



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 community 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 8th grant cycle and invites nonprofits serving Chula Vista to submit a Letter of Intent (LOI) to express interest in applying for a 2018 grant. The foundation will accept LOI's for projects that strengthen the Chula Vista community through workforce development and job training.

The LOI is the first step in a two-step application process which will facilitate the allocation of up to \$55,000 in funding for Chula Vista-centered projects. The Foundation will evaluate all LOI submittals and qualify those that meet the program and eligibility criteria. Organizations that are short-listed through the LOI process will be invited to submit a full application. The deadline for submitting an LOI is Monday, August 28, 2017, at 5:00 p.m.

PROGRAM AND ELIGIBILITY CRITERIA

Members of the Chula Vista Charitable Foundation live, work and/or play in Chula Vista. Each member contributes a minimum of \$1,000 annually. Half of that contribution provides grant funding to local nonprofits through an annual grant cycle. The other half is invested in the Foundation's endowment fund, whose annual distributions will benefit the Chula Vista community for years to come.

Each year, Foundation members vote for an area of need where the Foundation should focus its grantmaking dollars. For the 2018 grant cycle, Foundation members voted to fund projects that strengthen the Chula Vista community through workforce development and job training.

Examples of programs the Foundation would consider:

- Create jobs
- Teach/train soft skills, such as leadership development, mentorship, etc.
- Provide supportive services that help individuals become and stay employed, such as child care, transportation, professional clothing support, etc.
- Provide educational and professional development to promote career advancement
- Provide job seeker support services such as, interviewing training, resume building, etc.



- Provide job retraining skills
- Serve populations with specialized needs such as veterans, transition-age youth, refugees, disabled, at-risk youth, homeless, low-income, individuals in recovery, senior workers, etc.

In their LOI, qualified nonprofit organizations must make a clear linkage between the program that is seeking funding and its impact on workforce development and job training in 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 serve and impact Chula Vista residents and its community
- Project must be achievable within a 12-month time frame

LETTER OF INTENT (LOI) PROCESS

To submit a Letter of Intent (LOI), please provide the following information via email to cvcfgrants@gmail.com. Address the subject of your email as: 2018 CVCF LOI.

All LOI's must be submitted via email. Hard copies will not be accepted.

Please provide the following information as a Word Document or PDF attachment. Please name your file: "Organization"2018 CVCF LOI.

Your LOI must include the following:

1. Organization Name
2. Address, City, State, Zip
3. Telephone
4. Website
5. EIN Number
6. Name of Contact Person
7. Telephone and Email Address of Contact Person
8. Project Name
9. Amount of Request



- 10. Program Summary:** Please provide a brief statement of the history, purpose, and activities of your organization, emphasizing its capacity to carry out the proposed project. The summary should state how the requested funds will be used and a plan for sustainable funding in the future. (Max. 1,000 words)
- 11. Program Goals:** Please outline the specific objectives and outcomes anticipated by the proposed project. (Max. 500 words)
- 12. Program Impact:** Please describe the anticipated impact your proposed project will have on the Chula Vista community. (Max. 500 words)

Please submit requested attachment only, do not include additional attachments or any other information in the body of your email.

DEADLINE

The deadline for submitting an LOI is Monday, August 28, 2017, at 5:00 p.m.

FREQUENTLY ASKED QUESTIONS

How much can a qualified nonprofit organization request?

The Chula Vista Charitable Foundation will accept LOI requests in the range of \$5,000 up to \$55,000.

What is the grant period?

Grants are made for one year. This grant cycle is July 1, 2018 to June 30, 2019.

What does 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

When will I be notified if I have been selected to submit a full application?

Notifications to qualified nonprofits selected to submit a full application will be made no later than September 20, 2017.

Whom should I contact if I have any questions?

For program questions, please contact Lisa Moctezuma at lisamoctezuma@hotmail.com

Thank you!