

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 24, 2022, at 5:00 p.m.

Organizations that are moved forward through the LOI process will be invited to submit a full application by February 21, 2022. Those organizations invited to submit a full proposal will submit completed applications by March 21, 2022.

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 16th grant cycle, ECF invites nonprofits serving Escondido to submit applications for programs that will support workforce development. The pandemic has caused upheaval in the lives of workers and business owners. Building sustainable careers is vital to individual economic stability as well as the economic vitality of the entire community.

FOCUS AREA

Workforce development helps people advance their skills and garner the tools necessary for professional success. We are interested in programs that lift people up so they can move into higher-paying and more challenging jobs. We also want to provide employers with the highly skilled workers they need. Programs could include job readiness, job shadowing, internships, vocational education, advancement opportunities and technology instruction.

Potential projects could:

- Create strong partnerships between schools and businesses
- Provide on-the-job training, apprenticeships and internships
- Provide appropriate support services to overcome workforce barriers to overcome workforce barriers, i.e., childcare, transportation, etc.
- Furnish continuing education and vocational training
- Supply state-of-the-art equipment and software to vocational programs
- Provide young people with career opportunities
- Support mature workers with skill training and identify job opportunities

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 1, 2021, at 4:00 p.m.**

- RSVP by 5:00 p.m. on Monday, November 29, 2021
- Emails with the link to attend will be sent on Tuesday, November 30, 2021

Please RSVP to Trudy Armstrong at trudy@sdfoundation.org by November 30, 2021.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for application submission for the LOI is 5:00 p.m. on Monday, January 24, 2022. 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 24, 2022. The grant application can be accessed at:

<https://app.smarterselect.com/programs/77342-Escondido-Community-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, 2022, to September 30, 2023.

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

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

What is the Escondido Community Foundation Timeline?

- **January 24, 2022 - Letter of Intent Due by 5:00 pm**
- **February 21, 2022 - Invitations to submit Full Proposals (*By Invitation only*)**
- **March 21, 2022 - Full grant applications due 5:00 p.m. (*By Invitation only*)**
- April/May 2022 - Site visits conducted with finalist
- August 2022 - Selection of award recipients
- September 2022 - Award Celebration
- October 1, 2022 - 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/77342-Escondido-Community-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 24, 2022.

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.