

Grant Guidelines

2023-2024 Grant Cycle: Vibrant Community



Ramona Community Foundation (RCF) is in its 12th year of grantmaking to enhance the quality of life for those who live, work and play in Ramona. In the current cycle, RCF invites nonprofit organizations to submit project proposals specifically for Ramona that demonstrate the power to build a more vibrant community and recover from the pandemic.

We will only consider projects that clearly address Ramona-specific issues and needs. These projects should be practical, achievable within a 12-month timeframe 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.

RCF will fund programs managed by nonprofit organizations, schools or government agencies.

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 RCF 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 RCF 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 RCF funding?

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

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

How much can we request?

RCF will accept proposals in a range of \$1,500 to \$7,500.

What is the grant period?

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

What will RCF not fund?

RCF does not make grants for:

- Annual campaigns and fundraising events
- 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 RCF timeline?

- Monday, May 22, 2023 – Grant applications due by no later than 5:00 p.m. PDT
- July 2023 – Review with finalists
- September 2023 – Selection of award recipients
- Early October 2023 – Grant checks are presented to grantees at event
- October 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. 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)*: Neighborhoods, zip codes, etc.
- Please provide how your project specifically serves the Ramona 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.