



Community Foundation for San Benito County

829 San Benito Street, Suite 200
Hollister, CA 95023
(831) 630-1924, Fax (831) 630-1934, www.cffsbc.org

General Grant Information

November 2009

The Community Foundation Grants Committee will review Letters of Intent periodically. An organization may submit only one Letter of Intent per grant period, unless they are part of a collaborative request. Organizations, which participate in a collaborative request, may apply once as a member of a collaborative and may submit one additional request for them or as part of a second collaborative.

If invited, organizations must submit a complete Grant Application in each grant period in which they wish to be considered. Letters of Intent and Grant Applications will not be carried over to subsequent grant periods.

Emphasis

The Community Foundation places emphasis on the following criteria & priorities:

- Projects or services which respond to a demonstrated need within the County
- Effective use and impact of grant funds
- Collaboration and coordination of service delivery.
- Demonstrate a level of cooperation with other organizations, including leveraging financial and in-kind support from other groups.
- Strengthening organizational capacity.
- Addressing diverse community interests.
- Organizational or program sustainability.
- Clearly avoids duplication of existing services.

Exclusions

In general, the Community Foundation does not make grants to:

- ◆ Organizations that discriminate on the basis of age, disability, ethnic origin, gender, race or religion.
- ◆ Individuals or programs that benefit a specific individual.

- ◆ Fraternal or service organizations, unless in support of a specific program open to or benefiting the entire community.
- ◆ Salaries and other operating expenses of schools and public agencies.
- ◆ Fundraising events such as annual campaigns, walk-a-thons, tournaments, fashion shows, auctions or dinners
- ◆ Organizations and programs designed to support political activities.
- ◆ Organizations located outside San Benito County unless for a specific program benefiting residents of, and conducted within, San Benito County.
- ◆ Pay off debts or existing obligations.
- ◆ Endowment funds.
- ◆ Scholarships, fellowships, travel grants and academic, technical or specialized research
- ◆ General operating expenses for an existing project or organization, except to support an innovative program during the initial years of operation
- ◆ Repeated funding to the same program or organization for the same purposes on an annual or ongoing basis

The Review Process

Applicants are requested to submit **Letters of Intent** as email attachments to info@cffsbc.org. All Letters of Intent received by the specified deadline will be preliminarily reviewed by the Grants Committee (except that Letters of Intent will be returned to the applicant without review if all conditions of prior funded grants have not been satisfied.) Receipt will be acknowledged by email. The Grants Committee will then assign these to the appropriate Field-of-Interest Committee where they will be more thoroughly reviewed. The applicant may be contacted by Committee members for additional information. After completing all reviews, the Field-of-Interest Committees will present their recommendations to the Grants Committee. The Grants Committee will review and consider all recommendations and determine which applicants will be invited to submit Grant Applications. At that point all organizations submitting a Letter of Intent will either receive an Invitation to Apply for a Grant or a Letter of Denial (with an explanation of the reasons for denial) to the Contact Person indicated in the Letter of Intent. It must be noted that receiving an Invitation to Apply, should not be interpreted as an indication that an application will be approved.

Grant Applications should also be sent as email attachments. They will then be thoroughly reviewed by the assigned Field-of-Interest Committee. The applicants may be further contacted by Committee members for additional information. After all applications have been reviewed, Field-of-Interest Committees will present their recommendations to

the Grants Committee which will then determine final grant awards. All organizations submitting a Grant Application will receive either an award notice or a letter of denial (with an explanation of the reason for denial).

Funding and Follow-Up Requirements

Projects will be funded only when they are ready to proceed. At that time, grantees must submit the Grant Agreement and Funding Request form (emails and faxes will not be accepted). Grants awards will expire if not funded within six months of the award date, unless extensions are approved in writing by the Community Foundation.

Successful grantees are required to provide a one or two page narrative summarizing how the grant funds were used and the outcomes realized as well as a brief assessment of the impact of the project on your organization and/or the community. A final financial report for the project is also required. Copies of print materials, press releases and/or media contacts resulting from the grant award shall also be submitted. Appropriate recognition of the Community Foundation in grantee print materials and press releases is expected.

Fulfillment of the all the conditions of any prior grant awards is required to be eligible for future grant considerations.