



2017 Grant Application Guidelines

What We Fund

- Nonprofit organizations that:
 - have IRS nonprofit status and are in good standing.
 - predominantly serve the residents of the Verdugo region (Burbank, Glendale, La Cañada Flintridge, La Crescenta, Montrose, Verdugo City,) and adjacent areas.
- Capital improvements that help to increase your organization's long-term sustainability or services to increase impact in the Verdugo region.
- Programs responsive to changing community needs which provide significance and increase impact in the Verdugo region. Such programs should also help the requesting nonprofit expand its service or capacity to serve.

What We Don't Fund

- Programs or organizations focused primarily or exclusively on a sport.
- Direct financial aid to individuals.
- Support of administrative and/or operational expenses for: maintenance or repairs; taxes; interest payments; retirement debt; or *ongoing* program support unless there is a plan in place for future funding. Salary requests would be considered part of capacity if it helps to start/expand services and the numbers being served by the organization; funding requests to keep a current position open will not be considered. Salary support will not be used to stabilize an organization; salary support requests to start/expand services must clearly explain that this is a pressing need for the organization in order to expand capacity.
- Influencing legislation or elections.
- Sectarian religious purposes. This does not, however, preclude consideration of requests relating to medical, educational, or social service-oriented activities undertaken by religious-affiliated or supported agencies if all other qualifications [including separate qualification under Internal Revenue Code 501(c)(3)] are met.
- Organizations that do not comply with all state and federal discrimination laws.
- Annual campaigns, building campaigns, endowments, existing obligations, or to replenish resources used to pay for such expenses, hosting of conferences, or incurring a debt liability.
- Organizations that do not provide services to residents of the Verdugo region.

How to Apply

Use the attached grant application to fill out and submit the proposal. You must **email the application** (with all attachments) in Microsoft Word by midnight of the deadline date to: info@cfverdugos.org.

Only one proposal per organization per calendar year is permitted. For single, private schools or larger organizations with different departments, it is advised that you contact your principal or other organizational head to determine if anyone else will be submitting a proposal. For schools in a public school system, it is advised that the principal contact the district offices to see if any other schools within that same district will be submitting a proposal.

Limit the request to a single program or project. Separate out salary costs if possible. Be thorough, but brief. Think through the request: Does it make sense? Can it be carried out given your budget and staff expertise? Does it have your Board's approval (*a Board resolution is a requirement for the application*)? Will the funding help increase your capacity to serve in numbers, longevity, or help create leverage for funding from other sources? Will the funding help your organization to provide a service or fill a need that no one else is currently providing?

How to fill out the Grant Application (to be sent via E-Mail)

- #1 **Funding Request** - Briefly state what your funding need is. You will have space in the *Summary Statement* to elaborate further about your need.
- #2 **Summary Statement** - Summarize the request clearly and state the *specific* amount of money you want and the *specific* purpose of the funds requested. If there are multiple items within the request, please prioritize them according to need. (*200 words or less*)
- #3 **Problem Statement/Needs Assessment** - Document the needs to be met or problems to be solved by the proposed funding. (*200 words or less*)
- #4 **Objectives and Methods** - Establish the benefits of the funding in measurable terms. Describe what activities and steps (implementation) the agency will undertake to achieve the desired results. Address any duplication of services among other agencies in the area, any collaboration of resources, or still unmet needs. (*200 words or less*)
- #5 **Evaluation** - Describe how the agency will evaluate the effectiveness of the grant. Specifically define how the capital expenditures or program's effectiveness will be evaluated, the degree to which objectives will be met, and what methods will be used to achieve this. For example, increased number of participants, tracking methods, improvement to community, etc. would be indicators of the grant's impact. (*200 words or less*)
- #6 **Other Funding Sources/Leverage/Matching** - A list of other funding sources being approached and amounts pledged or received. Tell us if funding from the Community Foundation of the Verdugos will help with attaining additional funding from other sources.

