



**Grant Guidelines
2017 Grant Cycle
CYCLE 10 – Health & Human Services**

Mission & Purpose:

The Carlsbad Charitable Foundation (CCF) believes in “Celebrating and Investing in Carlsbad.”

The purpose of The Carlsbad Charitable Foundation (CCF), an affiliate of The San Diego Foundation (TSDF), is to improve and preserve the quality of life in Carlsbad by increasing responsible and effective philanthropy; providing funds annually to Carlsbad projects and programs; building a Carlsbad community endowment; and giving the Carlsbad community a vehicle for legacy planning and gifts that benefit Carlsbad now and forever.

INTRODUCTION

The Carlsbad Charitable Foundation is in its 10th grant cycle and invites San Diego County nonprofits serving and impacting the residents of Carlsbad to submit an application for the CCF 2017 grant cycle with a focus on Health & Human Service projects that achieve success in reducing drug and alcohol dependency.

Focus Area

For this 2017 grant cycle, the Foundation will be accepting proposals for projects that support programs that address drug and alcohol addiction issues. Within that parameter, we are interested in the establishment of successful detox and rehabilitation programs that may also address underlying mental health issues.

Drug and alcohol addiction is a major problem in North County that affects many individuals and families in Carlsbad. Local first responders are frequently called to incidents involving drug and/or alcohol addicted individuals. Additionally, 68 percent of homeless in Carlsbad have addiction issues. To achieve the greatest impact, we will fund programs that involve collaborative efforts, specifically those bringing a variety of stakeholders to the table.

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
- Project must be achievable within a 12-month time frame

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

- Program must serve those with drug and alcohol addiction issues in Carlsbad
- Program must have specific goals
- Applicant must outline the strategies and approaches for achieving the goals
- Program must include evaluation procedures and measurable outcomes to monitor success
- Program must demonstrate plans for long-term sustainability (future funding, viability, etc.)
- Applicant may act as the lead in a collaborative project that brings together a variety of stakeholders such as: other nonprofits, the City of Carlsbad, San Diego County, first responders and faith based organizations.

Examples of target programs or projects may include, but are not limited to:

1. Establish a Recovery and Wellness Center that helps those with drug and alcohol detox and recovery issues including those in Carlsbad
2. Work with first responders (police, firemen and paramedics) to provide them with a reputable and safe alternative to jail or the ER.
3. Facilitate a collaborative effort that brings a cross-section of stakeholders together to develop and implement a plan tackling drug and alcohol addiction issues including detox and rehabilitation

GRANT SEEKERS FORUM

A voluntary informational workshop will be held on:

Thursday, November 17, 2016 at 11:30 am

Chamber of Commerce

5934 Priestly Dr., Carlsbad, CA 92008

Please RSVP to kristineb@sdfoundation.org by November 14, 2016.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for application submission is 5:00 p.m. **January 9, 2017** 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 January 9, 2017. The grant application can be accessed at:

<https://app.smarterselect.com/programs/32770-Carlsbad-Charitable-Foundation>

Who is eligible to apply for Carlsbad Charitable Foundation funding?

To be eligible for a grant from the Carlsbad Charitable Foundation, organizations must have tax-exempt status and provide services in the community of Carlsbad. 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 Carlsbad Charitable Foundation at The San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

How much can we request?

The Carlsbad Charitable Foundation will accept requests in the range of \$15,000 to \$60,000

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 Carlsbad Charitable 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 Carlsbad Charitable Foundation generally 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 Kristine Breese at Kristineb@sdfoundation.org.

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

What is the Carlsbad Charitable Foundation Timeline?

- January 9, 2017 - 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:

- 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
1. Staff and Benefits		
2. Equipment & Program Materials		
3. Meeting and Travel		
4. Consultants & Contractors		
5. Overhead		
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.