

2025 CECO Community Grant Application Instructions



CECO

San Diego County Employees'
Charitable Organization



Table of Contents

| | |
|---|----------|
| CECO's Mission | 2 |
| Grant Program Overview | 3 |
| Grant Application Timeline & Evaluation Process | 3 |
| Grant Eligibility | 4 |
| Grant Application Requirements | 5 |
| Link to Grant Application | 6 |
| Submission | 7 |
| Submission Consideration | 7 |
| Contact Information | 7 |

CECO's Mission

The San Diego County Employees' Charitable Organization (CECO) is an employee-managed, non-profit organization that has served as the charitable arm of the County of San Diego since 1956. This is our mission:



1. To stimulate among the employees and retirees of the County of San Diego an interest and concern toward the health, safety, and quality of life.
2. To encourage support of community organizations that:
 - a. Improve the health of residents and support healthy choices.
 - b. Ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies.
 - c. Cultivate opportunities for all people and communities to grow, connect, and enjoy the highest quality of life.
3. To solicit monetary donations for distribution to the Employee Crisis Fund and established non-profit health, recreation, and social services organizations in San Diego County.
4. To foster a culture of diversity and inclusivity among CECO Officers, Board of Directors, and Members, as well as the community organizations that receive CECO grant funds.

CECO is managed by employees and retirees who volunteer their time and effort to keep the CECO tradition of *Lending a Hand* alive and well at the County of San Diego. In 2016, CECO also became a Recognized Partner of *Live Well San Diego* to help bring the County of San Diego's vision of a region that is Building Better Health, Living Safely, and Thriving to life. To learn more about *Live Well San Diego* or becoming a partner, visit www.livewellsd.org.

Grant Program Overview

In 2024, CECO distributed **\$81,507** amongst **58** local non-profit programs, with awards ranging from \$500 to \$4,400.

CECO has distributed over \$7 million to local non-profit agencies since its inception, providing funds to improve services and/or develop new programs to benefit the diverse communities of San Diego County. CECO typically funds tangible goods, such as equipment, furnishings, and other durable goods that directly benefit the population being served by the program. See table below for examples of eligible and non-eligible requests.

| Examples of Eligible Requests | | Examples of Non-Eligible Requests | |
|-------------------------------|--|-----------------------------------|--|
| 1. | Kitchen equipment (e.g., refrigerator, stove, washer/dryer) | 8. | Staff positions, training expenses |
| 2. | Furnishings (e.g., bed, sofa, table, dining set, storage units) | 9. | Camperships |
| 3. | IT and AV equipment (e.g., laptop, printer, speakers) | 10. | Gift cards, vouchers |
| 4. | Musical instruments | 11. | Bus passes or similar public transportation expenses |
| 5. | Medical/dental equipment | 12. | Rent |
| 6. | Recreational equipment | 13. | Underwriting |
| 7. | Consumables (healthy food, medications, art supplies, books, clothing) | 14. | Shipping |
| | | 15. | Labor |
| | | 16. | Insurance |

Organizations should not rely on CECO as a yearly funding source. Previous funding does not guarantee future funding.

Grant Application Timeline & Evaluation Process



The Allocations Committee, which is composed of CECO Board members and volunteers, will evaluate each grant application that meets both **Grant Eligibility** and **Grant Application Requirements** and make a funding determination for CECO Board consideration. Grant Recipients will be notified by email and invited to attend the annual Awards event to collect the grant.

Should CECO have a question(s) regarding an application, a CECO representative will call or email the Primary Point of Contact listed on the grant application form. *If a response is not received within two (2) business days, CECO reserves the right to disqualify the application.*

Grant Eligibility

To be eligible to receive a CECO grant, an organization must meet all the following requirements:

1. Be a qualified and registered non-profit organization or a bona fide educational institution in good standing. Proof of non-profit status and standing is required by submission of an [Entity Status Letter](#). The letter may be generated by going to the following link: <https://webapp.ftb.ca.gov/eletter/>.
2. Serve a lawful public purpose(s) and support a region that is healthy, safe, and sustainable/thriving.
3. For organizations that received a CECO grant award(s) between the years 2017-2024, CECO must have received proof of purchase for grant item(s) specified in Grant Award Letter no later than September 30 of the year that the grant was awarded. Please note:
 1. Organizations that submitted proof of purchase after the deadline are ineligible to receive a CECO grant award for the three (3) calendar years following the year the grant was awarded.
 2. Organizations that failed to submit documentation altogether are ineligible to receive a CECO grant award for the five (5) calendar years following the year the grant was awarded.
 3. CECO must have been refunded any unspent funds greater than \$20 no later than September 30 in the year grant was awarded. Organizations that fail to refund CECO unspent funds greater than \$20 are ineligible to receive a CECO grant for the three (3) calendar years following the year grant was awarded.

Only one grant application will be considered per organization. Additionally, CECO requests that organizations limit their request to no more than \$10,000 per application.

Grant Application Requirements

The electronic grant application form must be completed in its entirety and should be followed by a reply to the email confirmation you receive after submitting your Form with the following supporting documents, with the following naming convention for each of the documents:

Naming Convention:

Name of Organization_document name_number out of total documents submitted

Example: SDCECO_Entity Status Letter_1of4

Lists of documents:

1. Proof of non-profit status and standing – [Entity Status Letter](#).
2. Parent Organization Operating Budget – The budget must include revenue and expenses for the fiscal year (FY) in which CECO grant will be used. For example, if CECO grant will be spent in FY 24-25 (July 2024 – June 2025), the parent organization budget for FY 24-25 must be included.
3. Program Operating Budget – The budget must include the revenue and expenses for the fiscal year in which CECO grant will be used. For example, if CECO grant will be spent in FY 24-25 (July 2024 – June 2025), the parent organization budget for FY 24-25 must be included. **Note:** If Parent Organization and Program are one and the same (i.e. the organization only offers one program), please clearly indicate in the packet submitted.
4. Formal quote or estimate for the item(s) requested – Please provide a copy of a vendor quote and/or a copy of a shopping cart from an internet source (e.g., Office Depot, Amazon, Costco, etc.). **Post award:** Proof of CECO acknowledgement – if organization received a 2024 CECO grant award, proof that Organization recognized CECO no later than 09/30/2024 is required. Examples include a copy of a newsletter, brochure, press release, website posting, or a social media mention.

If you have any questions about these requirements, please contact sdceco@sdcounty.ca.gov. If any of the above requested supporting documents are missing from the application packet, CECO reserves the right to disqualify the application.

Link to electronic grant application

Link to application: [2025 CECO Community Grants Application \(office.com\)](#)



Microsoft Forms

Submission

The complete grant application packet must be received by CECO no later than 11:59 pm on **Thursday, November 14, 2024**. Applications received after this date/time will be ineligible to receive a grant. No exceptions. CECO will notify organization via email that application packet has been received within seven (7) business days of receipt. If you do not receive such notification, email sdceco@sdcounty.ca.gov to verify receipt of application. Please note that this notification confirms receipt of application only; packet contents will not be verified for completeness.

Submission Consideration

1. Only the following file types are acceptable: **Adobe Acrobat (PDF), Microsoft Word and Microsoft Excel**. Image files and zip files are unacceptable and therefore will not be considered part of the application packet.

Contact Information

For general questions, please contact sdceco@sdcounty.ca.gov.