The Chula Vista
Charitable Foundation
A proud affiliate of The San Diego Foundation

## MISSION & PURPOSE

The Chula Vista Charitable Foundation (CVCF) 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 CVCF 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.

## FOCUS AREA

CVCF is in its 9th grant cycle. For the 2019 grant cycle, up to $60,000 in funding may be awarded. CVCF will be accepting proposals for **Human Services programs that address issues such as economic development, homelessness, veterans' assistance, financial literacy, civic engagement and conflict resolution**.

CVCF 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.

## ELIGIBILTY 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. CVCF 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.

**Grants will be evaluated, at a minimum, by the following:**

- Define the Human Services need and approximate the project's benefit to those who will be directly served. Organizations must make a clear linkage between the program that is seeking funding and its impact on Human Services in Chula Vista

- Outline the approach the project will take

- 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 verifiable, competent, experienced and credible organizational leadership

- Be culturally appropriate and sensitive

**Applications are due no later than 5:00 p.m. on Friday, November 2, 2018.**

**Additionally, CVCF encourages projects that:**

- Initiate or foster collaboration with other community organizations
- Act as a catalyst ("move the needle") in a Human Services area
- Maximize the impact of the grant dollars

## GRANTSEEKERS FORUM

A voluntary informational workshop will be held on **Wednesday, October 10, 2018 from 10:30 a.m. to 12:00 p.m.**

Chula Vista Civic Center Library Auditorium
365 F Street, Chula Vista, CA 91910

RSVP to Estela Mitrani at estelam@sdfoundation.org by Monday, October 8, 2018.

CVCF highly encourages a representative from your organization to attend the Grantseekers Forum. This is an opportunity to ask questions and learn about the details of the online application process. In addition, it is also an opportunity to network with other applicants.

## APPLICATION QUESTIONS

Please Note: Below are the questions that will be on the online application. All information must be typed directly into the fields of the online application and submitted through the SmarterSelect system.

## GRANT 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

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## 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 history, mission and goals.

## Program 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. Indicate if this project is a catalyst to "move the needle" and explain how or why.

## 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.

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## 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 and Program Materials | | |
| 3. Meeting and Travel | | |
| 4. Consultants and Contractors | | |
| 5. Overhead | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| | Total Requested Amount | Total Program Budget |

## Budget Narrative (Max. 250 words)

Describe your specific line items.

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## Other Sources of Funding (Max. 25 words)

List other sources of funding secured for this project.

## FREQUENTLY ASKED QUESTIONS

### What is the CVCF timeline?

- November 2, 2018 - Grant applications due by no later than 5pm
- January 29 through February 28, 2019 – Site visits conducted with all finalists
- May 2019 – Selection of award recipients and Award Celebration

### What is the application deadline?

The deadline for application submission is **5:00 p.m. on Friday, November 2, 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 Friday, November 2, 2018. The grant application can be accessed at:

https://app.smarterselect.com/programs/44414-Chula-Vista-Charitable-Foundation

### How much can we request?

CVCF will accept requests in the range of $10,000 to $60,000.

### What is the grant period?

Grants are made for one year. This grant cycle is July 1, 2019 to June 30, 2020.

### What reporting is required?

CVCF requires periodic reporting and site visits; the details will be specified in the grant award letter.

### What will CVCF not fund?

CVCF 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.

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