Catalyst Project Application- Community Enhancing Project

Proposals must be received by **March 14, 2025** at **11:59 p.m. Pacific Standard Time (PST)**.Your submission will be disqualified if it exceeds 10 pages, minus this cover page, the reference letter(s), partnership agreements, and budget documents and must use Calibri 12-point font. Please submit this application, budget documents, and letter of reference(s) in one email to jobsfirst@ocbc.org. If there are any questions about this application, please email jobsfirst@ocbc.org. An FAQ for the NOFO can be found [here](https://ocbc.org/wp-content/uploads/2025/02/NOFO-FAQ.pdf).

Project Contact (who can we come to with detailed questions about the project, budget, etc.?)

o Contact First Name:

o Contact Last Name:

o Title:

o Organization:

o Email:

Fiscal Sponsor/Agent (who will sign the contract and administer the funds?)

▪ Sponsor First Name:

▪ Sponsor Last Name:

▪ Title:

▪ Organization:

▪ Email:

▪ Organization/Incorporation type (nonprofit, Tribal Nation, county

or city, special district, school or university, business, etc.):

▪ Tax ID/EIN or other official registration number:

▪ Are there additional organizations who are co-applicants or partners in your proposal? Please attach and MOU’s, contracts, signed letters, and/or other evidence of their involvement in this project as attachments to this application.

|  |
| --- |
| 1. Is this project in the Concept, Accelerate, or Last Mile phase? See NOFO page 6 for definitions.
 |
| 1. Project Impact
	* Provide a concise overview of the project, including its main goals, activities, how these activities will be executed, and expected results.
	* Describe how the project addresses topic(s) in the [Regional Plan Part 2.](https://ocbc.org/wp-content/uploads/2024/10/CJF-OC-Regional-Plan-Part-2.pdf) Please reference the page(s) and section (s) from the Regional Plan Part 2 in your response. Please quantify how many people will be served by this project and describe how their lives could be improved because of the project.
	* Describe how the project contributes to improving the climate or mitigating climate impacts. For examples, please see sections in the [Regional Plan Part 2](https://ocbc.org/wp-content/uploads/2024/10/CJF-OC-Regional-Plan-Part-2.pdf) that reference green technology, the environment, and/or climate.
 |
|  |
| 1. Equity
	* Describe how the project's outcomes will benefit disinvested communities and/or its residents. See glossary in NOFO for definition of disinvested community. Census tracts for disinvested communities in Orange County can be found on the map at the Jobs First website ([https://ocbc.org/cjf/](https://ocbc.org/initiatives/cjf/)). The census tracts are in blue and/or green on Map 2 of 4, 3 of 4, or 4 of 4 (24 points).
	* If the beneficiaries are Native American, they do not need to be on the map.
	* Describe how residents of disinvested communities have expressed a need for this project, or how they will be engaged in the project planning and design (6 points).
 |
|  |
| 1. Work Plan
* Provide a list and timeline of the specific pre-development activities the funds you are requesting will help advance your project, why they are necessary, and assigned roles for key staff, project partners, and potential consultants.
* Address the Key Considerations in the “Predevelopment Project Phases” depending on which phase this project is in.
* Reference any supplemental funding that has been received or committed, and/or possible sources of supplemental funding, if applicable.
* Examples of pre-development activities are explained in the NOFO, but can also be found [here.](https://ocbc.org/wp-content/uploads/2024/06/PDF-CA-Jobs-First-Document-Template-Example-Pre-Development-Activites.pdf)
 |
|   |
| 1. Organizational Qualifications
	* Describe the lead applicant organization, including relevant experience, and capacity to manage the project
	* Describe the organization’s capacity to execute similar projects, outlining specific past projects and outcomes
	* Describe the organization’s process and methods to ensure effective reporting and compliance with this project.
 |
|  |
| 1. Budget Narrative and Budget Template
* Submit as separate attachment(s)
* Budget items should be focused on the time frame and execution of the pre-development activities stated in question 4.
* Provide a detailed budget that itemizes costs by category (e.g., personnel, materials, travel, subcontractors). See template [here.](https://ocbc.org/wp-content/uploads/2025/02/NOFO-Budget-Template.docx)
* Provide a budget narrative that provides justification for each line item, explaining how costs were calculated and how they are necessary for pre-development activity completion. See template [here](https://ocbc.org/wp-content/uploads/2025/02/Catalyst-Budget-Narrative.docx).
* Fiscal agent contact name and contact information, if applicable.
 |
| 1. References

Provide one letter of reference that includes the following: * Their name, email, and phone number.
* A summary of your capacity to deliver the type of work outlined in your proposal and your ability to meet reporting requirements and adhere to the approved budget.
* Submit as a separate attachment
 |