url.avanan.click/v2/___https%3A/rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y___.YXAzOnNmZHQyOmE6bzoyYzI1NWQ2MWQ5YTBhNWE4MWI5NTM3NzI5ZWJjYWM5NTo2OjIwM2I6YmM3ZmEzMjcwNDI4NTE2OTZkNjhhZTFhZTg3YzY4YmZiZDQ0MmY2OGFjNzg0ZWNiMmY5MzZlMjNkOTNjYTUyMDpoOlQ6Tg)
 | * Yes
* No
 |  |
| Organizational Experience | * Has the applicant (or its project staff) successfully completed projects of similar size and scope?
* If not, is the applicant applying with a fiscal sponsor that meets this requirement?
 | * Yes
* No
 |  |
| Project Location | Is the proposed project located within the **City and County of San Francisco**? | * Yes
* No
 |  |
| Property Owner/Tenant Letter | * Is a signed Property Owner/Tenant letter (Appendix C1 or C2) included with the application?
* Does the letter reflect the final project summary and location?
 | * Yes
* No
 |  |
| Public Benefit and Access | * Does the project provide a clear and substantial public benefit?
* If located on private property, is the benefit to the property owner incidental?
* For projects with restricted access, will at least 100 hours of public access per quarter be scheduled and posted one week in advance, both online and onsite?
 | * Yes
* No
 |  |
| Project Time Frame | * Will all grant-funded activities begin on or after January 1, 2026?
* Will the project be completed within:
* **18 months**, or
* **24 months**, if a *Love Our Neighborhoods Tier 2* permit or similar scope applies?
 | * Yes
* No
 |  |
| Budget Request | Is the funding request between **$50,000 and $150,000**? | * Yes
* No
 |  |
| Project Manager | Has the applicant designated a **Project Manager** with experience appropriate to the project’s scope? | * Yes
* No
 |  |
| Interpretive Signage | Will the project include signage that:* (Infrastructure Projects only) Describes the project’s purpose and community benefit?
* (All Projects) Includes the CCG logo and funding acknowledgment?
 | * Yes
* No
 |  |
| Maintenance Plan (Infrastructure Projects only)  | If applying under **Program Area A: Infrastructure**, does the application include a five-year maintenance plan? | * Yes
* No
* N/A
 |  |
| Murals | If the project includes a mural:* Will the mural be finished with anti-graffiti coating?
* Will the artist waive rights under the Visual Artists Rights Act and the California Art Preservation Act?
 | * Yes
* No
* N/A
 |  |
| City Compliance  | * Is the applicant willing and able to comply with all City, State, and Federal regulations if awarded?
* If awarded, will the applicant:
	+ Register as a City Supplier within 10 business days?
	+ Meet City insurance and business tax requirements?

 | * Yes
* No
 |  |

## Applicant Information

### Organization Information

Are you applying with a fiscal sponsor:

* Applicant has its own 501(c)(3) status
* Applicant is fiscally sponsored

## For Fiscally Sponsored Applicants:

Fiscal Sponsee Organization Name (this is the fiscal sponsee):

**UPLOAD** the signed Memo of Understanding with the Fiscal Sponsor:

**Fiscal Sponsee Primary Contact**Provide information for the primary contact for this application

Sponsee First Name:

Sponsee Last Name:

Sponsee Title:

Sponsee Email:

Sponsee Cell Phone:

Contact Type
(Enter Fiscal Sponsee Contact)

## For 501(c) (3) Submitter Information

This information is about the legal entity that, if awarded, will be the formal contact.

**Organization Name** (Legal name shown on your 501(c)(3) letter and to whom contributions are payable):

**Federal Tax ID Number**:
Enter numbers only. This is also known as Employer Identification Number/EIN. You can look this number up here: <https://apps.irs.gov/app/eos/>

**Submitter Contact**

Provide information for the submitter contact for this application.

*This person will receive the confirmation email after the application is submitted.*

First Name:

Last Name:

Title:

Email:

Cell Phone:

Contact Type:
(Select Submitter **Contact**)

**Signer Contact***This person must be authorized to sign legal documents on behalf of the organization*

First Name:

Last Name:

Title:

Email:

Cell Phone:

Contact Type:
(Select Submitter **Signer**)

**Chapter 12L**

Describe your organization’s efforts to comply with [**Chapter 12L Nonprofit Public Access Ordinance**](https://sfgov.org/sunshine/administrative-code-section-12l-nonprofits) provisions regarding public access to the proposer’s meetings and records. If you receive less than $250,000 in City funds or City-administered funds, you may write, "not applicable." (Limit: 1,000 characters):

Summarize any complaints concerning compliance with Chapter 12L filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no complaints have been filed or if 12L is not applicable to your organization, you may write, “not applicable.” (Limit: 1,000 characters):

## Prevailing Wage

Will any of your proposed grant activities involve work that may trigger prevailing wage requirements if paid with City funds:

* Yes, prevailing wage activities will be paid with CCG funds
* No, there are no prevailing wage activities or they will be performed entirely by volunteers or funded with private (non-public) dollars

If yes:

If your project includes work that falls under *prevailing wage requirements* (e.g., construction, trade, or craft labor funded by CCG), please provide the following information:

Contractor License Number:
Provide the Applicant’s State Department of Industrial Relations (DIR) Public Works

Contractor License Expiration Date:

Note: Under California law, your organization must be registered with the Department of Industrial Relations (DIR) as a public works contractor *if prevailing wage applies*. Registration is not a requirement to apply for this grant, but if you delay registration and are later awarded a grant, the State may issue financial penalties for work conducted without being properly registered.

