

## 2008 Community Impact Fund Grant Guidelines & Instructions Deadline: February 4, 2008

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### Mission of The Community Foundation

The mission of The Community Foundation is to enhance the quality of life in the communities we serve. This is accomplished through building permanent endowments, making prudent grants for charitable causes, being a catalyst to solve community concerns and strengthening nonprofit organizations.

### Community Impact Fund

The Community Impact Fund comprises the Foundation's unrestricted grantmaking. The Foundation responds to requests for support across a wide-range of community needs and welcomes proposals through this competitive grant process.

### Eligibility

- Nonprofit, 501(c)(3) organizations or public agencies (in limited circumstances) may apply for grants for programs and activities that will primarily benefit the residents of Riverside and/or San Bernardino Counties.
- The Community Foundation will only accept applications from 501(c)3 organizations that can document on-going operations and **nonprofit status for at least three years.**
- Current grantees of the Community Impact Fund are not eligible to apply. If you received a 2007 grant from the Community Impact Fund, please do not apply to this 2008 grant cycle.
- Priority will be given to competitive applicants who have not received previous funding from The Community Foundation.
- **An organization must have a budget of less than \$1million to be eligible to apply.**

### Grantmaking Objectives

- Maximize resources and efficiency through collaboration with other non-profit organizations working in the field, or having a similar mission.
- Promote values of personal responsibility and self-sufficiency.
- Increase community involvement and volunteerism.
- Support early intervention and prevention of social problems.

### Funding Priorities

Organizations that:

- Are located within the two-county area and serve the population of the two-county area.
- Demonstrate strong, community-based boards and sound financial practices.
- Have a proven ability to carry out programs consistent with its mission and a history of successful overall operations.
- Collaborate or partner with other non-profit entities resulting in greater community impact and positive outcomes that improve, enhance, and enrich the quality of life in the two-county area.

Preference is given to projects that:

- are perceived as a high need in the community being served.
- fill a gap in service.
- benefit a large number of residents.
- enhance collaboration and/or make the delivery of services more effective and efficient.
- have clear objectives and can document successful outcomes.
- expand successful programs to serve additional residents or new geographic areas within the two counties.
- serve remote areas or areas that have received little Community Foundation funding.

### Grant Period

The grant period is for one year, starting May 1, 2008 to April 30, 2009.

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### Limitations

These types of expenses are not eligible for funding:

- on-going operating/administrative expenses
- retroactive funding for cost already incurred
- capital projects (construction of buildings)
- direct support of individuals
- research or development activities
- event sponsorships
- paying off deficits or existing obligations
- endowment, capital or annual fund appeals
- sectarian programs or fraternal organizations
- school/college-based extracurricular activities
- partisan activities
- re-granting purposes

### One-Year Responsive Grants

Grants are available to support new programs, expansion of existing programs, or equipment purchase. Requests for equipment purchase need to include three competitive, comparable bids or price quotes. **The maximum grant award is \$10,000.** The Board of Directors is not inclined to provide funding to the same agency for the same project request for more than one year.

### Interest Areas for the One-Year Responsive Grants

- **Health & Human Services-** Promoting access to healthcare for all residents and helping individuals and families obtain basic services to promote an improved quality of life.
- **Youth & Families-** Enhancing opportunities that promote academic achievement and positive youth development and developing family support services that foster learning and growth.
- **Arts & Culture-** Encouraging creative expression and providing opportunities for enjoyment of cultural activities and art forms.
- **Civic & Public Benefit -** Building a sense of community and promoting civic engagement.

### Application Review

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by The Community Foundation (TCF) staff. The TCF Grant Committee will evaluate eligible applications and will forward grant recommendations to The Community Foundation Board of Directors for final approval.

### Notification of Results

**All applicants will be notified of the results, in writing, by April 30, 2008. Please do not call TCF before April 30.**

### How to Apply

1. Please read the eligibility requirements carefully. For assistance, contact Celia Cudiamat at (951) 684-4194.
2. Download the application from the Community Foundation website- [www.thecommunityfoundation.net](http://www.thecommunityfoundation.net).
3. First-time applicants may submit a draft application for feedback two weeks before the application deadline. E-mail the draft application to [ccudiamat@thecommunityfoundation.net](mailto:ccudiamat@thecommunityfoundation.net). Pre-submission assistance is first come, first serve.

#### **4. Submitting the Application Packet**

A) **Submit FIVE (5) Copies: 1 ORIGINAL (WITH ORIGINAL SIGNATURES) and 4 copies of the following:**

- Completed Grant Application Form (Cover sheet, Narrative (2 pages maximum), and Budget Page).
- A list of your Board members and their affiliations.
- Your most recent year-end financial statements, audited if available
- Board minutes from the last 2 meetings.
- A copy of your current 501(c) (3) letter from the IRS.

B) **Mail the Application Packet (above 5 COPIES) to:**

Celia Cudiamat, Director of Grant Programs  
The Community Foundation  
3880 Lemon Street, Suite 300  
Riverside, CA 92501

C) **Applications must be received in The Community Foundation office by 5:00 p.m. on February 4, 2008.**

Postmarks, late applications, and electronic submission (e-mail, fax) will NOT be accepted.

### Funding Disclaimer

There is limited funding available for distribution. Many worthy projects and organizations may not get funded.

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