

# Grant Guidelines

2024-2025 Grant Cycle: Vibrant Community



Ramona Community Foundation (RCF) is in its 13th 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.

## Focus Area

RCF 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.

## Mission, Vision and Purpose

The purpose and vision of the Ramona Community Foundation (RCF) 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 Ramona, providing funds annually to community organizations and causes, and giving the Ramona community a vehicle for legacy planning and gifts that will benefit Ramona now and forever.

RCF, 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 Ramona.

## Frequently Asked Questions

### What is the application deadline?

The deadline for application submission is 5:00 p.m. PDT, Thursday, May 30, 2024. 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, Thursday, May 30, 2023. The grant application questions are below.

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.](#)

**Applications are due no later than 5:00 p.m. PDT, Thursday, May 30, 2024.**

## 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.

## How much can we request?

RCF will accept proposals in a range of \$1,500 to \$10,000.

## What is the grant period?

Grants are made for one year. This grant cycle is October 1, 2024, to October 31, 2025.

## 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](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 RCF timeline?

- Monday, May 30, 2024 – Grant applications due by no later than 5:00 p.m. PDT
- July 2024 – Review with finalists
- September 2024 – Selection of award recipients
- Early October 2024 – Grants Celebration and checks presented

## Application Instructions

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.

The questions on the grant application are also listed on the next page for your reference.

## Application Required Fields

Please note: Below are the questions in Foundant, the new SDF grant portal. All questions with an asterisk are required.

### 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

### 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 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. 2,000 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. 2,000 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. 2,000 characters): Describe how the project is sustainable, replicable or scalable.
- Project Leadership\* (Max. 2,000 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. 1,500 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 (Max. 1,000 characters): List other sources of funding secured for this project.