

# Letter of Intent (LOI) Guidelines



2023-2024 Grant Cycle: Building Community and  
Enhancing Carlsbad

## Mission & Purpose

The mission of Carlsbad Charitable Foundation (CCF) is to improve the quality of life in Carlsbad 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 the residents of Carlsbad annually and in perpetuity.

The vision of CCF is to inspire a culture of giving that supports, strengthens and enriches the quality of life in the Carlsbad community now and for generations to come.

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 funding range is \$5,000 to \$25,000.** The foundation will evaluate all LOI submittals and qualify those that meet the program and eligibility criteria.

**The deadline for submitting the LOI is 5:00 p.m., December 1, 2022.** 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, 2023.

## Focus Area

CCF will be accepting proposals for projects that invest in and celebrate our city, bring us together to build community and enhance Carlsbad's quality of life.

Our primary areas of impact include:

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

**Applications are due no later than 5:00 p.m. on Thursday, December 1, 2022.**

## 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.
- The project must be achievable within a 12-month time frame.
- Any nonprofit that receives final funding will be required to submit a cellphone video and five high-resolution photographs.

### 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 application submission is 5:00 p.m., Thursday, December 1, 2022. Incomplete or late applications will not be accepted.

### How do we apply?

Proposals must be submitted online by no later than 5:00 p.m. on or before December 1, 2022. The grant application can be accessed through [MySDF](#). Please follow the directions on how to register and apply [here](#). A video tutorial is available [here](#).

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

For program questions or technical questions regarding the online application, please contact Lesley Hughes at [lhughes@sdfoundation.org](mailto:lhughes@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 [MySDF](#). Please follow the directions on how to register and apply [here](#). A video tutorial is available [here](#).

## **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**

- Is your project serving Carlsbad?
- Project Name
- Amount You Are Requesting

## **Organizational Summary (Max. 150 words)**

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