

# Grant Guidelines

2023-2024 Grant Cycle: Behavioral Health



## Mission & Purpose

The mission of Oceanside Community Foundation (OCF) is to improve the quality of life in Oceanside 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 Oceanside annually and in perpetuity.

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

## Focus Area

OCF is seeking grant applications for programs that identify and address the behavioral health needs of adults 50 years and older such as: safety, mobility, socialization, food insecurity and mental and physical health.

## 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. OCF 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 submit five high-resolution photographs plus a short cellphone video showcasing the result/impact of the grant with the required final report.

### **Projects will build and/or strengthen one or more of the following elements:**

- Have a sustainable impact, offering measurable/scalable outcomes and ongoing verifiable benefit(s) to the community or the population served
- Have competent, experienced and credible organizational leadership in place
- Be culturally appropriate and sensitive

**Applications are due no later than 5:00 p.m. on Wednesday, November 30, 2022.**

## Frequently Asked Questions

### What is the Oceanside Community Foundation timeline?

- November 28, 2022 – Grant applications due no later than 5:00 p.m.
- January/February 2023 – Site visits conducted with all finalists
- March 2023 – Selection of recipients
- May 2023 – Award celebration
- June 1, 2023 – Program funding start date

### Who is eligible to apply for Oceanside Community Foundation funding?

To be eligible for a grant from OCF, organizations must have tax-exempt status and provide services in the community of Oceanside. An organization may serve as a fiscal sponsor for a charitable 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. OCF at San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

### What is the application deadline?

The deadline for application submission is 5:00 p.m., Wednesday, November 30, 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 November 30, 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?

Grants in the amounts of \$5,000, \$10,000, \$15,000, \$20,000 and \$25,000 are encouraged.

### What is the grant period?

Grants are made for one year. This grant cycle is June 1, 2023, to May 31, 2024.

### What reporting is required?

OCF requires periodic reporting and site visits; details will be specified in the grant award letter. All grant recipients will be required to submit five high-resolution photographs plus a short cellphone video showcasing the result/impact of the grant with the required final report.

### What will OCF not fund?

OCF does not fund:

- Ongoing salaries and benefits
- Capital or annual campaigns
- Existing obligations/debt

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- 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).

## 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](#). **All information MUST be provided; incomplete applications WILL NOT be considered.**

### 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**

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

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

Describe the organization’s history, mission, goals and specific impact on Oceanside.

**Purpose of the Grant (Max. 250 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 Oceanside 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.

**Focus Area Alignment (Max. 150 words)**

Describe how your project directly addresses a focus area.

**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. 150 words)**

List board members and key personnel involved with the program/project.

**Program Budget – Includes Worksheet and Narrative**

Please upload your budget for the project. 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>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		
	<b>Total Requested Amount:</b>	<b>Total Program Budget:</b>

**Budget Narrative (Max. 150 words)**

Describe your specific line items.

**Other Sources of Funding (Max. 50 words)**

List other sources of funding secured for this project.