



The purpose and vision of The 4SRanch~Del Sur Community Foundation is to improve the quality of life and meet emerging needs by increasing responsible and effective philanthropy; building a community endowment for the benefit of 4SRanch~Del Sur; by providing funds annually to community organizations and causes, and giving the 4SRanch~Del Sur community a vehicle for legacy planning and gifts that will benefit 4SRanch~Del Sur now and forever.

The 4SRanch~Del Sur Community Foundation, a proud affiliate of The San Diego Foundation, is committed to the financial support of organizations, projects and programs dedicated to improving the lives of those who live, work and play in 4SRanch~Del Sur .

GRANT GUIDELINES
2010/2011 GRANT CYCLE
Cycle 3 – Technology

The 4SRanch~Del Sur Community Foundation is in its third year of grant making. In the current cycle, the 4SRanch~Del Sur Community Foundation will accept proposals related to Technology with an emphasis on Public Safety, Youth and Education that enhance the quality of life for those who live, work and play in 4SRanch~Del Sur.

The 4SRanch~Del Sur Community Foundation will fund programs managed by non-profit organizations, schools or government agencies that demonstrate one or more of the following elements:

- Demonstrate and/or foster collaboration with other successful entities in the community to achieve a common goal or objective;
- Match funds, resources-in-kind, facilities or other means that multiply the effect of the grant;
- A current project which has strategic impact; i.e., provides long lasting, ongoing benefit to the community or the distinct population it is intended to serve;
- Demonstrate benefits realized from reasonably implied or derived results achieved elsewhere;
- Innovate and/or encourage innovation and are supported by a clearly articulated vision;
- Based on a proven track record of success as demonstrated through process, leaders, and/or experienced partners;
- Research-based;
- Targeted at clearly defined, measurable results attainable within a reasonable time frame;
- Demonstrate sustainability; i.e., are replicable, repeatable and/or scalable;
- Focused on problem areas, opportunities or populations that otherwise are not funded and serviced by existing non-profits, educational organization mandates, or state or federal programs.

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

What is the application timeline? The deadline for application submission is **Tuesday, February 16, 2010, at 5:00 p.m.** Incomplete or late applications will not be accepted.

How do we apply for a 4SRanch~Del Sur Community Foundation Grant? The Applicant submits a proposal following these grant guidelines. Proposals consist of an **online application as well as a separate narrative.** The narrative and the other supporting documents must be compiled into one Word document, or one pdf file. Pdf files are preferred.

Proposals must be submitted on-line; hard copy proposals will not be accepted. To apply, use the link below to access our secure online grant form. You will be prompted to submit information directly into the fields on the website. The bulk of the proposal must be submitted as an attached document. The online process is designed to allow you to stop and save your work at any time.

To begin a new application

https://www.grantrequest.com/SID_502?SA=SNA&FID=35050

To return to your application- Account Log in Page

https://www.grantrequest.com/SID_502/Default.asp

Who is eligible to apply for 4SRanch~Del Sur Community Foundation funding?

To be eligible for a grant from the 4SRanch~Del Sur Community Foundation, organizations must provide services in the communities of 4S Ranch- Del Sur. Organizations must have tax-exempt status. An organization may serve as a fiscal sponsor for a charitable organization that does not have tax-exempt status if a cooperative relationship between the two can be clearly demonstrated. The fiscal sponsor must be willing to administer the grant if awarded.

How much can we request?

The 4SRanch~Del Sur Community Foundation will accept proposals from \$1,000 - \$10,000.

What is the grant period?

Generally, grants are made for one year. This grant cycle is **July 1, 2010 through June 30, 2011.**

What reporting is required?

The 4SRanch~Del Sur Community Foundation requires periodic reporting and site visits; the details for which will be specified in the grant award letter.

What will the 4SRanch~Del Sur Community Foundation not fund?

Generally, the 4SRanch~Del Sur Community Foundation does not make grants for:

- Annual campaigns and fundraising events
- Capital campaigns for buildings of facilities
- Stipends for attendance at conferences
- Endowments or "chairs"
- For-profit organizations and individuals unaffiliated with a qualified fiscal sponsor
- Projects that promote religious or political doctrine
- Research (medical or otherwise)
- Scholarships
- Existing obligations/debt

Who can I contact if I have any questions?

If you have any questions, please contact Trudy Armstrong at 619.674-6979 or trudy@sdfoundation.org.

What is the 4SRanch~Del Sur Community Foundation Timeline?

