

Grant Guidelines

2023-2024 Grant Cycle: Music



Mission, Vision and 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 San Diego Foundation (SDF), 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 35th 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 that 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;

Applications are due no later than 5:00 p.m. PDT, Monday, May 22, 2023.

- 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 deadline?

The deadline for application submission is 5:00 p.m. PDT, Monday, May 22, 2023. Incomplete or late applications will not be accepted.

How do we apply for a RBCF grant?

Applications must be submitted online no later than 5:00 p.m. PDT, Monday, May 22, 2023. The grant application questions are below.

For 2023, SDF has introduced a [new grant application portal](#) to submit your grant application(s).

Whether you have submitted an SDF grant application in previous years or not, all nonprofit applicants are required to create a new user account to submit your RBCF 2023 Grant application. After creating your account, click the “Apply” button to access the application.

For additional guidance regarding creating a new user account, [please see this tutorial. Register/apply today.](#)

Who is eligible to apply for RBCF funding?

To be eligible for a grant from RBCF, organizations must have tax-exempt status and provide services in Rancho Bernardo. 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. RBCF at San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

How much can we request?

RBCF will accept proposals in a 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, 2023 through November 30, 2024.

What will RBCF not fund?

Generally, RBCF does not make grants for:

- Annual campaigns and fundraising events
- Capital campaigns for buildings of facilities

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- 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?

If you have any questions regarding the program, please contact Trudy Armstrong at trudy@sdfoundation.org. For technical questions regarding the application submission, please contact Lesley Hughes at lhughes@sdfoundation.org.

What is the RBCF timeline?

- Tuesday, April 11, 2023 – Grant guidelines release
- Thursday, April 20, 2023 – Grant Seekers Forum at 4:30 p.m. PDT via Zoom (RSVP to Lesley Hughes at lhughes@sdfoundation.org)
- Monday, May 22, 2023 – Grant applications due no later than 5:00 p.m. PDT
- June 2023 – Site visits conducted with all finalists
- September 2023 – Selection of award recipients
- Thursday, November 16, 2023 – Grant checks are presented to grantees at the Grants Celebration
- December 1, 2023 – Program funding start date

Application Instructions

For 2023, San Diego Foundation has introduced a new grant application portal. All nonprofit applicants are required to create a new user account through the SDF online portal to submit your application for the 2023-2024 grant cycle. After creating your account, click the “Apply” button to access the application. For additional guidance regarding creating a new user account, please [see this tutorial](#).

Grant applications are due by no later than 5:00 p.m. PDT on or before Monday, May 22, 2023.

Application Required Fields

Please note: Below are the questions in the SDF online portal. All questions with an asterisk are required.

Applicant Information

Organization Registration Page

- Organization Name*
- EIN / Tax ID*
- Website
- Telephone Number*
- Organization Email
- Address 1*
- Address 2
- City*
- State*
- Postal Code*
- Country

User Registration Page

- Prefix (Mr., Mrs., Ms., Mx., etc.)
- First Name*
- Middle Name
- Last Name*
- Suffix (Sr., Jr., III, etc.)
- Business Title*
- Email / Username*
- Email / Username Confirmation*
- Telephone Number*
- Mobile Number
- Address 1*
- Address 2
- City*
- State*
- Postal Code*
- Country

Applications are due no later than 5:00 p.m. PDT, Monday, May 22, 2023.

Application Information

- DBA: Please provide if the organization name you use is different from your legal name.
- Mission Statement*: Describe the organization's mission and goals.
- Geographic Areas Served (list)*
- Please provide how your project specifically serves the Rancho Bernardo community.
- Program Information
- Type of Organization*: Which describes your organization?
 - A 501(c)(3) nonprofit organization
 - Fiscally sponsored by a 501(c)3 organization-the below is required if you are using a fiscal sponsor
 - Fiscal Sponsor Name*
 - Fiscal Sponsor EIN Number*
 - Fiscal Sponsor Agreement* (Please upload a letter demonstrating the agreement between you and your organization and your fiscal sponsor. A letter or MOU will suffice.)
- Project Name*
- Amount You Are Requesting*
- Executive Summary* (Max. 350 words/2000 characters): 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 population served, including demographics.
- Impact and Metrics* (Max. 350 words/2000 characters): Based on goals listed above, 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.
- Sustainability* (Max. 250 words/1500 characters): Describe how the project is sustainable, replicable or scalable.
- Collaboration* (Max. 100 words/1000 characters): Describe how the project fosters collaboration with other successful entities in the community to achieve a common goal or objective.
- Project Leadership* (Max. 250 words/1500 characters): List key personnel involved with the project.

Annual Operating Budget*

Please enter your annual operating budget based on your last fiscal year.

- Budget Narrative (Max. 250 words/1500 characters): Describe your specific line items.
- Project Budget:

Expense Category	Requested Amount	Program Budget
1. Equipment & Project Materials		
2. Consultants & Contractors		
3. Curriculum		
4. Training		
5.		
6.		
7.		
8.		
9.		
10.		
	Total Requested Amount:	Total Program Budget:

- Other sources of Funding (Max. 50 words/500 characters): List other sources of funding secured for this project.