

# Grant Guidelines

2024-2025 Grant Cycles: Community Enhancement and 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 Areas (2)

RBCF is in its 36th year of grantmaking to enhance the quality of life for those who live, work and play in Rancho Bernardo.

- 1. Music:** RBCF will award between \$1,500 and \$5,000 to programs involving music to be awarded from the RB Symphony on the Green Fund.
- 2. Community Enhancement:** RBCF will award between \$1,500 to \$10,000 to programs that inspire community pride, revitalization and increase the quality of life of the broader community.

## 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, Wednesday, May 22, 2024.**

- 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, Wednesday, May 22, 2024. Incomplete or late applications will not be accepted.

### How do we apply for a RBCF grant?

In 2023, SDF began using a new grant portal called [Foundant](#). If your organization does not yet have an established account, please create a new one. After creating an account, click the “Apply” button to begin a new 2024-2025 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?

- 1. Music:** RBCF will award between \$1,500 and \$5,000.
- 2. Community Enhancement:** RBCF will award between \$1,500 to \$10,000.

### What is the grant period?

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

### What will RBCF not fund?

Generally, RBCF does not make grants for:

- Annual campaigns and fundraising events
- Capital campaigns for buildings or facilities
- 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](mailto:trudy@sdfoundation).

[org](#). For technical questions regarding the application submission, please contact Eve Childs at [echilds@sdfoundation.org](mailto:echilds@sdfoundation.org).

### What is the RBCF timeline?

- **Tuesday, April 10, 2024** – Grant guidelines release
- **Thursday, May 2, 2024** – Grant Seekers Forum at 4:30 p.m. PDT via Zoom (RSVP to Eve Childs at [echilds@sdfoundation.org](mailto:echilds@sdfoundation.org))
- **Wednesday, May 22, 2024** – Grant applications due no later than 5:00 p.m. PDT
- **June 2024** – Site visits conducted with all finalists
- **September 2024** – Selection of award recipients
- **Thursday, November 21, 2024** – Grant checks are presented to grantees at the Grants Celebration
- **December 1, 2024** – Program funding start date

## Application Instructions

Applications should be completed on [Foundant](#).

## 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

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## 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)\*
- Select which grant to apply for:
  - Music 24-25
  - Community Enhancement 24-25
- 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\* (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\* (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\* (2000 characters): Describe how the project is sustainable, replicable or scalable.
- Collaboration\* (2000 characters): Describe how the project fosters collaboration with other successful entities in the community to achieve a common goal or objective.
- Project Leadership\* (2000 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 (2000 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.		
	<b>Total Requested Amount:</b>	<b>Total Program Budget:</b>

- Other sources of Funding (1000 characters): List other sources of funding secured for this project.