



2019 Grant Application Guidelines Deadline June 1, 2019

Please Take a Moment to Read the Following Information as Incomplete Applications or Those Not Meeting Funding Guidelines Will Be Disqualified from Funding Consideration by the Community Foundation of the Verdugos (CFV).

What We Fund

- Nonprofit agencies that:
 - have IRS 501(c)(3) nonprofit status and are in good standing,
 - generally have an operating budget of less than \$1Million,
 - primarily serve the residents of the Verdugo region (Burbank, Glendale, La Cañada Flintridge, La Crescenta, Montrose, Verdugo City,) and adjacent areas.
- Capital improvements that help increase an agency's long-term sustainability or increase an agency's impact and ability to serve.
- Programs and services responsive to changing community needs that provide significance and increase impact in the Verdugo region. Such programs should also help the requesting agency expand its service or capacity to serve. Salary requests would be considered part of capacity if it is for a NEW position that helps to start/expand services and increase the numbers being served by the agency; salary support requests to start/expand services must clearly explain that this is a pressing need for the organization in order to expand capacity (*please also see the section on "Salaries" under "What We Don't Fund"*). Due to the competitive nature of the CFV's annual grant cycle, it is impossible for the CFV to fund a new salary position in its entirety; a seed amount to start a new position for the first few months, for example, would be more realistic.

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/operational support unless there is a plan in place for future funding.
- Salaries: funding requests to keep a current position open will not be considered. Salary support will not be used to stabilize an agency. Requests to cover a new salary in its entirety will not be considered.
- 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.
- Agencies 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.
- Agencies that do not provide services to residents of the Verdugo region.

How to Apply

Download the **2019 CFV Application Form** (Microsoft Word format) and save it to your computer. Fill out the information and submit the completed application by email only. You must **email the application** in Microsoft Word (with all attachments in PDF or JPG) by midnight of the deadline date to: Grants@cfverdugos.org.

2019 Deadline is June 1, 2019 (Saturday).

If you have trouble downloading the application and decide to create your own document, please do not exclude any questions or sections; please keep all questions and sections in the same order as they appear on the CFV Application Form. Call 818-241-8040 during normal business hours if you have questions or problems.

Only one application per agency per calendar year is permitted. For single, private schools or larger agencies with different departments, it is advised that you contact your principal or other agency head to determine if anyone else will be submitting a proposal from another department or location. 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 grant request to a single program, project or capital need.

If you are including a Project Budget, separate out salary costs. 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 provide a service or fill a need that no one else is currently providing?

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

Please fill out the information at the beginning of the Application which asks for basics such as the name of your agency, the year it was established, the grant amount being requested, contact information including address, etc. Once done, please move on to the following sections:

- #1 **Grant 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 of Grant Request** - 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. Required: include numbers that your agency will serve through this grant request along with any percentage of those numbers that represent those residing in the Verdugo region. **These numbers showing how many Verdugo-area recipients benefit from your agency's work is especially important if your agency is not located in the Verdugo region. The CFV Board looks at how much of the grant request results in service to the Verdugo region.** Whether your agency is located in the Verdugo region or outside of it, illustrate the increase in service (to people or in expansion of programs) that our funding would assist with for the Verdugo region. (200 words or less)
- #3 **Problem Statement/Needs Assessment of the Grant Request** - Document the needs to be met or problems to be solved by the proposed funding request. (200 words or less)
- #4 **Objectives & Methods regarding the Grant Request** - Establish the benefits of the funding in measurable terms. Describe what activities and steps (implementation) your agency will undertake to achieve the desired results. Address any duplication of services among other agencies in the area (if any), any collaboration of resources, or unmet needs. If your request is unique, this is also something to share with us. (200 words or less)
- #5 **Explain how you will evaluate the success of any approved funding** - Describe how your 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 in a program, tracking methods to gather data on the "lessening" of the issue, improvement to community through news stories or survey results, etc. would be indicators of the grant's impact. (200 words or less)

#6 Other Funding Sources for the Grant Request or any Leverage/Matching -

A list of other funding sources being approached and amounts pledged or received. Tell us if funding from the CFV will help with attaining additional funding from other sources (leverage or matching). If your project is extremely large in overall cost, this helps us to see how a grant from us will make a difference if other areas of the request will be supported by other funders.

