

## MISSION & PURPOSE

The Carlsbad Charitable Foundation (CCF) believes in “Investing and Celebrating in Carlsbad.”

The purpose of The Carlsbad Charitable Foundation, 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.

## INTRODUCTION

The Carlsbad Charitable Foundation is in its 14th grant cycle and invites San Diego County nonprofits serving and impacting the residents of Carlsbad to apply for the CCF 2021 grant cycle which is focused COVID-19 relief and recovery efforts.

## FOCUS AREA

For the 2021 grant cycle, CCF will be accepting proposals from organizations that assist and support all aspects of COVID-19 recovery and relief. A few examples may include food security, homelessness and educational projects, including the digital divide, childcare and learning loss. In addition, CCF will consider proposals from nonprofit organizations whose core mission is to serve the Carlsbad community that has been severely impacted as a result of COVID-19.

## 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.

Project or program will:

- Have specific goals
- Outline strategies and approaches for achieving the goals
- Include evaluation procedures and measurable outcomes to monitor success.

\*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

- Date: Friday, November 13, 2020
- Time: 11:00 a.m.
- Location: Zoom

Please RSVP to Estela Mitrani at [estelam@sdfoundation.org](mailto:estelam@sdfoundation.org) by November 12, 2020.

## FREQUENTLY ASKED QUESTIONS

### What is the application deadline?

The deadline for application submission is **5:00 p.m. December 7, 2020**. 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 December 7. The grant application can be accessed at: <https://app.smarterselect.com/programs/69093-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 \$10,000 to \$50,000.

### What is the grant period?

Grants are made for one year. This grant cycle is June 1, 2021 to May 31, 2022.

### 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.

### What will CCF not fund?

The Carlsbad Charitable Foundation does not fund:

- Capital or annual campaigns
- Existing obligations/debt
- Scholarships
- Projects that promote religious or political doctrine

**Applications are due no later than 5:00 p.m. on Monday, December 7, 2020.**

### **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?**

- December 7, 2020: Applications due
- January 18, 2021 to February 25, 2021: Site visits selected and conducted
- Mid-April: Award notifications
- May: Grants Celebration

## **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 into 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

### **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**

Bullet points/lists are encouraged where possible.

### **Organizational History (Max. 100 words)**

Describe the organization's history, mission and goals.

### **Executive Summary (Max. 150 words)**

Provide a description of your project and specific impact on the community of Carlsbad.

### **Need of the Grant (Max. 150 words)**

Describe the need in Carlsbad that your project/program addresses.

### **Implementation (Max. 300 words)**

Describe the specifics of how your program will work/timelines.

### **Impact and Evaluation (Max. 150 words)**

Please share the measurable outcomes anticipated and evaluation methods to be used.

### **Partnerships (Max. 100 words)**

Describe how your program fosters collaboration to achieve a common objective.

### **Program Leadership – Board (List)**

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 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
<b>1. Equipment &amp; Program Materials</b>		
<b>2. Meeting and Travel</b>		
<b>3. Consultants &amp; Contractors</b>		
<b>4. Overhead</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		
	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.