

Grant Guidelines

2024-2025 Grant Cycle: Education



Mission and 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 will be accepting proposals for education projects supporting STEAM (science, technology, engineering, art and mathematics) and STEM (science, technology, engineering and mathematics), literacy, experiences in the arts and culture, apprenticeships, internships, alternative learning, technical training, college preparedness, small business training/assistance and/or increased access and resources for those facing barriers.

For the 2024 grant cycle, grant requests from a minimum of \$10,000 up to \$50,000 in funding may be awarded. The grant cycle is committed to the financial support of projects that make the biggest impact in the lives of people who live, work and play in Chula Vista. CVCF is interested in how these projects benefit Chula Vista, if they are new or innovative or expansive in some way and have a positive impact on the community through education.

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. CVCF does not fund scholarships. 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.

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 at **noon, Wednesday, October 25, 2023**, via Zoom. RSVP to Eve Childs at echilds@sdfoundation.org by Monday, October 22, 2023.

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.

Frequently Asked Questions

What is the Chula Vista Community Foundation timeline?

- **October 25, 2023:** Grant Seekers Forum at noon via Zoom (RSVP to Eve Childs at echilds@sdfoundation.org)
- **November 22, 2023:** Grant applications due no later than 5:00 p.m.
- **February and March 2024:** Site visits conducted with all finalists
- **April and May 2024:** Selection of award recipients and Grants Celebration

What is the application deadline?

The deadline for application submission is **5:00 p.m., Wednesday, November 22, 2023**. Incomplete or late applications will not be accepted.

How do we apply for a CVCF grant?

Applications must be submitted online no later than **5:00 p.m., Wednesday, November 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 CVCF grant application. If you have previously created an account on the new grant application portal, please log into your account and click the "Apply" button to access the 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.](#)

Applications are due no later than 5:00 p.m., Wednesday, November 22, 2023.

How much can we request?

CVCF will accept proposals in a range of \$10,000 to \$50,000.

What is the grant period?

Grants are made for one year. This grant cycle runs from July 1, 2024 through June 30, 2025.

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 or a social media mention.

What CVCF will not fund:

- Scholarships
- Capital or annual campaigns
- Existing obligations/debt
- 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 Eve Childs at echilds@sdfoundation.org.

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 2024-2025 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](#). [Register/apply today](#).

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

Application Questions

Please Note: Below are the questions that will be on the online application. All questions with an asterisk are required.

Applicant Information

- **Is your organization a 501(c)(3) public charity?***
- **Does your organization have a fiscal sponsor?***
- **Organization Name***
- **Address, City, State, Zip***

Applications are due no later than 5:00 p.m., Wednesday, November 22, 2023.

- **Telephone***
- **Website***
- **Organization Budget Size***
- **Tax ID (EIN) Number***

Organization 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 Chula Vista community.

Project Information

- **Type of Organization*:** Which describes your organization?
 - A 501(c)(3) nonprofit organization
 - Fiscally sponsored by a 501(c)3 organization
- **Project Name*:** Name of Project.
- **Amount Requested*:**
- **Executive Summary*:** 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*:** 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*:** Describe how the project is sustainable, replicable, or scalable.
- **Collaboration*:** Describe how the project fosters collaboration with other successful entities in the community to achieve a common goal or objective.
- **Project Leadership*:** List key personnel involved with the project.

Fiscal Sponsor Information

- **Fiscal Sponsor Name***
- **Fiscal Sponsor EIN Number*:** Please be sure to format it correctly (##-#####)
- **Fiscal Sponsor Agreement*:** Please upload a letter demonstrating the agreement between your organization and your fiscal sponsor. A letter or MOU will suffice.

Project Budget*

- **Annual Operating Budget*:** Please enter your annual operating budget based on your last fiscal year.
- **Project Budget Narrative:** Describe your specific line items.
- **Project Budget:** Please fill in your Project Budget (example below).

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

- **Other Sources of Funding:** List other sources of funding secured for this project.