

FY 06-07 Common Application Information and Important Dates

January 9, 2006

Dear Social Services/Community Programs Provider:

The County of Santa Cruz, the four cities within the County, and United Way use a common application for the majority of the information required to apply for social services/community programs funding. This common portion of the various applications is being provided to current-year funding recipients all at the same time. Each funder will also send, **under separate cover**, information about application requirements specific to each funding agency.

- The common application is available online in Microsoft Word format in the County of Santa Cruz Human Resources Agency website. The files can be downloaded to a PC or MAC for electronic data entry. The URL where the application is available for downloading is: <http://www.hra.co.santa-cruz.ca.us>. Scroll down and click on "Common Application." These files may also be printed as blank forms for typing the data.
- This application is to be used for the following agencies/programs; the *anticipated* application deadline for each agency is indicated:

County of Santa Cruz Community Programs March 3
United Way March 10
City of Santa Cruz Social Services Program March 13
City of Capitola Community Groups March 31
City of Watsonville Social Services Grant Program April 14
City of Scotts Valley Community Programs April 28

Please be aware that the deadline dates could change -- you must use the deadline provided by each funding agency with the information it sends out separately, as noted below. Failing to meet the deadlines provided could jeopardize your funding for the coming year.

- You will receive additional information from each of the agencies currently funding your program regarding that agency's specific requirements, such as numbers of copies and assembly instructions, deadlines, and its own addenda to the application. If you do not receive this information for any funding agency that you intend to apply to, please obtain a complete application packet from that funding agency. **A complete application for each funding agency must include everything required by that agency, not just the common application portion.** Contact information is listed below.

The County Human Resources Agency will sponsor a Common Application Technical Instruction Workshop to deal with technical issues and the template. This workshop has been scheduled for Friday, February 10, 2006 from 1:00 – 3:30 p.m. This hands-on workshop is scheduled at the computer lab located at Work Force Santa Cruz County, 2045 40th Avenue, Suite B, Capitola. **New Executive Directors are encouraged to attend this workshop.** If you would like to attend this workshop, please call Mary Ellen Ambriz at 454-4053 to make a reservation and to confirm the date, time, and location. Please bring your data and technical questions.

- If you have questions about the requirements of a particular funding agency, please call:

County of Santa Cruz:	Gary McNeil 454-5459 or Linda Kerner 454-4897
City of Capitola:	Pat Evans 475-7300
City of Santa Cruz:	Tina Shull 420-5010
City of Scotts Valley:	Nancy DeFratus 440-5600
City of Watsonville:	Gabe Gordo 763-4035
United Way:	Vivian Cox 479-5466