

## MISSION & PURPOSE

The Carlsbad Charitable Foundation (CCF) believes in “Investing and Celebrating in Carlsbad.” The purpose of 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
- Giving the Carlsbad community a vehicle for legacy planning and gifts that benefit Carlsbad now and forever

## INTRODUCTION

CCF is in its 12th grant cycle and invites San Diego County nonprofits serving and impacting the residents of Carlsbad to apply for the CCF 2019 grant cycle, which is focused on collaborative community efforts that invest in youth and celebrate seniors.

## FOCUS AREA

For the 2019 grant cycle, CCF will be accepting proposals for programs that focus on youth and seniors interacting and mutually benefiting from connecting with one another. A few examples may include: setting up pen pal relationships, providing computer/electronics support and counseling for seniors by youth, or creating effective programs that target a specific group such as youth and senior musicians. Intergenerational collaborative efforts are preferred.

## 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. CCF 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 encourage, support and strengthen intergenerational community ties 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, first responders and faith-based organizations

## GRANTSEEKERS FORUM

A voluntary informational workshop will be held on:

Wednesday, November 28, 2018 at 11:30 a.m.  
Carlsbad Chamber of Commerce  
5934 Priestly Dr., Carlsbad, CA 92008

RSVP to Estela Mitrani at [estelam@sdfoundation.org](mailto:estelam@sdfoundation.org), by Monday, November 26, 2018.

## FREQUENTLY ASKED QUESTIONS

### What is the application deadline?

The deadline for application submission is 5:00 p.m. on January 11, 2019. 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 11, 2019. The grant application can be accessed at:

<https://app.smarterselect.com/programs/54345-Carlsbad-Charitable-Foundation>

### Who is eligible to apply for Carlsbad Charitable Foundation funding?

To be eligible for a grant from CCF, 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. CCF does not make grants to supporting organizations or private, non-operating foundations.

### How much can we request?

CCF will accept requests in the range of \$10,000 to \$50,000.

### What is the grant period?

Grants are made for one year. This grant cycle is June 1, 2019 to May 31, 2020.

### What reporting is required?

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

### What will the Foundation not fund?

CCF 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](mailto:estelam@sdfoundation.org). For technical questions regarding the online application, please contact Kerri Favela at [kerri@sdfoundation.org](mailto:kerri@sdfoundation.org).

### What is the Carlsbad Charitable Foundation Timeline?

- January 11, 2019 – Grant applications due by no later than 5:00 p.m.
- February through March 2019 – Site visits conducted with all finalists
- April 2019 – Selection of award recipients
- May 2019 – Award Celebration
- June 1, 2019 – Program funding start date

## APPLICATION QUESTIONS

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.

## 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

**Applications are due no later than 5:00 p.m. on January 11, 2019.**



### **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.

**Applications are due no later than 5:00 p.m. on January 11, 2019.**

**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:

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

**Applications are due no later than 5:00 p.m. on January 11, 2019.**