



Grant Guidelines 2017 Grant Cycle CYCLE 7 – Youth Development

MISSION & PURPOSE

The Chula Vista Charitable Foundation's (the Foundation) 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 the Foundation 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.

INTRODUCTION

The Chula Vista Charitable Foundation is in its 7th grant cycle and invites San Diego County nonprofits serving and impacting the residents of Chula Vista to submit an application for the CVCF 2017 grant cycle. This application process enables the allocation of approximately \$50,000 in funding for Chula Vista-centered youth development projects.

Focus Area

For this 2017 grant cycle, the Foundation will be accepting proposals for projects that **support the physical and/or mental well-being and educational development of children and youth within Chula Vista, meeting a timely youth development need for those aged 0-20 years.** Proposals for prenatal programs will not be considered. The Foundation'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

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

Applicants must:

- Define the youth development need and approximate the project's benefit to children and youth to be directly served
- Outline the approach the project will take

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

Examples of youth development projects for children and youth aged 0-20 years old may include, but are not limited to:

- Arts programs
- Music Enrichment
- Childcare programs
- Special needs
- Child hunger issues
- Early Education Development
- Help for neglected children/youth
- Service animals assisting youth
- Recreation and Outdoor activities
- Scholarship programs
- Health and Mental Health
- Other programs

GRANT SEEKERS FORUM

A voluntary informational workshop will be held on:

Wednesday, November 16, 2016

2:00 p.m. – 3:00 p.m.

Chula Vista Police Department Community Meeting Room

315 Fourth Avenue, Chula Vista CA. 91910

Please RSVP to kristineb@sdfoundation.org by November 11, 2016.

We highly encourage that a representative from your organization attend as we will walk through the online application process and it is a great opportunity to ask questions and meet other applicants. **Please park in the City parking structure and not at the Police Department.**

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/34402-Chula-Vista-Charitable-Foundation>

Who is eligible to apply for Chula Vista Charitable Foundation funding?

To be eligible for a grant from the Chula Vista Charitable Foundation, organizations must have tax-exempt status and provide services in the community of Chula Vista. 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 Chula Vista 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 Chula Vista Charitable Foundation will accept requests in the range of \$5,000 to \$50,000.

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 Chula Vista 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 Chula Vista Charitable Foundation 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 Chula Vista Charitable Foundation Timeline?

- January 9, 2017 - Grant applications due by no later than 5pm
- February 20th through March 8, 2017 – Site visits conducted with all finalists
- May 2017 – Selection of award recipients
- June 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. 25 words)

List other sources of funding secured for this project.