- Tuesday, January 26, 2010 – Guidelines released
- Tuesday, February 16, 2010, by 5 p.m. – Grant applications due.
- March 2010 – Site visits conducted with all finalists.
- May 2010 – Selection of award recipients.
- June 2010 – Grant checks are presented to Grantees
- July 1, 2010 – Program funding start date

THE 4SRANCH~DEL SUR COMMUNITY FOUNDATION CHECKLIST

Please submit the following items in one Word document or PDF file with the name of your organization, 4SRanch~Del Sur Community Foundation 2010 Grant Cycle, and the requested amount in the upper right-hand corner of each page:

- Part A: Project Goals, Objectives, and Expected Results, (maximum of one page)
- Part B: Project Narrative, (maximum of three pages)
- Part C: Project Budget, (maximum of one page)
- A list of the organization's (or fiscal sponsor's) current Board of Directors, including each member's name, profession, and office held on the Board, if any.

Part A: Project Goals, Objectives, and Expected Results

The statement of goals, objectives, and outcomes should be **NO MORE THAN ONE PAGE**. For the online application portion, please synopsise these sections into the word limits indicated online.

Organization

A brief statement of your organization's mission, history, and population served.

Goals

The goals should be an inspirational statement. They do not need to be measurable or time-limited. Your goals should specify the social condition that your organization will address and change.

Objectives

Objectives are the specific, measurable, and time-limited statements of purpose intended to guide your organization's activities toward achieving the goal. Answer the questions: **"What steps will you take to achieve the goal and in what timeframe?"**

Expected Results of Your Organization's Project

Expected results are the individual, organizational or community-level changes that can reasonably occur during the grant period as a result of the proposed building or renovation. The expected outcomes may relate to a new level of functioning of the organization, or new or expanded resources that are made possible by the building project. The grant objectives and expected outcomes should describe **what is expected to happen as a result of this grant**.

Part B Project Proposal Narrative

What should be included in the three-page* Narrative Description?

**This document can be up to three pages long when single spaced, 12 pt. font with one inch margins*

1. Purpose of the Grant:

- Give brief description of the program or project for which you are seeking funding and explain how it will contribute to improving opportunities for the population served.
- What are the specific program goals, i.e., what results are you committed to achieving and in what time frame?

2. Program Description

- Describe the main strengths of the program.
- Provide evidence of the success of this or similar approaches on the population in 4S Ranch, Del Sur, and surrounding communities
- Explain the impact of the program on the target population.
- How might the program be sustainable, replicable, and/or scalable?

3. Program Leadership

- Who (what key individuals) will be responsible for the program's leadership and for achieving the program goals? Who will be responsible for implementing the program and what specific skills and experience do they offer? Please include brief bios of your key staff members.
- How will other staff, board, local community members and/or families of your targeted population contribute to the program's success?
- What are your collaborative relationships with other nonprofit, government agencies, individuals and/or businesses? How do they contribute to the program's success?

4. Organization

- What is the priority of the proposed program within the organization and/or within the fiscal sponsor's organization? The fiscal sponsor organization has to have the management capability for financial administration of the grant.
- What critical resources will the organization and/or fiscal sponsor, if applicable, contribute?
- If 4SRanch~Del Sur Community Foundation were to fund this project, how would your organization sustain the project beyond the proposed one-year grant period?

5. Performance

- How will you measure/continue to measure the program success (e.g., what data do you or will you use to demonstrate the achievement of the program goals?) What measurable objectives do you hope to have achieved at the 12-month mark?
- Who will be involved in the program evaluation?
- How will the results of the evaluation be used?

Part C: Project Budget and Budget Narrative

Budget Narrative and forms – please use the budget template shown below

- What, specifically, are you asking the 4SRanch~Del Sur Community Foundation to support?
- What are the other sources of funding for the proposed program or project? What is the status of these other sources of funding? Quantify and include in-kind contributions.
- Requests should be a minimum of \$1,000.
- Audited financials and/or 990 form will be requested later if your organization is selected for a site visit.

Definition of terms:

- **Capital expenses** are purchases or acquisitions of fixtures or equipment.
- **In-kind contributions** (external) are those items given or donated to the organization by an outside source such as volunteer hours (calculated as if they were paid staff) and goods (food, space, office equipment and supplies, etc.).

Program Budget Form
Sample Organization Budget

Organization: _____ Program Title: _____

Total Organization Budget: \$100,000

Total Program Budget: \$50,000

Total Amount Requested: \$5,000

| <i>Expense Categories</i> | <i>Requested Amount from The 4SRanch~Del Sur Community Foundation</i> | <i>Total Project Budget</i> |
|---------------------------|---|-----------------------------|
| Communications/Outreach | \$ 2,500 | \$ 15,000 |
| Supplies | \$ 500 | \$ 2,000 |
| Equipment | \$ 2,000 | \$ 20,000 |
| In-Kind Contributions | | \$ 13,000 |
| Total | \$ 5,000 | \$ 50,000 |