For more information or to register, visit: <https://www.dir.ca.gov/Public-Works/Contractors.html>

## Summary of Request

**Program Area:**

Select the Program Area you’re applying to. Refer to Section 2: Program Areas for more details.

* A: Infrastructure
* B**:** Activation

**Request Amount:**
Requests must be between $50,000 and $150,000.

Is this a new project or an existing or ongoing project?

* This is a new project
* This is an existing, ongoing, or expansion project

**Project Summary**:
If awarded, your project may not deviate from this description: (Limit: 700 characters)

**Optional Work Samples**: While not scored, work samples can help reviewers better understand your proposed project through visuals. You may include:

* Photos showing existing site conditions
* Images of community engagement or similar past projects
* Visual concepts of the project’s intended results

**UPLOAD** **one PDF document (max file size: 20 MB)** that may include:

* Up to 10 images , and/or
* A link to 1 video (maximum of 3 minutes)

## Application Questions

### 1. Project Purpose and Community Impact (10 points)

**Application Questions:**

Describe the community-driven project addressing an issue in the neighborhood (Limit: 6,000 characters)

* What has contributed to the problem and who does it impact?
* How will this project leverage community strengths to intervene?
* How will the project result in neighborhood beautification that fosters resilience, safety, and belonging?

### 2. Community Involvement Indicators and Performance Measures (10 points)

**Application Questions:**

Community Involvement Indicators

To demonstrate community leadership and participation in the project, provide numbers for the Community Involvement Indicators. In Comments, describe how the numbers will be achieved (e.g., quarterly neighborhood updates at the corner coffee shop; or volunteers from a senior center; or weekly, two-hour garden days).

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Definition** | **Comments** (Limit: 300 characters) |
| Number of community engagement meetings: \_\_\_  | Any public meeting, workshop, or listening session related to the project |  |
| Number of volunteers involved: \_\_\_ | Unique individuals contributing unpaid time to the project |  |
| Number of volunteer hours contributed to the project: \_\_\_ | Total combined time contributed by all volunteers |  |

Performance Measures

Applicants must select:

* **Two service outputs** and
* **One outcome measure**

You must select **at least one service output from the menus** below and provide a target. For your second service output (and target), you may either:

* Select another option from the menus, or
* Propose your own service output that is specific, measurable, and aligned with your project goals.

*Note: While outputs and outcomes are organized by program area, applicants may select from either menu (Infrastructure or Activation), regardless of which program area they apply under. Choose the measures that best reflect your planned activities.*

|  |  |
| --- | --- |
| **Program A: Infrastructure** | **Program B: Activation** |
| * Number of trees, shrubs, or native plants installed
* Square feet of green infrastructure or permeable surfaces added
* Number of public art created (murals, tiled stairways, etc.)
* Number of intergenerational or culturally representative design elements incorporated into structures
* Number of safety features added (lighting, fencing, traffic calming)
* Number of inclusive design features added (ADA seating, bilingual signs)
* Number of vacant or underutilized parcels reactivated
 | * Number of community events or activation days hosted
* Number of intergenerational activities
* Number of hours of service provided (cleanup, trail upkeep, landscaping, etc.)
* Pounds of litter collected
* Number of cultural or heritage-focused activities or performances held
* Number of youth or residents employed, trained, or mentored through the project
 |

Select **one** **outcome measure** from the menus below:

|  |  |
| --- | --- |
| **Program A: Infrastructure**  | **Program B: Activation** |
| * % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports)
* % increase in community-reported satisfaction with the space (via post-project survey or community input)
* % of project features still maintained or functional one year after installation
* % reduction in impermeable surfaces or increase in green infrastructure (if measurable via baseline data)
* % of community members who feel the space is now safer, more accessible, or more welcoming (via brief intercept surveys)
* % of surveyed neighbors who believe the space is more welcoming or inclusive than before
 | * % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports)
* % of local businesses that saw increased foot traffic or sales during events
* % of attendees who reported feeling more connected to their community
* % of first-time participants who said they would attend a future community event
* % of youth participants who reported increased job readiness or skills confidence
* % of participants who felt the project reflected their identity or culture
* % of participants who felt motivated to get more involved in their community
* % of attendees who felt safe attending/participating in the space
 |