- #7 **Future Funding** - Since the Community Foundation of the Verdugos does not provide ongoing program funding, or funding for pledges or term grants, describe a plan for continuation of funding beyond the grant period and/or the availability of other resources necessary to implement the request, if any. In relation to funding program expenses such as overhead, supplies and administrative costs, show how such costs and expenses will be met by *other* funding sources in subsequent years. (200 words or less)
- #8 **Past funding from CFV report** - If your organization has received funding in the past from the Community Foundation of the Verdugos, briefly explain how the organization has benefited from this support. (200 words or less)
- #9 **Organizational Information** - Describe your organization, its history and background, accomplishments and qualifications, services provided, and how it benefits the residents of the Verdugo region. Required: include the numbers served along with the percentage that this number represents of those who reside in the Verdugo region. Illustrate the increase in service, whether to people or in expansion of programs, that our funding would assist with. Show us the track record of past work. If the agency is relatively new, talk about the track record to date. Additionally (if application), substantiate successes with hard data (i.e. facts, figures, statistics, percentages) and soft data (i.e. referenced anecdotes, quotes, letters of testimony); provide the same information to support your request. Be specific - “some people” could mean 3 or 300. Focus on the local issue; avoid global or national statistics. (200 words or less)

ATTACHMENTS TO YOUR APPLICATION

- **Project/Program Budget** - In your project/program budget, delineate the costs to be met by the Foundation and those to be provided by the applicant and other parties (clients/customers, other foundations, in-kind contributions, etc). Also address, as appropriate, how the program budget fits into the overall budget.
- **References** - Provide **not more than two letters of reference** for the project or organization. Examples can include recipients of your services, board members, colleagues, etc. who are familiar with your organization’s work. As would be similar in a situation where an applicant is applying for employment, the reference(s) selected should know your organization and be able to present your organization and work in a positive light.
- **Staffing** – List the names and positions of paid professional staff and qualifications of key personnel. Please explain a bit about their expertise.
- **List of Board Members** - Please provide us with a list of your current Board of Directors and their business affiliations along with the percentage of Board giving and support that they provide to your organization.
- **Nonprofit Status** - A copy of your Federal and State nonprofit determination letters. Please note that CFV staff will confirm IRS compliance and nonprofit status including a review of the applicant’s most recent 990.
- **Board Resolution** - Form completed and signed by an authorized Board officer to show Board support of your request for funding.

Other Information You Need to Know

Adherence to deadlines, guidelines, and application information requirements is essential. Anything less may delay consideration of your request.

- After the application and supporting documents are received, and upon review of the proposal, the organization may be contacted to proceed to the second phase of our Distribution cycle which may include a site visit if the application is accepted for further consideration. If an applicant does not proceed to phase two, the Foundation will notify the organization in writing of this decision.
- Maintenance projects and needs are sometimes confused with expansion projects and needs. Please call the Foundation for assistance in defining whether your request is maintenance or expansion based. The Foundation does not fund maintenance projects and needs.
- If an organization is approved for funding, it must wait two years from the funding cycle in which they are approved to be able to apply again. For instance, if you are approved in the first of our **two funding cycles in 2017**, you may not apply again until the first funding cycle in **2019**.
- If an organization is not approved for funding, it must wait until the following calendar year to reapply for funding as only one application per calendar year is allowed. When reapplying it must be for a different request than from the one that was previously denied. On occasion, the Foundation may, by invitation only, permit an organization to reapply with the same request which may or may not include additional requests for data.
- Approved grants are generally \$5,000 minimum. Average grants are between \$10,000 to \$12,000. A grant in excess of \$15,000 may be considered.
- For any agency applicant proposing the provision of services to a partnering agency (i.e., a school within a District), a letter of support from a person of appropriate authority in the partnering agency must be submitted with the request.
- All organizations supported by a Board of Directors will need to show approval by their respective Board for the proposal (i.e. Board Resolution Form).
- The grant recipient is required to submit a final report (Grant Follow-Up Form) evaluating the outcome of the program and/or the use of funds, along with photos within 180 days (six months) of the grant's approval in order to be eligible for future funding.
- The organization should be able to support the Community Foundation of the Verdugos in its media efforts by issuing press releases or publicizing the grant in its own publications, signage, plaques, etc.

Grants are made two times a year. Deadlines for 2017 grant applications are:

March 1, 2017

July 7, 2017

Only one proposal from an organization is permitted per calendar year.

Approval or denial of your request will be provided to you in writing.

The Community Foundation of the Verdugos wants to be of help whenever possible. Adherence to these guidelines will help us in our efforts on your behalf. Please email any questions to us at info@cfverdugos.org.

***Email completed grant application and attachments
by midnight of the deadline dates to:
info@cfverdugos.org***

For more information:
Website: www.cfverdugos.org

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