



APPLICATION FOR IMPACT FEE GRANT FOR QUALIFIED NON-PROFIT ORGANIZATIONS

Orange County Concurrence Management Office
Community, Environmental and Development Services Department
201 South Rosalind Avenue, 2nd Floor

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The Orange County Board of County Commissioners created this *Non-Profit Impact Fee Grant Program* to assist qualified non-profit organizations that provide community services to County residents. The maximum grant amount is \$10,000, which can be used to defray the impact fee costs of new construction. To apply for an impact fee grant, please complete this application and return the signed originals (faxed applications will not be processed) and all required attachments (see checklist below) in person or by mail to the Concurrence Management Office.

NOTE: A valid building permit application is required prior to filing this application. Filing of a building permit application does not, however, guarantee this grant will be approved. The required review and Board of County Commissioners approval of this application may require 45 to 60 days to complete, so please plan accordingly. Grant approval in no way supersedes existing zoning or building specifications and requirements.

1. Application Checklist (please indicate the forms and documentation you are submitting with your application)

Form	When Required
<input type="checkbox"/> Agent Authorization	If applicant is not the organization's authorized representative
<input type="checkbox"/> Relationship Disclosure Form	For all applicants
<input type="checkbox"/> Specific Project Expenditure Report	For all applicants
<input type="checkbox"/> Proof of your organization's Section 501(c)(3) certification	For all applicants
<input type="checkbox"/> A copy of your organization's current fiscal year budget	For all applicants
<input type="checkbox"/> A copy of your organization's budget for the project	For all applicants
<input type="checkbox"/> Floor plan of the proposed structure/addition	For all applicants

2. Background Information

Non-profit organization name _____

Applicant name _____

Address, city, state, ZIP _____

Phone _____ Fax _____ Email _____

3. Description of Services (please be detailed—use attachments as needed)

A. Please briefly describe your non-profit organization's mission, history, and services.

B. What will be the primary purpose or use of the new structure/addition? (Supporting documentation may be required.)

C. Will there be secondary purposes or uses for the new structure/addition? If so, please explain. (Supporting documentation may be required.)

D. Please describe the clientele to be served by the new structure/addition, as well as the structure's anticipated service area.

3. Description of Services (continued)

E. Will any fees be charged to those who use the services provided at the new structure/addition?

F. Will any County residents be ineligible for the services provided at the new structure/addition?

G. Is your organization presently receiving any other funding from Orange County? If so, please explain.

4. Tax-Exempt Status and Financial Information

Is your non-profit organization exempt from taxation under [Title 26, Section 501\(c\)\(3\)](#) of the U.S. Code? Yes No

(NOTE: To be eligible, you must attach proof of your organization’s Section 501(c)(3) certification, a copy of your organization’s budget for the current fiscal year, and a copy of your organization’s budget for the project.)

5. Project Details for the Proposed New Structure/Addition

Building permit application number _____

Physical address _____

Square footage of the proposed structure/addition _____

Portion to be used for primary purpose or use identified in Section 3B (please indicate on project floor plan) _____

6. Audits, Records and Records Retention

Any NFP receiving a grant pursuant to this program shall establish and maintain documentation, in a format acceptable to Orange County, adequately demonstrating that the construction project was completed and used to provide the services described in the original approved application and shall provide such documentation to Orange County one (1) year after completion of construction. The NFP shall furthermore retain all financial records, supporting documents, and any other documents pertinent to the use of grant funds for a period of three (3) years after completion of any construction related to the impact fee grant. Orange County shall have the right to inspect the NFP’s activities and records as reasonably necessary to confirm compliance with this program.

IMPORTANT: Impact fees are due at the time a building permit is issued. This impact fee grant cannot be used until officially approved by the Board of County Commissioners. If an applicant chooses to pull building permits prior to grant approval, this grant application is voided because the grant cannot be applied retroactively.

7. Request and Signature

I, _____, am the duly authorized representative of _____.
(Name of authorized representative) (Name of non-profit organization)

This organization requests that the above-referenced project be considered for a grant in the amount of \$ _____ to be applied toward road, fire, and sheriff impact fees due on the project’s building permit.

I hereby certify that the information submitted with and pursuant to this application is true and correct to the best of my knowledge.

(Signature)

(Date)