



## 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 34th year of grantmaking to enhance the quality of life for those who live, work and play in Rancho Bernardo.

RBCF will award funding levels between \$1,500 and \$5,000 for programs involving music to be awarded from the RB Symphony on the Green Fund.

## 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.



## FREQUENTLY ASKED QUESTIONS

### What is the application timeline?

The deadline for application submission is 5:00 p.m. PDT, Monday, May 23, 2022. Incomplete or late applications will not be accepted.

### How do we apply for a Rancho Bernardo Community Foundation Grant?

Application must be submitted online by no later than 5:00 p.m. PDT, Monday, May 23, 2022. The grant application is below and must be downloaded and filled in Adobe Acrobat Reader. Once complete, please email the application as an attachment to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org) or click "SUBMIT." By clicking "SUBMIT" you are emailing the application to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org).

### Who is eligible to apply for Rancho Bernardo Community Foundation funding?

To be eligible for a grant from the RBCF, organizations must have 501(c)(3) public charity 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 public charity 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 music proposals in the range of \$1,500 to \$5,000.

### What is the grant period?

Grants are made for one year. This grant cycle runs from December 1, 2022 through November 30, 2023.

### What reporting is required?

RBCF requires periodic reporting and site visits; details 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 Rancho Bernardo Community Foundation not fund?

Generally, 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



## Who can I contact if I have any questions?

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

For technical assistance with the application, contact Lesley Hughes at [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org) or by calling (619) 693-4489.

## What is the timeline?

- **Monday, April 11, 2022** – Grant guidelines release
- **Thursday, April 21, 2022** – Grant Seekers Forum at 4:30 p.m. via Zoom (RSVP to Lesley Hughes at [lhughes@sdfoundation.org](mailto:lhughes@sdfoundation.org))
- **Monday, May 23, 2022** – Grant applications due no later than 5:00 p.m. PDT
- **June 2022** – Site visits conducted with all finalists
- **September 2022** – Selection of award recipients
- **Friday, November 18, 2022** – Grant checks are presented to grantees at the Grants Celebration
- **December 1, 2022** – Program funding start date

## APPLICATION PROCESS

To submit your information, all applicants must download this PDF and fill out the required fields using Adobe Acrobat Reader. Once complete, please email the application as an attachment to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org) or click “SUBMIT.” By clicking “SUBMIT” you are emailing the application to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org). The application includes information about your organization, as well as long-form questions about your proposed program.

### Deadline

Applications are due no later than 5:00 p.m. PDT, Monday, May 23, 2022.

### Application 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 Acrobat to fill in your information. You may type information directly into each field or cut and paste text from your word processor. Once finished, please save and email the form as an attachment to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org), or click “SUBMIT.” By clicking “SUBMIT” you are emailing the application to [rbcf@sdfoundation.org](mailto:rbcf@sdfoundation.org).



## APPLICATION INFORMATION

Is your Organization a 501(c)(3) public charity?      Yes      No

Does your organization have a fiscal sponsor?      Yes      No

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Website \_\_\_\_\_

Tax ID (EIN) Number \_\_\_\_\_

### Executive Director

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

### Program Contact

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

### Fiscal Sponsor (if applicable)

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Tax ID (EIN) Number \_\_\_\_\_



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

# GRANT GUIDELINES: 2022-2023 GRANT CYCLE MUSIC

## 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.

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**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?



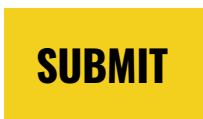
**Program Leadership - Board (Max. 250 words)**

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

**Program Budget**

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

Expense Category	Requested Amount	Program Budget
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
<b>Totals</b>	_____	_____



A pop-up may appear after clicking on the "SUBMIT" button. If so, please click on the default email application option.