

MISSION & PURPOSE

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.

CCF believes in “Celebrating and Investing in Carlsbad.”

INTRODUCTION

CCF is in its 11th grant cycle and invites San Diego County nonprofits serving and impacting the residents of Carlsbad to apply for the 2018 grant cycle with a focus on Health and Human Services and an emphasis on preventing the cycle of poverty and homelessness for individuals, youth and families.

FOCUS AREA

For the 2018 grant cycle, the Foundation will be accepting proposals for programs that give those in need the necessary tools to avoid or move out of homelessness. A few examples may include: help in setting goals, providing computers and counseling for creating resumes and applying for work, addressing transportation issues, etc. If more effective, programs may target a specific group such as youth, mothers or veterans. Because of the complexity and scale of the homeless issue in Carlsbad, collaborative efforts are encouraged.

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 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.

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

- Program must help prevent homelessness and serve those in need 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.

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- 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, first responders and faith-based organizations.

GRANT SEEKERS FORUM

A voluntary informational workshop will be held on:

Thursday, November 16, 2017 at 11:30 a.m.

Carlsbad Chamber of Commerce
5934 Priestly Dr., Carlsbad, CA 92008

Please RSVP to Estela Mitrani at estelam@sdfoundation.org, by November 14, 2017.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for application submission is **5:00 p.m. on Monday, January 8, 2018**. 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 8, 2018. The grant application can be accessed at: <https://app.smarterselect.com/programs/44905-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 June 1, 2018 to May 31, 2019.

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.

Applications are due no later than 5:00 p.m. on Monday, January 8, 2018.

What will the Foundation not fund?

The Carlsbad 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 Estela Mitrani at estelam@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 8, 2018 - Grant applications due by no later than 5 p.m.
- February through March 2018 - Site visits conducted with all finalists
- April 2018 - Selection of award recipients
- May 2018 - Award Celebration
- June 1, 2018 - 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

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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.

Executive Summary (Max. 150 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.

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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

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 & Travel | | |
| 3. Consultants & Contractors | | |
| 4. Overhead | | |
| 5. | | |
| 6. | | |
| 7. | | |



| Expense Category | Requested Amount | Program Budget |
|------------------|------------------------|----------------------|
| 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.