

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 \$15,000 to \$35,000. The Escondido Community Foundation (ECF) will evaluate all LOI submissions and qualify those that meet the program and eligibility criteria.

The deadline for submitting the LOI is January 25, 2021 at 5:00 p.m.

Organizations that are moved forward through the LOI process will be notified by February 22, 2021. Those organizations invited to submit a full proposal will submit completed applications by March 22, 2021.

## **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 focus area based on the most immediate needs of the community. For our 15th grant cycle, ECF invites nonprofits serving Escondido to submit applications for programs which will improve the social and emotional well-being of its residents. With a pandemic and widespread economic hardship, the number of people suffering from feelings of social isolation, anxiety, and depression has skyrocketed. The increase in uncertainty and stress has disproportionately hurt vulnerable populations.

## **FOCUS AREA**

We will accept Letters of Intent for projects that will improve the social and emotional well-being in the community by addressing any of the following issues:

### **Social Isolation**

The effects of social isolation include a steep increase in mental health concerns, substance abuse and domestic violence. Possible solutions could include programs that foster resilience, deflect the effects of anxiety, and enhance social support systems to combat isolation and loneliness.

### **Anxiety, Depression, Suicide**

Current data reflects an increase in chronic stress, pervasive hopelessness and helplessness, and feelings of loss and isolation, which are key factors that can increase an individual's risk of suicide. These mental health consequences are likely to peak and continue even after the pandemic has subsided. Possible solutions might include programs that provide a range of prevention and intervention services that target at-risk populations.

### **Abuse**

Domestic abuse is also increasing and affects adults and children. Possible solutions could include services such as counseling, child care, legal assistance, safe shelter, and housing.

### **Support for Young People**

The increase in social and emotional stress is particularly acute in young people. Many are at risk of being left behind in education and employment opportunities. Possible solutions could include tutoring to help students who are falling behind, and mentoring to discourage gang activity and help teens find jobs.

## **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
- Project must be achievable within a 12-month time frame
- 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.)

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.



## GRANT SEEKERS FORUM

A voluntary informational workshop via Zoom will be held on **Wednesday, December 2, 2020 at 4:30 p.m.**

- RSVP by 5:00 p.m. on Monday, November 30, 2020
- Emails with the link to attend will be sent on Tuesday December 1, 2020

Please RSVP to Lauren Hough at [lhough@sdfoundation.org](mailto:lhough@sdfoundation.org) by November 30, 2020.

## FREQUENTLY ASKED QUESTIONS

### What is the application deadline?

The deadline for application submission for the LOI is 5:00 p.m. on January 25, 2021. Incomplete or late applications will not be accepted.

### How do we apply?

Letter of Intent must be submitted online by no later than 5:00 p.m. on or before Monday, January 25, 2021. The grant application can be accessed at:

<https://app.smarterselect.com/programs/69603-Escondido-Charitable-Foundation>

### Who is eligible to apply for Escondido Community Foundation funding?

To be eligible for a grant from the Escondido Community 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 Community 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 Community 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 Community Foundation will accept requests in the range of \$15,000 to \$35,000.

### What is the grant period?

Grants are made for one year. This grant cycle is October 1, 2021 to September 30, 2022.

### What reporting is required?

The Escondido Community 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 Community 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](mailto:trudy@sdfoundation.org)

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

### **What is the Escondido Community Foundation Timeline?**

- January 25, 2021 – Letter of Intent due by 5:00 p.m.
- February 22, 2021 – Invitations to submit full proposals (By Invitation only)
- March 22, 2021 – Full grant applications due 5:00 p.m. (By Invitation only)
- April/May 2020 – Site visits conducted with finalists
- August 2021 – Selection of award recipients
- September 2021 – Award Celebration
- October 1, 2021– 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. 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 25, 2021.

For technical assistance with the online application, contact Kerri Favela at [kerri@sdfoundation.org](mailto: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
- 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. Equipment & 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. 50 words)

List other sources of funding secured for this project.