

# Grant Guidelines

2024-2025 Grant Cycle: Suicide Prevention



## Mission and 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 suicide prevention projects for Oceanside residents of all ages.

## 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. OCF does not make grants to supporting organizations or private, non-operating foundations.
- If 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.
- Any nonprofit that is awarded funding will be required to submit 5 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., Wednesday, November 29, 2023.**

## Frequently Asked Questions

### What is the application deadline?

The deadline for application submission is **5:00 p.m., Wednesday, November 29, 2023**. Incomplete or late applications will not be accepted.

### How do we apply for an OCF grant?

Applications must be submitted online no later than **5:00 p.m., Wednesday, November 29, 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.](#)

### Who is eligible to apply for OCF funding?

To be eligible for a grant from OCF, organizations must have tax-exempt status and provide services in 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.

### 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, 2024 to May 31, 2025.

### What reporting is required?

OCF 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 5 high-resolution photographs plus a short cellphone video showcasing the result/impact of the grant with the required final report.

## What OCF will not fund:

- **Ongoing salaries and benefits**
- 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 Eve Childs at [echilds@sdfoundation.org](mailto:echilds@sdfoundation.org).

## What is the OCF timeline?

- **November 29, 2023:** Grant applications due by no later than 5:00 p.m.
- **January/February 2024:** Site visits conducted with all finalists
- **March 2024:** Selection of recipients
- **May/June 2024:** Grant Awards Celebration
- **June 1, 2024:** 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 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 29, 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\***
- **Telephone\***
- **Website\***

**Applications are due no later than 5:00 p.m., Wednesday, November 29, 2023.**

- **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 Oceanside 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.		
	<b>Total Requested Amount:</b>	<b>Total Program Budget:</b>

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