

# Letter of Intent (LOI) Guidelines



2023-2024 Grant Cycle: Vulnerable Youth (Grades 6-12)

Although the pandemic has waned and schools have reopened, we are concerned that life is not back to normal for the vulnerable population of unengaged youth. Some have become isolated and withdrawn. If they do not find a positive path, we worry these young people will be drawn into gangs, drug abuse, sex trafficking or experience some form of mental illness.

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 \$40,000. 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., Monday, January 23, 2023.**

Organizations that are moved forward through the LOI process will be invited to submit a full application by Feb. 20, 2023. Those organizations invited to submit a full proposal will submit completed applications by March 20, 2023.

## Mission & Purpose

The mission and purpose of Escondido Community Foundation (ECF), an affiliate of San Diego Foundation (SDF), 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 17th grant cycle, ECF invites nonprofits serving Escondido to submit applications for programs that will help engage our youth. Although the pandemic has waned and schools have reopened, we are concerned that life is not back to normal for this vulnerable population. Some have

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become isolated and withdrawn. If they do not find a positive path, we worry these young people will be drawn into gangs, drug abuse, sex trafficking or experience some form of mental illness.

## Focus Area

We will accept Letters of Intent for projects that encourage unengaged youth to join activities. We want to encourage positive social interaction for those not connected. In addition, we are looking for mentors, academic assistance for those who have fallen behind, and referrals for youth in need of behavioral and mental health resources. Our target group is students in sixth to 12th grade, with a special focus on middle schoolers.

Any proposed program MUST include outreach strategies.

## Activities

Community leaders tell us that keeping at-risk youth engaged is the best way to discourage them from unhealthy pastimes. We are interested in before- and after-school programs, as well as summer activities. It is our intent to find projects that will attract students who are isolating themselves. These activities can be in the arts, the outdoors, sports or other areas.

## Academics

Many students suffered academically when the only teaching offered was online. Without in-person learning, school staff lost the ability to identify and help students who were falling through the cracks. We are looking for programs that support such students.

## Mentors

Role models can be crucial in helping at-risk youth. We are searching for programs that can provide mentors. Projects can include giving families the tools they need to assist their children.

## Behavioral Health

Social and emotional stress is particularly acute right now in young people. We are interested in programs that can identify and refer struggling students to organizations that can address their needs.

## 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. ECF 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.
- Project must be achievable within a 12-month time frame.
- Funding may be used to expand existing programs, replicate programs tested in other communities,

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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 youth, grades sixth through 12th.
- Be achievable within a 12-month time frame.
- Have measurable outcomes that are clearly defined.
- Outline strategies and approaches for success.

## Grantseekers Forum

A voluntary informational workshop will be held on:

4:00 p.m., Wednesday, November 30, 2022

Raymond Center for Community Philanthropy  
Located in Pacific Western Bank Bldg.  
900 Canterbury, Ste. 300, Escondido, CA 92025

Please RSVP to Lesley at [lhughes@sdfoundation.org](mailto:lhughes@sdfoundation.org) by 5:00 p.m. on November 29, 2022.

## Frequently Asked Questions

### What is the application deadline?

The deadline for application submission for the LOI is 5:00 p.m. on Monday, January 23, 2023. 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 p.m. on Monday, January 23, 2023. 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 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. Escondido Community Foundation at San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

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## How much can we request?

Escondido Community Foundation will accept requests in the range of \$15,000 to \$40,000.

## What is the grant period?

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

## What reporting is required?

Escondido Community Foundation requires periodic reporting and site visits; the details of which will be specified in the grant award letter. Any nonprofit that is awarded funding 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 the foundation not fund?

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

## What is the Escondido Community Foundation Timeline?

- January 23, 2023 – Letter of Intent Due by 5:00 p.m.
- February 20, 2023 – Invitations to submit full proposals (By Invitation only)
- March 20, 2023 – Full grant applications due 5:00 p.m. (By Invitation only)
- April / May 2023 – Site visits conducted with finalists
- August 2023 – Selection of award recipients
- September 2023 – Award Celebration
- October 1, 2023 – Program funding start date
- September 30, 2024 – Program funding completion date.
- October 31, 2024 – Final Reports due.

## 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](#).

## Deadline

Letters of Intent are due no later than 5:00 pm on Monday, Jan. 23, 2023.

## LOI 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

## Letter of Intent

Program Summary (Max. 500 words): Provide a compelling description of your program/project and why we should support it for Escondido.

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