

Carlsbad Charitable Foundation (CCF) is accepting Letters of Intent (LOI) for its 2020 grant cycle. The Letter of Intent is the first step in a two-step application process, which will facilitate the allocation of funding for Carlsbad-centered projects. The minimum funding range is \$10,000 to an excess of \$100,000 possibly available. The foundation will evaluate all LOI submissions and qualify those that meet the program and eligibility criteria.

The deadline for submitting the LOI is 5:00 p.m. on December 6, 2019. Organizations that have been selected to move past the LOI stage will be notified by January 10 and will be invited to submit a full application by February 6, 2020.

FOCUS AREA

For the 2020 grant cycle: CCF will be accepting proposals for innovative projects, partnerships and initiatives that will advance the quality of life for Carlsbad residents in a meaningful, measurable and sustainable way.

Our primary areas for impact include:

- Health & Human Services
- Arts & Culture
- Environmental Sustainability
- Technological Innovation

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 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 encouraged to act as the lead in a collaborative project that brings together a variety of stakeholders such as: other nonprofits, corporations, the City of Carlsbad, first responders and faith-based organizations.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for LOI submission is 5:00 p.m. on **December 6, 2019**. Incomplete or late applications will not be accepted. Organizations that have been selected to move past the LOI stage will be notified by January 10 and will be invited to submit a full application by February 6, 2020.

How do we apply?

Letter of Intent must be submitted online by no later than 5:00 p.m. on or before December 6, 2019. The grant application can be accessed at: <https://app.smarterselect.com/programs/61746-Carlsbad-Charitable-Foundation>

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

LETTER OF INTENT REQUIRED FIELDS

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

Applicant Information

- Is your Organization a 501(c)(3) public charity?
- 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

- Grant Type
- Service Area
- Project Name
- Amount You Are Requesting

Letter of Intent

- Program Summary (Max. 500 words)
- Program Goals (Max. 300 words)
- Program Impact (Max. 300 words)
- Memorandum of Understanding (MOU) for partnerships