



2024 Grant Application Guidelines Open Competitive Cycle Deadline to Apply is July 1, 2024

The CFV has launched a new, online submission process. You will need to set up a username and password, including an organization profile, prior to starting your application. You can save and come back to your application at any time using your username and password to re-enter.

If you received a 2023 grant from the CFV's Grant Cycle, you are not eligible to apply this year, but may do so in 2025 with a different request. If you applied in 2023 but were not approved for funding, you may apply this year with a different request; your organization and request should comply with the 2024 grant guidelines.

Please take a moment to read the following as incomplete applications cannot be accepted and those not complying with grant guidelines will be disqualified from funding consideration.

What We Fund

- Nonprofit organizations that:
 - have IRS 501(c)(3) nonprofit status and are in good standing.
 - are headquartered and providing services in the Verdugo Region (Burbank, Glendale, Montrose, La Crescenta, La Canada-Flintridge, Verdugo City, Tujunga, Sunland, Sun Valley and adjacent areas of North Hollywood, Eagle Rock and Atwater Village). If you are not based or headquartered in the Verdugo Region, you must already be providing solid services in the Verdugo Region in order to qualify for funding consideration.
- Capital improvements that help increase your organization's long-term sustainability or increase your organization'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 nonprofit expand its service or capacity to serve. Salary requests will NOT be considered and should not be included in any program budget information (*please see the section on “Salaries” under “What We Don’t Fund”*).
- Approved grants are generally \$5,000 minimum. Average grants are \$8,000 to \$10,000. Requests in excess of \$12,000 may be considered but not commonly approved.

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. Please do not include salaries in any programming budgets.
- 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

Click the “Grant Application” button on the “How to Apply for Grants” page on the CFV website. Since this is the first year for online applications, all applicants will need to create a Username and Password. Once in the portal, all applicants will set up a basic organization profile page. **Deadline to complete and submit your application is midnight, July 1, 2024.** Call 818-241-8040 during normal business hours if you have questions or problems.

Only one application per organization 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.

Limit the grant request to a single program, project or capital need.

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?

Some questions you will see in the Grant Application

- #1 **Project Budget, Monetary Amount Requested** (grant amount), and **Operating Budget** – Do not include salary costs in your Project Budget amount; preference is given for agencies with operating budgets of \$1 million or less.
- #2 **Presence in the Verdugo Region** – if the agency is not headquartered in the Verdugo Region, it must have already held or conducted a program in the Verdugo Region to be eligible to apply.
- #3 **Grant Request** - You will have a chance to briefly state what your grant request is, but have more space to elaborate in the *Summary Statement of Grant Request* section. The application will also inquire if your request is an Operational Grant or a Program focused grant.
- #4 **Summary Statement of Grant Request** - Summarize the request and the *specific* purpose of the funds requested. If there are multiple items within the request, prioritize them according to need. Whether your agency is located in the Verdugo region or outside of it, illustrate the increase in service our funding would assist with for the Verdugo region.
- #5 **Problem Statement/Needs Assessment of the Grant Request** - Document the needs to be met or problems to be solved by the proposed funding request.
- #6 **Objectives & Methods regarding the Grant Request** - Establish the benefits of the funding in measurable terms. Describe what activities and steps (implementation) your organization 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.
- #7 **Explain how you will evaluate the success of any approved funding** - Describe how your organization will evaluate the effectiveness of the grant. For example, increased number of participants in a program, tracking methods to gather data, improvement to community through news stories or survey results, etc. would be indicators of the grant’s impact.

- #8 **Other Funding Sources for the Grant Request or any Leverage/Matching** - A list of other funding sources being approached and amounts pledged or received.
- #9 **Future Funding Sources/Plan** - Since the CFV does not provide ongoing program funding (i.e. funding year after year to keep a program running), describe a plan for continuation beyond the grant period and/or the availability of other resources necessary to keep a program or service operating in subsequent years. Will a CFV grant help leverage funding from other sources? For capital improvement requests, are there future maintenance or operation costs and how will these be addressed. In relation to your organization's plans to cover ongoing program expenses such as overhead, supplies and administrative costs, explain how such costs and expenses will be met by *other* funding sources in subsequent years.
- #10 **Numbers Served** - 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.
- #11 **Staffing** – Share the expertise of your agency's team as it relates to the grant request.
- #12 **Previous Funding by the CFV** – While the CFV has this information, this question helps the agency and agency staff to better understand their past grant relationship with the CFV.
- #13 **Signed Resolution from Board of Directors or Governing Board** – This section of the application is to be signed by an authorized Board officer to show Board support of your request for funding.

ATTACHMENTS TO YOUR APPLICATION

- **Upload Project/Program Budget** - In your project/program budget, do not include salary. Delineate costs to be met by the CFV and those provided by the applicant and other parties (clients/customers, other foundations, in-kind contributions, etc.).
- **Upload Nonprofit Status Info** - Copies of your Federal and State nonprofit determination letters. The CFV will confirm IRS compliance and nonprofit status via online sources, including applicant's most recent 990 (do not attach your 990).
- **Upload List of Staffing (or input data into the application)** – List the names and positions of paid professional staff and qualifications of key personnel in relation to your funding request.
- **Upload List of Board Members (or input data into the application)** - Please provide current information on your Board of Directors, their business affiliations, and the percentage of Board Member support that is provided to your organization.
- **References** – (*Organizations that have received funding from the CFV do not need a reference letter if it has not been longer than 5 years since receipt of a CFV grant*) New applicants or those who have applied but have not received funding should provide **a letter of reference (uploaded)**. Examples can include recipients of your services, board members, colleagues, etc. While the CFV attempts to keep abreast of nonprofit work in the region, we may not be aware of the most recent work you are doing, or if your agency has implemented something unique or cutting edge. Recent accomplishments can be shared. Understanding any services you provide outside of your request is also helpful. Share track records 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 (referenced anecdotes or quotes).

Other Information

- After the application deadline of July 1, 2024, submissions will be reviewed. Those moving into Phase 2 (site visits) will be notified before or by the end of July. Site visits are conducted in August. Submissions not moving into Phase 2 (site visits) will be informed before or by the end of July that their application is not moving further.
- 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 they are approved to be able to apply again.
- If an agency is not approved for funding, it must wait until the following calendar year to reapply for funding. When reapplying it must be for a different request than from the one that was previously denied. On occasion, the Foundation may, by invitation, permit an agency 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 from \$10,000 to \$12,000. A grant in excess of \$12,000 may be considered but is not common. Preference is given for agencies with smaller operational budgets of \$1 million or less. No funding requests will be entertained outside of the annual grant cycle.
- For any agency applicant proposing the provision of services to a partnering agency (i.e., collaborating with a city entity, or school within a District, or another nonprofit agency), a letter of reference from a person of appropriate authority in the partnering agency must be submitted, indicating approval of the collaborative effort.
- 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 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's office. This Grant Follow-Up Form will be available online.
- The agency receiving funding should be able to support the CFV in its media efforts by issuing press releases or publicizing the grant in its own publications, signage, plaques, etc.

Deadline for 2024 grant applications is July 1, 2024.

For more information:
www.cfverdugos.org

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