



The Escondido Community Foundation

A proud affiliate of The San Diego Foundation

LETTER OF INTENT 2022/23 Grant Cycle

CYCLE 16- WORKFORCE DEVELOPMENT

***“Enhancing workforce skills to increase an individual’s skillsets and the education needed for professional growth and success.
We are seeking to advance the individual’s economic stability as well as the economic vitality of the entire community.”***

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 foundation will evaluate all LOI submittals and qualify those that meet the program and eligibility criteria.

The deadline for submitting the LOI is Monday, January 24, 2022 5:00 pm

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 **The Escondido Community Foundation** (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 the Escondido Community Foundation (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 which 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 which 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 be:

- Create strong partnerships between schools and businesses
- Provide on-the-job training, apprenticeships, and internships
- Provide appropriate support services 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.

FREQUENTLY ASKED QUESTIONS

What is the application deadline?

The deadline for application submission for the LOI is 5:00 pm 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 pm on or before Monday, January 24, 2022. The grant application is below and must be downloaded and filled in Adobe reader. Once complete, please email the application as an attachment to ecf@sdfoundation.org or click SUBMIT.

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 application, please contact Belinda Panelo at bpanelo@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 5pm. (*By Invitation only*)
- April / May 2022 – Site visits conducted with finalists.
- 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 must download the pdf and fill out the required fields using Adobe reader. Once complete, please email the application as an attachment to ecf@sdfoundation.org or click SUBMIT. 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 pm on Monday, January 24, 2022.**

Letter of Intent Required Fields

Please Note: Below are the questions pertaining to the fields of the application. All questions are required unless otherwise noted. We suggest you download the pdf form to your computer or network drive and open it with Adobe reader to fill it. You may type information directly into each field or cut and paste text from your own word processor. Once finished, please save, and email the form as an attachment to ecf@sdfoundation.org, or click SUBMIT.



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LOI Applicant Information

Is your Organization a 501 (c)(3) public charity? ____

Organization Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Website _____

Organization Budget Size (enter amount no commas)

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 (enter amount no commas)

Letter of Intent

Program Summary (Max. 500 words)

Program Goals (Max. 250 words)

Program Impact (Max. 250 words)

Please click _____ or email the attached application to ecf@sdfoundation.org. Our team will contact you if we require anything else.