

Grant Guidelines

2025-2026 Grant Cycle: Animal Welfare



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 accept proposals for programs dedicated to ensuring the well-being and humane treatment of animals, with an emphasis on adoption initiatives and spay-neuter programs. Additionally, CVCF will accept proposals for programs that aim to prevent pets from being surrendered to shelters due to financial hardships and help ensure families can continue to care for their pets. This can include providing financial assistance, subsidized veterinary care, access to affordable pet supplies and training.

For the 2025-26 grant cycle, grant requests from a minimum of \$10,000 up to \$30,000 in funding may be awarded. The grant cycle is committed to the financial support of projects that make the biggest impact on those who live, work and play in Chula Vista. CVCF is interested in how these projects benefit Chula Vista and have a positive impact on the community through animal welfare.

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)

Grant Seekers Forum

A voluntary informational workshop will be held at **noon, Wednesday, October 2, 2024**, via Zoom. RSVP to Eve Childs at echilds@sdfoundation.org by Monday, September 30, 2024.

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 2, 2024:** Grant Seekers Forum at noon via Zoom (RSVP to Eve Childs at echilds@sdfoundation.org)
- **October 23, 2024:** Letter of Intent (L.O.I.) due by 5:00 p.m.
- **November 13, 2024:** Full Applications by invitation only. Due by 5:00 p.m., Wednesday, December 11
- **February and March 2025:** Site visits conducted with all finalists
- **April and May 2025:** Selection of award recipients and Grants Celebration

What is the application deadline?

The deadline for L.O.I. submission is **5:00 p.m., Wednesday, October 23, 2024**. Incomplete or late applications will not be accepted. The full application is by invitation only and will be due by 5:00 p.m., Wednesday, December 11, 2024.

How do we apply for a CVCF grant?

In 2023, SDF began using a new grant platform called Foundant. See full instructions under "[Application Instructions](#)" below.

How much can we request?

CVCF will accept proposals in a range of \$10,000 up to \$30,000,

What is the grant period?

Grants are made for one year. This grant cycle runs from July 1, 2025, through June 30, 2026.

Applications are due no later than 5:00 p.m., October 23, 2024.

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 2025-2026 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](#).

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?***
- **Organization Name***
- **Address, City, State, Zip***
- **Telephone***
- **Website***
- **Organization Budget Size***
- **Tax ID (EIN) Number***

Organization Information

- **Type of Organization***: Which describes your organization?
 - A 501(c)(3) nonprofit organization
 - Fiscally sponsored by a 501(c)3 organization
- **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.

LOI Questions

- **Project Name***
- **Amount Requested***
- **Serving Chula Vista***: Does your project serve Chula Vista? (Y/N)
- **How will this program positively impact Chula Vista?** (max 300 words)
- **Letter of Intent***: Provide a compelling description of your project, how it aligns with the focus area and why we should support it. (max 500 words)

Full Application - By Invitation Only

Project Information

- **Project Name***: Name of Project.
- **Amount Requested***:
- **Purpose & Alignment***: Describe the purpose of the project, how it aligns with the focus area, and how funding will deepen, sustain, and/or expand your impact in Chula Vista.
- **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.