

## MISSION & PURPOSE

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

The purpose of The Carlsbad Charitable Foundation (CCF), 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.

**The Letter of Intent (LOI)** 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 \$5,000 to an excess of \$50,000 available. CCF will evaluate all LOI submittals and qualify those that meet the program and eligibility criteria.

**The deadline for submitting the LOI is December 1, 2021 by 5:00 p.m.** Organizations that are moved forward through the LOI process to the next step will be invited to submit a full application proposal by January 21, 2022. Those organizations invited to submit a full application will submit the completed application by February 7, 2022.

## FOCUS AREA

CCF will be accepting proposals for projects that provide opportunities to invest, celebrate, and enhance the Carlsbad community.

### **Our primary areas of impact include:**

- Health and Human Services
- Arts and Culture
- Youth and Educational Programs
- Environmental Sustainability

## 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.

### **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. MOU is required.

## FREQUENTLY ASKED QUESTIONS

### What is the application deadline?

The deadline for LOI submission is 5:00 p.m. December 1, 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 December 1, 2021. The grant application can be accessed at: <https://app.smarterselect.com/programs/76574-Carlsbad-Charitable-Foundation>

### 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).

## 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

### **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
- Project Name
- Amount You Are Requesting
- Service Area

### **Letter of Intent**

Provide a compelling description of your program/project and why we should support it for Carlsbad. (300 words max, bullet points encouraged)

### **Reviewer Questions (yes/no check marks)**

Yes, I like this project/program, I would like to invite them to apply

Pass, no invite necessary.