



The Purpose and Vision of the Escondido Charitable Foundation is to meet Escondido's emerging needs by encouraging and increasing responsible and effective philanthropy; building an Escondido community endowment, by providing funds annually to Escondido organizations and causes, and giving the Escondido community a vehicle for legacy planning and gifts that will benefit Escondido now and forever.

The Escondido Charitable 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 Escondido.

THE ESCONDIDO CHARITABLE FOUNDATION GRANT GUIDELINES CYCLE 3 – Science and Math

Focus:

The Escondido Charitable Foundation is in its third year of grant making. Each year, the chosen grants focus area will change. In this current cycle, The Escondido Charitable Foundation will focus on projects that will contribute to the improvement of **Science and Mathematics** education in Escondido.

Comprehensive programs are needed to assist students in attaining knowledge and critical thinking skills grounded in science and mathematics, preparing them with the ability to compete for the educational and employment opportunities of their choosing. We believe that providing first-rate mathematics and science education to all students is integral to improving the quality of life within our community.

The Escondido Charitable Foundation will fund science and mathematics programs for school-aged (K-12) children and youth that are managed by educational, non-profit, or government organizations. Consideration will be given to projects that provide education opportunities supporting and promoting the development of science and math talent. Recognizing the need for more people to work with science and math skills, we want to promote interest and education focusing on these critical areas.

We are actively looking for projects 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

What is the application time line? The deadline for submission is **Wednesday, April 22, 2009 at 5:00 P.M.** Incomplete or late applications will not be accepted.

How do we apply for an Escondido Charitable 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. 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. **Setting up an account through the online application will allow you to receive an email confirmation of your submission.**

To begin a new application

https://www.grantrequest.com/SID_502?SA=SNA&FID=35043

To return to your application- Account Log in Page

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

Who is eligible to apply for the Escondido Charitable Foundation funding?

To be eligible for a grant from the Escondido Charitable Foundation, organizations must have Federal and California 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 Escondido Charitable Foundation will accept proposals from \$15,000 to \$25,000.

Can we request funding for salaries? Salaries related to the proposed project are eligible for funding.

What is the grant period? Grants are made for one year. The grant cycle is from November 1, 2009 to October 31, 2010.

What reporting is required? The Escondido Charitable Foundation requires site visits as well as mid-term and final reports; the details for which will be specified in the grant award letter.

What will The Escondido Charitable Foundation *not fund*? The Escondido Charitable Foundation **does not** make grants for:

- Annual campaigns and fundraising events for non-specific purposes
- Capital campaigns for buildings or facilities
- Stipends for attendance at conferences
- Endowments or “chairs”
- For-profit organizations or enterprises
- Individuals unaffiliated with a qualified fiscal sponsor
- Projects that promote religious or political doctrine
- Research projects (medical or otherwise)
- Scholarships
- Existing obligations/debt

Who can I contact if I have further questions? If you have further questions, please contact Kerry Helmer at 619.814.1384 or kerry@sdfoundation.org.

What is The Escondido Charitable Foundation's timeline?

- March 2, 2009 – Guidelines released
- April 22, 2009 by 5:00 P.M. – Grant applications due
- Week of May 25, 2009 Finalists for site visits notified. Non-finalists will also be notified.
- May 25, 2009 through July 10, 2009 – Site visits conducted with all finalists
- October 2009 – Grant Award Celebration
- November 1, 2009 – Program funding start date

THE ESCONDIDO CHARITABLE FOUNDATION GRANT PROPOSAL CHECKLIST

Please submit the following items in **one** Word document, or pdf file with the name of your organization, the words "The Escondido Charitable Foundation 2009/2010 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 four 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 application portion, please synopsisize 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 what 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 towards achieving the goal. Answer the questions: ***"What steps will you take to achieve the goal and in what time frame?"***

Expected Results of Your Organization's Program/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 activities or services. The expected outcomes may relate to a new level of functioning of an organization, new or expanded resources devoted to addressing the goal or specific changes in the knowledge, attitude and behaviors among program participants after participating in the program. 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 four-page Narrative Description? (*This document can be up to four pages long when single spaced, 12 pt. font with one inch margins*)

1. Purpose of the Grant:

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

2. Project Description

- Describe the main strengths of the project.
- Describe the research-based, proven model for the proposed project.
- Provide evidence of the success of this or similar approaches on the population in Escondido or elsewhere.
- Explain the impact of the project on the target population.
- How might the project be sustainable, replicable, and/or scalable?

3. Project Leadership

- Who (what key individuals) will be responsible for the project's leadership and for achieving the project goals? Who will be responsible for implementing the project 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 collaborative relationships do you have 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 project 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 the Escondido Charitable 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 Escondido Charitable Foundation to support?
- What are the other sources of funding for the proposed project? What is the status of these other sources of funding? Quantify and include in-kind contributions. If requesting capital funds, please detail what you will purchase and how the project will benefit from these purchases.
- **NOTE:** It is suggested (but not required) that the total amount of the grant does not exceed 20% of the organization's budget in a fiscal year period.
- Audited financial 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.).

Budget Template Form

Sample Organization Budget

Organization: _____ Program Title: _____

Total Organization Budget: \$1,000,000

Total Amount Requested: \$25,000

<i>Expense Categories</i>	<i>Requested Amount from The Escondido Charitable Foundation</i>	<i>Total Project Budget</i>
<i>Salaries</i>	<i>\$5,000.00</i>	<i>\$20,000.00</i>
<i>Project Expenses</i>	<i>\$10,000.00</i>	<i>\$30,000.00</i>
<i>Communications/outreach</i>	<i>\$2,500.00</i>	<i>\$15,000.00</i>
<i>Office Supplies</i>	<i>\$2,500.00</i>	<i>\$35,000.00</i>
<i>In Kind Contributions</i>		<i>\$25,000.00</i>
<i>Capital Expenses</i>	<i>\$5,000.00</i>	<i>\$5,000.00</i>
<i>Total</i>	<i>\$25,000.00</i>	<i>\$130,000.00</i>