



Community Foundation for San Benito County Fred and Helen Matteson Family Grant Guidelines

The **Fred and Helen Matteson Family Grant** is designated to award San Benito County nonprofits providing programs promoting musical therapy or non-traditional therapies for mental illness, depression and post-surgical rehabilitation and research for same. Special consideration shall be given to music therapy, especially for the treatment of dementia.

Timeline:

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|------------------------------|------------------------------------|
| Period Opens: | Monday, May 18, 2026 |
| Application Deadline: | Monday, June 22, 2026 |
| Decisions Announced: | Monday, July 27, 2026 |
| Funding Deadline: | Thursday, December 31, 2026 |

Grant Award Amounts: The maximum grant per approved request will be \$100,000. One grant may be awarded per nonprofit.

The Fred and Helen Matteson Family Grant Application must include all of the following items to be considered a completed application.

1. Applicant Information

- a. Organization Name, Contact, IRS Status and Tax ID Number

2. Project Title

- a. Grant amount request and total project cost
- b. Project start and completion date
- c. Project summary description

3. 1-to-2-page Narrative of Proposal that Include:

- a. Organization Background
 - i. Brief description of the purpose and history of the organization
 - ii. Organization's mission and goals
 - iii. Board roster and the number of paid full-time staff and/or part-time staff
- b. Funding Request - Explain the specific project to be funded including:
 - i. A project description, including goals, objectives, specific activities to be funded and outcomes expected.
 - ii. Population you plan to serve, how many will be served, and how they will benefit from the project.
 - iii. Any plans for sustaining the project and for long-term sources/strategies for funding upon completion of the proposed grant.
 - iv. Evaluation- Explain your expected results and how you will measure the results and effectiveness of your activities.

4. Line-Item Grant Request Budget

5. Organization's Current or Projected Fiscal Year Operating Budget

6. **Organization's Previous and Current Fiscal Year Financial Statement, including Profit and Loss Statement**
7. **IRS 501(c)3 determination letter**

How to Apply for Grant

All applicants are requested to submit a completed 2026 *Fred and Helen Matteson Family Grant application*. To submit a grant proposal, organizations are invited to register as grant-seekers through our online application platform, "[Apply CFFSBC](#)". This online platform allows your organization to view grant opportunities, review application requirements prior to applying, and submit a completed application. Grant application information can be located on our website: givesanbenito.org

Grant Application Review Process

The Grants Committee shall exercise due diligence by revisiting historical needs and performance to determine the effectiveness of the project 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 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 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 Blake Miller.

Follow-Up Requirements

All grant awardees are required to provide an *Impact Grant Report* which includes a summary of the project, the outcomes realized, and an assessment of the project's impact on the organization and the community. This report is due within 30 days of completion of the project and should include a final financial report and photographs.

In some cases, when the project length runs more than six months or from one calendar year into another, a *Grant Interim Progress Report* may be required.

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

Marketing

Grant awardees are required to acknowledge the Community Foundation as a grant funder and use our logo in materials prepared 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 the 2026 Fred and Helen Matteson Family Grant from the Community Foundation for San Benito County".

Grant awardees are required to prepare a Press Release and distribute it to *Mission Village Voice*, *BenitoLink*, and *Free Lance*. Please forward copies and examples of such materials to the Community Foundation.

Failure to comply with these requirements will result in non-acceptance of future applications.

For any questions about the application process, please contact the Community Foundation Epicenter Manager, Blake Miller, at 831-630-1924 or bmiller@givesanbenito.org.

For any questions regarding eligibility, please contact the Community Foundation CEO, Cassandra Kartashov, at 831-630-1924 or ckartashov@givesanbenito.org.