



Grant Guidelines 2017 Grant Cycle Civic Engagement with a Focus on Youth Development

MISSION & PURPOSE

The mission and purpose of The 4S Ranch~Del Sur Community Foundation is to improve the quality of life in 4S Ranch~Del Sur 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 4S Ranch~Del Sur annually and in perpetuity.

The vision of the Foundation is to inspire a culture of giving that supports, strengthens and enriches the quality of life in the 4S Ranch~Del Sur communities now and for generations to come.

INTRODUCTION

The 4S Ranch~Del Sur Community Foundation is in its 10th grant cycle and invites San Diego County nonprofits serving and impacting the residents of 4S Ranch and Del Sur Communities to submit an application for the 2017 grant cycle.

Focus Area

For this 2017 grant cycle, the Foundation will be accepting proposals for programs that enrich the 4S Ranch and Del Sur youth communities and foster their growth to becoming informed and well prepared citizens.

We are looking for programs that educate and develop our youth in a broad range of areas: leadership and responsibility, environmental awareness, health and wellness, science and technology, arts, and financial literacy. The goal is to engage the youth in our community and develop in them a strong civic responsibility, building toward a future with heavy community involvement.

ELIGIBILITY CRITERIA

To be eligible, all applicants must meet the following 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. The Foundation does not make grants to supporting organizations or private, non-operating foundations
- If organization is using a fiscal sponsor, a cooperative relationship between the two must be clearly demonstrated
- Program must be distinct with measurable outcomes
- Project must benefit the youth in the 4S Ranch and Del Sur Communities
- Project must be achievable within a 12-month time frame

Projects will build and/or strengthen one or more of the following elements:

- The Foundation encourages projects that demonstrate collaborative efforts
- Project must have prospects for long-term sustainability (future funding, viability, etc.)
- Have a sustainable impact, offering measurable/scalable outcomes and ongoing verifiable benefit(s) to the community or the population served
- Be innovative or encourage innovation
- Have competent, experienced, and credible organizational leadership in place
- Be culturally appropriate and sensitive
- Initiate or fosters collaboration with other community organizations

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for application submission is 5:00 p.m. **December 19, 2016** 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 December 19, 2016. The grant application can be accessed at:

<https://app.smarterselect.com/programs/34678-4-S-Ranch-Del-Sur-Community-Foundation>

Who is eligible to apply for 4S Ranch~Del Sur Community Foundation funding?

To be eligible for a grant from the 4S Ranch~Del Sur Community Foundation, organizations must have tax-exempt status and provide services that benefit 4S Ranch and Del Sur communities. An organization may serve as a fiscal sponsor for a charitable organization that does not have tax-exempt status if a cooperative relationship between the two can be clearly demonstrated, and the fiscal sponsor must be willing to administer the grant if awarded. The 4S Ranch~Del Sur Community Foundation at The San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

How much can we request?

The 4S Ranch~Del Sur Community Foundation will accept requests in the range of \$1,500 to \$10,000.

What is the grant period?

Grants are made for one year. This grant cycle is July 1, 2017 to June 30, 2018.

What reporting is required?

The 4S Ranch~Del Sur Community Foundation requires periodic reporting and site visits; the details of which will be specified in the grant award letter.

What will the Foundation not fund?

The 4S Ranch~Del Sur Community Foundation does not fund:

- Ongoing salaries and benefits
- 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 Kristine Breese at Kristineb@sdfoundation.org.

For technical questions regarding the online application, please contact Kerri Favela at kerri@sdfoundation.org.

What is the 4S Ranch~Del Sur Community Foundation Timeline?

- December 19, 2016 - Grant applications due by no later than 5pm
- February through March 2017 – Site visits conducted with all finalists
- April 2017 – Selection of award recipients
- May 2017 – Award Celebration
- July 1, 2017 – Program funding start date

Application Required Fields

Please Note: Below are the questions that will be on the online application. Attachments will not be accepted and all information must be typed directly in to the fields of the online 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

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

Organizational History (Max. 250 words)

Describe the organization's history, mission and goals.

Program Summary (Max. 100 words)

Provide a general and compelling description of your project and its specific impact on the community.

Purpose of the Grant (Max. 500 words)

Describe the purpose of the project including major goals, activities and timelines; include how they are addressing identified community needs and provide information about the population served.

Impact and Evaluation (Max. 250 words)

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

Sustainability (Max. 100 words)

Describe how the program is sustainable, replicable, or scalable.

Partnerships (Max. 100 words)

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

Program Leadership – Board (Max. 250 words)

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

Program Budget

Total Organization Budget: \$_____ (Required).

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

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

Please create your budget for the project by filling in the first four line item categories (use zeros for line items that do not apply to the project) and adding up to six 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
1. Equipment & Program Materials		
2. Meeting and Travel		
3. Consultants & Contractors		
4. Overhead		
5.		
6.		
7.		
8.		
9.		
10.		
	Total Requested Amount	Total Program Budget

Budget Narrative (Max. 250 words)

Describe your specific line items.

Other sources of Funding (Max. 50 words)

List other sources of funding secured for this project.