



The Rancho Bernardo
Community Foundation
A proud affiliate of The San Diego Foundation

GRANT GUIDELINES: 2021-2022 GRANT CYCLE COMMUNITY ENHANCEMENT

MISSION, VISION & PURPOSE

The purpose and vision of The Rancho Bernardo Community Foundation (RBCF) is to improve the quality of life and meet emerging needs by increasing responsible and effective philanthropy, building a community endowment for the benefit of Rancho Bernardo, providing funds annually to community organizations and causes and giving the Rancho Bernardo community a vehicle for legacy planning and gifts that will benefit Rancho Bernardo now and forever.

RBCF, a proud affiliate of The San Diego Foundation, is committed to the financial support of organizations, projects and programs dedicated to improving the lives of those who live, work and play in Rancho Bernardo.

FOCUS AREA

RBCF is in its 33rd year of grantmaking to enhance the quality of life for those who live, work and play in Rancho Bernardo. In the current cycle, RBCF will accept proposals that demonstrate the power to build a more vibrant and civically engaged community.

The goal of the grant cycle is to support programs that make Rancho Bernardo a great place in which to live, work and play. Desirable projects will inspire community pride, revitalization and increase the quality of life of the broader community.

ELIGIBILITY CRITERIA

Projects must clearly address Rancho Bernardo-specific issues and needs; including activities that promote creativity and enhance civic engagement and must also clearly address the impact on Rancho Bernardo residents.

These projects should be practical, achievable within a 12-month time frame, and have prospects for long-term sustainability. Funding may be used to expand existing programs, replicate programs tested in other communities or to launch totally new efforts.

RBCF will fund programs managed by nonprofit organizations, schools, or government agencies that embrace one or more of the following:

- Demonstrates and/or fosters collaboration with other successful entities in the community to achieve a common goal or objective;
- Is a current project which has strategic impact; i.e., provides long-lasting, ongoing benefit to the community or the distinct population it is intended to serve;
- Is based on a proven track record of success as demonstrated through process, leaders, and/or experienced partners;
- Targets clearly defined, measurable results that are attainable within a reasonable time frame;
- Demonstrates sustainability; i.e., is replicable, repeatable and/or scalable;
- Focuses on problem areas, opportunities or populations that otherwise are not funded and serviced by existing nonprofits, educational organization mandates or state or federal programs.

Applications are due no later than 5:00 p.m. on Monday, May 24, 2021.



FREQUENTLY ASKED QUESTIONS

What is the application timeline?

The deadline for application submission is **Monday, May 24, 2021, at 5:00 p.m.** Incomplete or late applications will not be accepted.

How do we apply for a RBCF grant?

Proposals must be submitted online by no later than **5:00 p.m. on Monday, May 24, 2021.** The grant application can be accessed at: <https://app.smarterselect.com/programs/72973>

Who is eligible to apply for RBCF funding?

To be eligible for a grant from the RBCF, organizations must have 501(c)(3) charitable tax-exempt status and provide services in the community of Rancho Bernardo. 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. The fiscal sponsor must be willing to administer the grant if awarded. RBCF does not make grants to supporting organizations or private, non-operating foundations.

How much can we request?

RBCF will accept proposals in the range of \$1,500 to \$10,000.

What is the grant period?

Grants are made for one year. This grant cycle runs from December 1, 2021 through November 30, 2022.

What reporting is required?

RBCF requires periodic reporting and site visits; the details for which will be specified in the grant award letter. Completion of reporting requirements is **mandatory** in order to receive future funding, and the grants committee formally reviews all reports in order to assess the impact of its grantmaking.

What will the RBCF not fund?

Generally, the RBCF does not make grants for:

- Annual campaigns and fundraising events
- Capital campaigns for buildings or facilities
- Stipends for attendance at conferences
- Endowments or “chairs”
- For-profit organizations and individuals unaffiliated with a qualified fiscal sponsor
- Projects that promote religious or political doctrine
- Research (medical or otherwise)
- Scholarships
- Existing obligations/debt

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Who can I contact if I have any questions?

For assistance regarding the program, contact Trudy Armstrong at trudy@sdfoundation.org or by calling (619) 764-8602.

For technical assistance with the application, contact Kerri Favela at kerri@sdfoundation.org or by calling (619) 235-2300.

What is the RBCF timeline?

- **Monday, April 12, 2021** – Guidelines release
- **Thursday, April 22, 2021** – Grant Seekers Forum at 4:30 p.m. via Zoom (RSVP to Lauren Hough at lhough@sdfoundation.org)
- **Monday, May 24, 2021** – Grant applications due no later than 5:00 p.m.
- **June 2021** – Site visits conducted with all finalists
- **September 2021** – Selection of award recipients
- **Friday, November 19, 2021** – Grant checks are presented to grantees at Thanksgiving Grants Celebration
- **December 1, 2021** – Program funding start date

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
- 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

- Project Name
- Amount You Are Requesting

Program Proposal Narrative

Purpose of the Grant (Max. 500 words)

Explain how the proposed activities will contribute to improving opportunities for the community that will be served.

Program Goals (Max. 300 words)

What are the specific program goals? Be sure to include projected outcomes, target audiences, number and types of individuals served, duration of the grant, key milestones, and timeline.

Impact (Max. 250 words)

What impact will the program have in our community?

Program Leadership - Board (Max. 1,000 words)

List board members and key personnel involved with the program/project as well as their roles and qualifications.

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Program Budget

Total Organization Budget \$__(Required)

Expense Category	Requested Amount	Program Budget
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total Requested Amount	Total Program Budget

Please note that the Budget format is presented as follows:

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Program Budget

Print

3. Program Budget

Program Budget

Total organization budget *
\$ 100000

Expense 1

Category
Garden Supplies

Requested amount 1 *
\$ 2000

Program budget 1 *
\$ 4000

Do you have an additional expense category to add? *

Yes

No

Expense 2

Category

Requested amount 2
\$

Program budget 2
\$

Do you have an additional expense category to add? *

Yes

Tips
When you are ready to submit your application, click the Submit button. You can return anytime before the deadline to update your application.

Help
If you need help or are having a problem with this site, please don't hesitate to [contact us](#).

Share

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- If you have more than one Expense Category, click “Yes” to Reveal “Expense 2”
- Once you have completed the necessary expense categories for your category, press “No” to reveal the final “Program Budget” question. Then submit your application.

Expense 2

Category
Sign Supplies

Requested amount 2
\$ 5000

Program budget 2
\$ 10000

Do you have an additional expense category to add? *

Yes

No

Budget totals

Total requested amount *
\$ 15000

Total program budget *
\$ 50000

Other sources of funding

Maximum Number of Words: 25

You must click the Submit button below to complete this form

SubmitPreviousSave and Finish LaterCancel

Other Funding Sources (please specify all earned and contributed revenue sources).