#7 Future Funding Sources/Plan for Sustainability - Since the Community Foundation of the Verdugos does not provide ongoing program funding (i.e. funding year after year to keep the program running), 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 keep a program or service operating in subsequent years; in the instance that your request is to solve or eradicate a problem, indicate the timeline for this and the plans in place to providing funding toward this end. For capital improvement requests, are there future maintenance or operation costs and how will these be addressed. In relation to your agency's plans to cover ongoing 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 Previous Funding from the CFV - If your agency has received funding in the past from the CFV, explain how your agency has benefited from this support. (200 words or less)

#9 Agency Information – Even if your agency has received funding in the past from the CFV, things are always changing. Because of this, we would like to see all applicants mention its history/background and recent accomplishments and qualifications. This also assists the CFV in being up to date on what you are doing and makes it easier for us to share with donors or others in the community about your work. Understanding any services you provide outside of your request is also helpful. Show us the track record of past work if you have never applied before. If the agency is relatively new, talk about the track record to date. If applicable, substantiate successes with hard data (i.e. facts, figures, statistics, percentages) and soft data (i.e. referenced anecdotes, quotes, letters of testimony). Be specific - "some people" could mean three 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 project/program budget fits into your agency's overall budget.
- **References** – (*Agencies that have received funding from the CFV do not need to provide references if it has not been longer than 5 years since receipt of a CFV grant*). New applicants or those who have applied in the past but have never yet received funding should provide **not more than two letters of reference** for the project or agency. Examples can include recipients of your services, board members, colleagues, etc. who are familiar with your agency's work. As would be similar in a situation where an applicant is applying for employment, the reference(s) selected should know your agency and be able to present your agency and/or project/program in a positive light.
- **Staffing** – List the names and positions of paid professional staff and qualifications of key personnel in relation to your funding request.
- **List of Board Members** - Please provide a current list of your Board of Directors, their business affiliations, and the percentage of Board Member support that is provided to your agency.
- **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 via data tracking and there is no need to attached your agency's 990.
- **Resolution from Board of Directors or Governing Board** – This form is to be completed and signed by an authorized Board officer to show Board support of your request for funding. If the grant deadline does not conveniently fall within the timeline of your agency's Board Meetings, please check your bylaws as some agencies are able to get a resolution completed via email or other means.

Other Information You Need to Know

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

- After the application and supporting documents are received, and upon review of the proposal, the agency may be contacted to proceed to the second phase of the cycle which may include a site visit. If an applicant does not proceed to Phase Two, the Foundation will notify the agency 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 agency is approved for funding, it must wait two years from the funding cycle in which approval was given to be able to apply again. For instance, if your agency is approved in the upcoming **2019 grant cycle**, you may not apply again until the grant cycle in **2021**.
- If an agency is not approved for funding, it may apply the following calendar year with a different request from one previously denied. On occasion, the Foundation may, by invitation, permit an agency to reapply with the same request which may include additional requests for data.
- Approved grants are generally \$5,000 minimum. Average grants are from \$8,000 to \$12,000. Requests in excess of \$15,000 may be considered but are not commonly approved.
- For any agency applicant proposing the provision of services to a partnering agency (i.e., a school within a District), a letter of reference from a person of appropriate authority in the partnering agency must be submitted.
- All agencies supported by a Board of Directors need to show approval by their respective Board for the proposal (i.e. Resolution from Board of Directors or Governing Board (*this form is part of the application materials*)).
- The grant recipient is required to submit a final report (Grant Follow-Up Form) evaluating the outcome on the use of the funds, along with photos if available within 180 days (six months) of the grant's approval in order to be eligible for future funding. If an extension is needed, contact the Foundation office.
- An agency receiving funding is required to link the Foundation to its website and should be able to support the Foundation in its media efforts by issuing press releases or publicizing the grant in the agency's own publications, signage, plaques, etc.

**Grants are considered once a year.
Deadline for 2019 grant applications is:
June 1, 2019**

Approval or denial of your request will be provided 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 questions to info@cfverdugos.org.

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

*For more information:
www.cfverdugos.org*

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