



Community Foundation for San Benito County 2019 Community Impact Matching Grant Guidelines

The broad mission of Community Foundation Grantmaking is to enhance the quality of life in San Benito County. This year the Foundation will have two grant cycles.

First Grant Cycle

Period Opens: Friday, February 15, 2019
Application Deadline: Friday, April 19, 2019
Decisions Announced: Friday, July 5, 2019
Funding Deadline: Thursday, October 31, 2019

Second Grant Cycle

Period Opens: Friday, August 2, 2019
Application Deadline: Friday, October 4, 2019
Decisions Announced: Friday, December 20, 2019
Funding Deadline: Friday, April 10, 2020

The Community Foundation is in its last year of re-granting funds from The David and Lucile Packard Foundation. The grant we received from them expires as of December 31, 2019. Proposals of Capacity Building Grants will be given **highest priority** followed by grants for specific projects in the following Fields of Interest: Health & Social Services, Community Enhancement (Development), and Youth & Education, that demonstrate the greatest likelihood of achieving measurable results.

Capacity building refers to activities that strengthen the ability of a nonprofit to achieve greater performance and impact. Project examples include but are not limited to:

- Organizational Assessment
- Evaluation of overall effectiveness
- Strategic Planning
- Board Development
- Staff training
- Fund Development training
- Succession planning
- External communications strategies
- Membership development
- Technology improvements

The Community Foundation is committed to fairly evaluating all matching grant requests submitted. To achieve this, the Grants Committee, supported by Foundation staff, reviews and recommends allocation of matching grant funds. The Grants Committee consists of a diverse and knowledgeable group of volunteer community members representing a broad spectrum of San Benito County.

In addition to Capacity Building Grants the Grants Committee will also fund projects which include the following values and criteria:

- Creates a positive impact in areas of demonstrated need within San Benito County
- Supports diversity of the community with fairness and respect
- Addresses significant community issues
- Strengthens organizational capacity and accountability
- Encourages collaboration and coordination of service delivery
- Leverages financial opportunities from other funders and individuals
- Boosts management capacity to execute the project to conclusion with effectiveness
- Provides a concise plan for project evaluation and documented sustainability
- Demonstrates significant financial need and avoids duplication of service

In general, CFFSBC will NOT fund the following:

- Organizations that discriminate by age, disability, ethnic origin, gender, race, religion, or sexual orientation
- Programs that benefit a specific individual
- Fraternal or service organizations, unless in support of specific programs open to or benefiting the entire community
- Salaries or operating expenses of schools, government departments and agencies or related organizations
- Nonprofit organizations that spend more than 25% of their revenue on management, overhead, or fundraising costs
- Fundraising events such as annual campaigns, walk-a-thons, tournaments, fashion shows, dinners, and auctions
- Private foundations or fundraising organizations
- Organizations and programs designed to support political activities
- Organizations located outside San Benito County unless for a specific program benefiting residents within San Benito County
- Pay off existing obligations or enable funding of reserve accounts
- Endowment funds
- Scholarships, fellowships, travel grants, and academic, technical or specialized research
- Programs that are completed or nearly completed
- Applications for grant requests that far exceed a reasonable proportion to the applicant's financial scale
- Organizations that are not run or governed by a responsible group of at least four persons
- Routine funding that others can or will do
- Failure to provide follow-up reports or comply with requirements of prior grants
- Requests greater than 50% of the proposed project/program budget

Matching Grant Application

All applicants are requested to submit a completed *Matching Grant Application* (up to \$10,000), including proof of grant applications submitted to at least two other funding sources. Forms are available on our website; please email completed form to [Salina Chacon](#). Printed applications will be accepted if the applicant is unable to submit electronically. The Foundation will acknowledge receipt of the Matching Grant Application by email.

Matching Grant Application Review Process

The Grants Committee shall exercise due diligence by revisiting historical needs and performance to determine the effectiveness of the project/program and the overall impact on the

community or individuals served. Vetting committees will be assigned and meetings scheduled with the organization to review the content of the Matching Grant Application. During these meetings, nonprofit representatives may not include Community Foundation board members or Grants Committee members. After thorough examination and evaluation, Vetting Committees will present their findings to the Grants Committee with recommendations. A majority vote by the Grants Committee shall determine each matching grant award, and the committee will establish and approve funding levels and any appropriate terms and conditions. The Committee will provide an award or regret letter; typically, this communication will be an e-mail from the Grants and Projects Manager.

Each organization is allowed only one Matching Grant per calendar year. If a grant is not awarded to an organization in the first grant cycle, that organization is eligible to apply for the second grant cycle. Organizations who collaborate with other organizations may participate in a second application, provided another organization is the active lead of the collaboration. Applications will not be carried over to subsequent grant periods.

Funding

Our policy is to fund projects only when they are ready to proceed. Applicants who are awarded a grant during the first grant cycle must apply for their funding by October 31, 2019. Grantees must download and submit an original signed *Matching Grant Agreement and Funding Request* available on our website (generic emails will not be accepted). Matching grant awards will expire if not funded by the deadline specified.

Follow-Up Requirements

All grantees are required to provide a *Matching Grant Impact Report*. Include a summary of the project, and the outcomes realized, as well as an assessment of the impact of the project on the organization and the community. This report is due within 30 days of completion of the program and should include a final financial report for the project, as well as photographs. In some cases, when the project length runs more than six months or from one calendar year into another, a *Matching Grant Interim Progress Report* may be required. Templates for both of these reports are available from the Foundation website.

The Grants Committee may schedule a follow-up review with the grantee to properly understand the use, impact, and effectiveness of the grant.

Marketing

Grantees are required to acknowledge the Community Foundation as a matching grant funder and use our logo in materials you prepare for public distribution such as official stationery, newsletters, websites, program brochures, fundraising and marketing materials, and annual reports. The Community Foundation will provide a high-resolution file of our logo.

NOTE: Please do not list the Community Foundation as a Sponsor. Use words similar to “Funded in part by a Community Impact Matching Grant from the Community Foundation for San Benito County”.

Grantees are required to prepare a Press Release and distribute it to the *Mission Village Voice*, *BenitoLink*, and *Free Lance*. Phrases such as “Funded in part by a Community Impact Grant from the Community Foundation for San Benito County” are encouraged. Please forward copies and examples of such materials to the Community Foundation.

Fulfillment of all the conditions of any prior matching grant awards, including Matching Grant Impact Reports, is required to be eligible for future grant consideration. Failure to comply with these requirements will result in non-acceptance of future applications.

Contact the Community Foundation staff with any questions at 831-630-1924.