



The Escondido Charitable Foundation (ECF) accepting Letter of Intent (LOI) for its 14th grant cycle. The Letter of Intent (LOI) is the first step in a two-step application process, which will facilitate the allocation of funding for Escondido-centered projects. The funding range is \$10,000 to \$30,000. The foundation will evaluate all LOI submissions and qualify those that meet the program and eligibility criteria.

The deadline for submitting a LOI is January 6, 2020 at 5:00 p.m.

Organizations that are moved forward through the LOI process will be notified by February 21, 2020. Those organizations invited to submit a full proposal will submit completed applications by March 23, 2020.

MISSION & PURPOSE

The mission and purpose of ECF, an affiliate of The San Diego Foundation (TSDF), is to improve the quality of life in Escondido 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 Escondido annually and in perpetuity.

The vision of ECF is to inspire a culture of giving that supports, strengthens and enriches the quality of life in the Escondido community now and for generations to come. From improving quality of life to rejuvenating the bonds of our communities, the contributions of ECF members stimulate a sense of common purpose by bringing people together to address essential and emerging needs.

INTRODUCTION

Each year, ECF selects a different focus area. For our 14th grant cycle, ECF invites nonprofits serving Escondido to submit applications for programs that will improve the quality of life in Escondido through environmental education and action. People of all ages and abilities can play an important role as stewards of the environment.

FOCUS AREA

Projects which meet the following criteria will be considered:

- Cultivate and train future generations of environmental leaders and stewards
- Engage the community in habitat conservation, restoration and ecology
- Develop food justice programs that build knowledge of nutritious, sustainable, culturally appropriate foods to ensure people have access to healthy food. Effect a positive impact on the environment by addressing and fixing the food system
- Create collaborative projects and/or activities in outdoor settings focusing on environmental science and stewardship (If student-oriented, must meet Next Generation Science Standards, NGSS)

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LOI submissions are due no later than 5:00 p.m. on Monday, January 6, 2020.

- Promote activities that encourage water conservation and education such as xeriscape with native plants, drought awareness, school gardens, etc.
- Provide cleanup or improvement of local creeks or natural lands
- Encourage activities such as recycling, repurposing and reusing that reduce/eliminate the negative impact of trash

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

Projects must meet the following criteria:

- Serve Escondido residents within the geographic boundaries of the Greater Escondido area (as defined by the Escondido Union High School District boundaries to include the San Pasqual Valley, up to Deer Springs Road by Lawrence Welk and out toward Del Dios).
- Support and invest in Escondido's general population.
- Be achievable within a 12-month time frame.
- Have measurable outcomes, which are clearly defined.
- Outline strategies and approaches for success.
- Funding may be used to expand existing programs, replicates programs tested in other communities, launch new efforts or reintroduce former programs/or events
- Project must have prospects for long-term sustainability (future funding, viability, etc.).

GRANT SEEKERS FORUM

A voluntary informational workshop will be held on:

Wednesday, November 20, 2019 at 4:30 p.m.
Raymond Center for Philanthropy
Pacific Western Bank Building
900 Canterbury Place, Suite 300
Escondido, CA

Please RSVP to Tiffany at tiffanyc@sdfoundation.org by November 19, 2019.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for LOI is 5:00 p.m. on January 6, 2020. Incomplete or late applications will not be accepted.

How do we apply?

Letters of Intent must be submitted online by no later than 5:00 p.m. on or before Monday, January 6, 2020. The grant application can be accessed at:

<https://app.smarterselect.com/programs/61939-Escondido-Charitable-Foundation>

Who is eligible to apply for Escondido Charitable Foundation funding?

To be eligible for a grant from the Escondido Charitable Foundation, organizations must have tax-exempt status and provide services in the community of Escondido. 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 Escondido 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 Escondido Charitable Foundation will accept requests in the range of \$10,000 to \$30,000.

What is the grant period?

Grants are made for one year. This grant cycle is October 1, 2020 to September 30, 2021.

What reporting is required?

The Escondido Charitable Foundation requires periodic reporting and site visits; the details of which will be specified in the grant award letter.

What will the Foundation not fund?

The Escondido Charitable Foundation generally 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 Trudy Armstrong at trudy@sdfoundation.org

For technical questions regarding the online application, please contact Kerri Favela at kerri@sdfoundation.org

What is the Escondido Charitable Foundation Timeline?

- **January 6, 2020 – Letters of Intent due by 5:00 p.m.**
- **February 21, 2020 – Notifications sent to organizations selected to submit full proposals**
- March 23, 2020 – Full grant applications due 5:00 p.m. **(By Invitation only)**
- April/May 2020 – Site visits conducted with finalists
- August 2020 – Selection of award recipients
- September 2020 – Award Celebration
- October 1, 2020 – Program funding start date

LETTER OF INTENT APPLICATION PROCESS

To submit your information, all applicants will need to access the secure online LOI application form <https://app.smarterselect.com/programs/61939-Escondido-Charitable-Foundation>. The application includes information about your organization, as well as long-form questions about your proposed program.

Deadline

Letters of Intent are due no later than 5:00 p.m. on Monday, January 6, 2020.

For technical assistance with the online application, contact Kerri Favela at kerri@sdfoundation.org

LETTER OF INTENT REQUIRED FIELDS

Please Note: Below are the questions pertaining to the fields of the online application. Please complete your answers in a Word document first, and then copy and paste into the online form. Attachments will not be accepted, and all information must be typed directly into the fields of the online application.

LOI 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

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LOI submissions are due no later than 5:00 p.m. on Monday, January 6, 2020.

- 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

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

Letter of Intent

- Program Summary (Max. 500 words)
- Program Goals (Max. 250 words)
- Program Impact (Max. 250 words)

FULL APPLICATION REQUIRED FIELDS (BY INVITATION ONLY)

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.

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

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. 150 words)

Describe the organization's 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. 350 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.

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

Expense Category	Requested Amount	Program Budget
1. Staff and Benefits		
2. Equipment & Program Materials		
3. Meeting and Travel		
4. Consultants & Contractors		
5. Overhead		
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. 50 words)

List other sources of funding secured for this project.