### 3. Project Location (10 points)

**Application Questions:**

* Enter the project’s street address(es):
If the site(s) do(es) not have a clear address (such as a location in a park), applicants must provide the longitude and latitude for the location. See Section 4.2 for details on identifying this information.
* Type of Property
* Public Property
* Private Property
* (If Public Property) City Department: select from the drop down menu
* (If Private Property) Property Owner Name:
* (If Private Property) Email:
* (If Private Property) Cell Phone:
* **UPLOAD** signed Property Owner/Tenant Letter (see required templates Appendix C1, C2 or Appendix C3)
* Does the location have a high score on any of the following?
[Follow this link for a demonstration of how to use these maps](https://scribehow.com/page/Identify_Project_Location_on_Maps__5ytI-QiOQfS91zK0X_SMqA).
* Planning’s [Environmental Justice Communities](https://data.sfgov.org/Geographic-Locations-and-Boundaries/San-Francisco-Environmental-Justice-Communities-Ma/v25p-yprq) map (**yes, score is 21–30**).
* CDC/ATSDR [Social Vulnerability Index](https://www.atsdr.cdc.gov/place-health/php/svi/svi-interactive-map.html?CDC_AAref_Val=https://www.atsdr.cdc.gov/placeandhealth/svi/interactive_map.html) (**yes, is medium-high or high social vulnerability**).
* [New Market Tax Credit eligibility](https://cimsprodprep.cdfifund.gov/CIMS4/apps/pn-nmtc/index.aspx#?center=-98.212,38.792537&level=4) map (**yes, is eligible**).

If the project takes place at multiple sites, repeat responses for each location.

### 4. Community Engagement (30 points total)

**Application Questions:**

* Describe the community engagement process that developed this project. (Limit: 3,000 characters)
* What is the connection between the participants and the issue being addressed?
* Include the outreach efforts and project revisions made based on feedback.
* If awarded, how will you continue to engage a diverse array of stakeholders, including those often unheard? (Limit: 3,000 characters)
* *(Optional)* **UPLOAD** up to three letters of support from stakeholders with no financial interest in the project **(If you have multiple letters, combine into 1 PDF. Max file size: 20 MB)**.

### 5. Project Budget and Resources (15 points total)

**a. Budget Template**

**Application Question:**

* **UPLOAD** the completed project budget using the required template.

If awarded funding, this budget will become part of your grant agreement and will define your approved spending. **Use of the provided budget template is required and will be evaluated** (see Section 3.1: Application Templates). Ensure that you:

* Provide budget justification in the space provided that describes necessary costs and how you arrived at these numbers.
* Reference the Definition of Line Category tab for a description of line items including required supporting documents to submit with reimbursement requests, if awarded.
* Do not change formulas in attachment. If they do not work, email the Grant Administrator.

Enter all **reasonable and necessary costs** associated with your project into the appropriate line items. Not all categories will apply to every project.

Instructions by category:

* PROJECT MANAGER: This position is required. If it will be filled by a volunteer, please indicate this in your budget justification.
* PERSONNEL: In the Budget Justification column, list the pay rate and anticipated Full-Time Equivalent (FTE). Enter gross salary in the Proposed Budget column.
* FRINGE: In the Budget Justification column, list what fringe expenses are included (e.g., health, payroll taxes). A percentage of total personnel will be calculated automatically. If awarded, you will be required to provide the basis for fringe calculations.
* SUBCONTRACTORS: In the Budget Justification column, list the name of each subcontractor, their scope of work, and pay rate. If they are performing prevailing wage activities, also list the trade classification and applicable wage and benefit rates (updated on August 22, 2025). [See current rates under State of California Resources](https://www.sf.gov/information--prevailing-wage)**.**
* INDIRECT: You may request up to 15% of direct expenses.

**b. Other Resources**

**Application Question:**

* Describe other resources supporting this project. Not if the resources are committed or pending. (Limit: 1,000 characters):

These may include grants, donations, in-kind contributions, volunteer labor, social capital, or unique community knowledge.

### 6. Capacity and Planning (15 points total)

**a. Organizational Experience and Staffing**

**Application Questions:**

* Demonstrate your organization’s ability to plan, implement, and complete the proposed project with cultural competence. Describe similar past projects and outcomes. (Limit: 3,500 characters):
* Describe the qualifications and experiences of key staff, including the required Project Manager. (Limit: 4,000 characters):
* **UPLOAD** the most recent Profit & Loss Statement and Balance Sheet.
(If you are on a calendar year, upload January 1, 2024 – December 31, 2024; if you are on a fiscal year, upload July 1, 2024 – June 30, 2025.)

**b. Work Plan**

**Application Question:**

* **UPLOAD** the completed Work Plan using the required template.
Refer to your responses regarding City approvals, measurable goals, community engagement, and maintenance plan. Include those activities in your work plan.

### 7. Longevity (10 points)

**Application Questions:**

* How will the project’s impact or service be sustained at least five years beyond the grant term? (Limit: 3,000 characters)
* During the grant term, how will you build capacity to continue the service or maintain the infrastructure? (Limit: 3,000 characters)
* ***(Program Area A only)*** What is your five-year maintenance plan, including responsible parties and funding sources? (Limit: 3,000 characters)