

# Grant Guidelines

2023-2024 Grant Cycle: Children and Families



## Mission & Purpose

The mission of Chula Vista Community Foundation (CVCF) is to improve the quality of life in Chula Vista 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 Chula Vista annually and in perpetuity.

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

## Focus Area

CVCF is in its 13th grant cycle. For the 2023 grant cycle, grant requests from a minimum of \$10,000 up to \$50,000 in funding may be awarded. CVCF will be accepting proposals for programs which support the needs of children and families.

Programs can include but are not limited to the following:

- Mental health
- Healthy lifestyles
- Health and well-being
- Childcare/after school care
- Self-sufficiency
- Food insecurity
- Home insecurity
- Domestic violence

Special consideration will be given to proposals that address mental health and wellness, and physical well-being. CVCF is committed to the financial support of projects and programs that make the biggest impact in the lives of people who live, work and play within the geographic boundaries of Chula Vista.

CVCF is interested in how these projects and programs benefit Chula Vista, if they are new, innovative or expansive in some way, and improve the lives of children and families in Chula Vista.

**Applications are due no later than 5:00 p.m. on Wednesday, November 23, 2022.**

## Eligibility 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. CVCF 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.

All grant recipients will be required to show acknowledgement of CVCF grant funding. Examples include a copy of a newsletter, brochure, press release, website posting and social media mentions.

### **Grants will be evaluated against the following bullet points (at a minimum):**

- Have a beneficial, positive impact to Chula Vista
- Have ongoing verifiable, measurable and scalable outcomes
- Maximize the impact of the grant dollars (benefit a large number of individuals or have a long-lasting impact)
- If they are new, innovative, or expansive in any way (not required, but encouraged)

## Grant Seekers Forum

A voluntary informational workshop will be held via Zoom on Wednesday, October 26, 2022 at 12:00 p.m. RSVP to Lesley Hughes at [lhughes@sdfoundation.org](mailto:lhughes@sdfoundation.org) by Tuesday, October 25, 2022.

We highly encourage a representative from your organization attend the Grant Seekers Forum via Zoom. This is an opportunity to ask questions as we explain the details of the online application process.

## Application Questions

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 [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?
- Does your organization have a fiscal sponsor?
- Organization Name
- Address, City, State, Zip
- Telephone
- Website
- Organization Budget Size
- Tax ID (EIN) Number

## Organizational History (Max. 250 words)

Describe the organization's history, mission, and goals.

### 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
- 1.** Describe the project and the specific impact on the community of Chula Vista. Include why you selected Chula Vista for this project and the issues in Chula Vista that this project can address. (Max. 150 words)
  - 2.** Describe the purpose of the grant funds. Describe how your project fits the criteria (children and families), including major goals, activities, and timelines. Identify how the project will address community needs and provide information about the population served. (Max. 250 words)
  - 3.** What distinguishes your organization from other similar organizations? (Max. 100 words)
  - 4.** Is this a new or innovative or expansive project, or an existing project? Explain. (Max. 100 words)
  - 5.** Describe the measurable outcomes anticipated from the project, both quantitatively and qualitatively. Include how many unique individuals will be directly impacted by the project and how the lives of your clients will be improved. (Max. 100 words)
  - 6.** Describe the evaluation and tracking methods to be used to measure results and outcomes. (Max. 100 words)

7. Is the project scalable if you receive less than the fully requested amount? Do you need the full amount requested to carry out your project? Explain. (Max. 50 words)
8. Describe how the project partners with other entities in the community, if applicable. (Max. 100 words)
9. How will you sustain and grow this project after our funding ends? (Max. 50 words)
10. Will the project be completed within 12 months? Yes/no
11. List board members and key personnel involved with the program/project. Alternatively, provide a link to biographies of organization's board members from the organization's website. (Max. 200 words)
12. Are you requesting or receiving funding from any other sources for this project? If yes, list the sources requested and received. (Max. 50 words)
13. Attach the proposed project budget. You may use the following worksheet as an example.

Expense Category	Requested Amount	Program Budget
<b>1. Staff and Benefits</b>		
<b>2. Equipment &amp; Program Materials</b>		
<b>3. Meeting and Travel</b>		
<b>4. Consultants &amp; Contractors</b>		
<b>5. Overhead</b>		
6.		
7.		
8.		
9.		
10.		
	<b>Total Requested Amount:</b>	<b>Total Program Budget:</b>

## Frequently Asked Questions

What is the Chula Vista Community Foundation timeline?

- Wednesday, October 26, 2022 – Grant Seekers Forum at 12:00 p.m. via Zoom
- Wednesday, November 23, 2022 – Grant applications due no later than 5:00 p.m.
- February and March 2023 – Site visits conducted with all finalists
- May 2023 – Selection of award recipients and Award Celebration

**Applications are due no later than 5:00 p.m. on Wednesday, November 23, 2022.**

## What is the application deadline?

The deadline for application submission is 5:00 p.m. on Wednesday, November 23, 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 Wednesday, November 23, 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](#).

## How much can we request?

Chula Vista Community Foundation will accept requests in the range of \$10,000 to \$50,000.

## What is the grant period?

Grants are made for one year. This grant cycle is July 1, 2023, to June 30, 2024.

## What reporting is required?

CVCF requires periodic reporting and site visits; the details of which will be specified in the grant award letter. All grant recipients will be required to show proof of Chula Vista Community Foundation acknowledgement. Examples include a copy of a newsletter, brochure, press release, website posting and a Facebook mention.

## What will CVCF not fund?

CVCF 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 or technical questions regarding the online application, please contact Lesley Hughes at [lhughes@sdfoundation.org](mailto:lhughes@sdfoundation.org).