



## MISSION & PURPOSE

The Chula Vista Charitable Foundation's (CVCF) mission is to improve the quality of life in Chula Vista by meeting emerging needs through:

- Encouraging and increasing responsible and effective philanthropy,
- Building a community endowment,
- Providing funds annually to organizations and causes, and
- Giving the community a vehicle for legacy planning and cash gifts that will benefit the residents of Chula Vista annually and in perpetuity.

The vision of CVCF is to inspire a culture of giving that supports, strengthens and enriches the quality of life in the Chula Vista community now and for generations to come.

## FOCUS AREA

CVCF is in its 11th grant cycle. For the 2021 grant cycle, up to \$60,000 in funding may be awarded. CVCF will be accepting proposals **for programs which support COVID-19 recovery and relief efforts.**

CVCF's grant cycle is committed to the financial support of projects and programs that make the biggest impact in the lives of people who live, work, and play within the geographic boundaries of Chula Vista.

## ELIGIBILITY CRITERIA

Grants must be administered by a 501(c)3 public charity, or an organization that is fiscally sponsored by a 501(c) 3, a school, or other government agency. CVCF does not make grants to supporting organizations or private, non-operating foundations. If an organization is using a fiscal sponsor, a cooperative relationship between the two must be clearly demonstrated. The project must be achievable within a 12-month time frame.

Grants will be evaluated against the following bullet points (at a minimum):

- Have an impact, offering measurable/scalable outcomes and ongoing verifiable benefit(s) to the community or the population served.
- Have verifiable, competent, experienced, and credible organizational leadership
- Be culturally appropriate and sensitive
- Maximize the impact of the grant dollars

## GRANT SEEKERS FORUM

A voluntary informational workshop will be held via Zoom on **Tuesday, October 6, 2020 at 12:00 p.m.**

Please RSVP to Estela Mitrani at [estelam@sdfoundation.org](mailto:estelam@sdfoundation.org) by Monday, October 5, 2020.

We highly encourage a representative from your organization attend the Grant Seekers Forum via Zoom. This is an opportunity to ask questions as we explain the details of the online application process.

## APPLICATION QUESTIONS

Please Note: Below are the questions that will be on the online application. All information must be typed directly into the fields of the online application and submitted through the SmarterSelect system [Grant Application](#).

### Applicant Information

- Is your Organization a 501(c)(3) public charity?
- Does your organization have a fiscal sponsor?
- Organization Name
- Address, City, State, Zip
- Telephone
- Website
- Organization Budget Size
- Tax ID (EIN) Number

### Organizational History (Max. 250 words)

Describe the organization's history, mission and goals.

### Executive Director

- Name
- Title
- E-mail
- Telephone

### Program Contact

- Name
- Title
- E-mail
- Telephone

### **Fiscal Sponsor (if applicable)**

- Organization name
- Address, City, State, Zip
- Telephone
- Tax ID (EIN) Number

### **Program Information**

- Project Name
- Amount you are requesting?

## **PROGRAM PROPOSAL NARRATIVE**

### **Program Executive Summary (Max. 150 words)**

Provide a description of your project and specific impact on the community of Chula Vista.

### **Purpose of the Grant (Max. 500 words)**

Describe how your project fits the criteria (supporting Covid recovery and relief efforts) including major goals, activities, and timelines. Identify the community needs the project will address and identify and provide information about the population served. Explain if this is a new or existing project.

### **Impact (Max. 100 words)**

How many unique individuals will be directly impacted by the project?

### **Evaluation (Max. 250 words)**

Please share the measurable outcomes anticipated from the project, both quantitatively and qualitatively, as well as the evaluation methods to be used. Include who will be involved in the evaluation and how the information will be used.

### **Scalability (Max. 100 words)**

Is the project scalable? What will you do if you receive less than the fully requested amount?

### **Partnerships (Max. 100 words)**

Describe how the project fosters collaboration with other successful entities in the community to achieve a common goal or objective (if applicable).

### **Program Leadership – Board (Max. 250 words)**

List board members and key personnel involved with the program/project.

**Cycle Timeline**

Will the project be completed within 12 months?

**PROGRAM BUDGET**

**Total Organization Budget: \$\_\_ (Required)**

**Other Sources of Funding (Max. 100 words)**

Are you requesting or receiving funding from any other sources for this project? If yes, list sources requested and received.

**Budget Narrative (Max. 250 words)**

Describe your specific line items.

The following line items will be included in the standard budget format:

- Staff and Benefits
- Equipment & program materials
- Meeting and travel
- Consultants & contractors
- Overhead

Please create your budget for the project by filling in the first five line item categories (use zeros for line items that do not apply to the project) and adding up to five additional line items. To add more than one expense category, complete “Expense 1” and click “Yes” to reveal “Expense 2” etc. Once you have completed the necessary expense categories for your budget, press “No” to reveal the final “Program Budget” questions.

There will be space at the bottom to provide a brief budget narrative to further describe specific line items. Use the following worksheet as an example.

Expense Category	Requested Amount	Program Budget
<b>1. Staff and Benefits</b>		
<b>2. Equipment &amp; Program Materials</b>		
<b>3. Meeting and Travel</b>		
<b>4. Consultants &amp; Contractors</b>		
<b>5. Overhead</b>		
<b>6.</b>		

Expense Category	Requested Amount	Program Budget
7.		
8.		
9.		
10.		
	Total Requested Amount	Total Program Budget

## FREQUENTLY ASKED QUESTIONS

### What is the Chula Vista Charitable Foundation Timeline?

- November 2, 2020 – Grant applications due by no later than 5 p.m.
- January and February 2021 – Site visits conducted with all finalists
- May 2021 – Selection of award recipients and Award Celebration

### What is the application deadline?

The deadline for application submission is **5:00 p.m. on Tuesday, November 2, 2020.**

Incomplete or late applications will not be accepted.

### How do we apply?

Proposals must be submitted online by no later than 5:00 p.m. on or before Tuesday, November 2, 2020. The grant application can be accessed at:

<https://app.smarterselect.com/programs/68326-Chula-Vista-Charitable-Foundation>

### How much can we request?

The Chula Vista Charitable Foundation will accept requests in the range of \$10,000 to \$60,000.

### What is the grant period?

Grants are made for one year. This grant cycle is July 1, 2021 to June 30, 2022.

### What reporting is required?

CVCF requires periodic reporting and site visits; the details of which will be specified in the grant award letter.

All grant recipients will be required to show proof of Chula Vista Charitable Foundation acknowledgement. Examples include a copy of a newsletter, brochure, press release, website posting, and a Facebook mention.

### **What will CVCF not fund?**

CVCF does not fund:

- Capital or annual campaigns
- Existing obligations/debt
- Scholarships
- Projects that promote religious or political doctrine

### **Who can I contact if I have any questions?**

For program questions, please contact Estela Mitrani at [estelam@sdfoundation.org](mailto:estelam@sdfoundation.org). For technical questions regarding the online application, please contact Grants Administration at [grants@sdfoundation.org](mailto:grants@sdfoundation.org).