



## MISSION, VISION & PURPOSE

The purpose and vision of The Rancho Bernardo Community Foundation (RBCF) 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 Rancho Bernardo, providing funds annually to community organizations and causes and giving the Rancho Bernardo community a vehicle for legacy planning and gifts that will benefit Rancho Bernardo now and forever.

The Rancho Bernardo 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 Rancho Bernardo.

## FOCUS AREA

For this 2018 grant cycle, RBCF will be accepting proposals for programs that clearly address the health and/or well-being of individuals, families in the Rancho Bernardo community.

Examples include: programs that address mental, physical and/or nutritional health of the general population or targeted groups such as children, seniors, low-income individuals and the homeless. Special consideration will be given to the special needs population.

## ELIGIBILITY CRITERIA

These projects should be practical and achievable within a 12-month time frame, and have prospects for long-term sustainability. Funding may be used to expand existing programs, replicate programs tested in other communities or to launch totally new efforts.

RBCF will fund programs managed by nonprofit public charities, schools or government agencies that embrace one or more of the following:

- Demonstrates and/or fosters collaboration with other successful entities in the community to achieve a common goal or objective;
- Matches funds, resources-in-kind, facilities or other means that multiply the effect of the grant;
- Is 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;
- Is based on a proven track record of success as demonstrated through process, leaders, and/or experienced partners;
- Targets clearly defined, measurable results that are attainable within a reasonable time frame;
- Demonstrates sustainability; i.e., is replicable, repeatable and/or scalable;
- Focuses on problem areas, opportunities or populations that otherwise are not funded and serviced by existing nonprofits, educational organization mandates or state or federal programs.



## FREQUENTLY ASKED QUESTIONS

### What is the application timeline?

The deadline for application submission is **Monday, May 14, 2018 at 1:00 p.m.** Incomplete or late applications will not be accepted.

### How do we apply for a Rancho Bernardo Community Foundation Grant?

Proposals must be submitted online by no later than 1:00 p.m. on Monday, May 14, 2018. The grant application can be accessed at: <https://app.smarterselect.com/programs/49780-Rancho-Bernardo-Community-Foundation>

### Who is eligible to apply for Rancho Bernardo Community Foundation funding?

To be eligible for a grant from the Rancho Bernardo Community Foundation, organizations must have tax-exempt status as a public charity and provide services in the community of Rancho Bernardo. 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. The Rancho Bernardo Community Foundation at The San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

**Applicants having received funding in 2017 MUST SUBMIT a report on the use of 2017 grant award funding prior to being considered.**

### How much can we request?

The Rancho Bernardo Community Foundation will accept proposals in the range of \$1,500 to \$10,000.

### What is the grant period?

Grants are made for one year. This grant cycle runs from December 1, 2018 through November 30, 2019.

### What reporting is required?

The Rancho Bernardo Community Foundation requires periodic reporting and site visits; the details for which will be specified in the grant award letter. Completion of reporting requirements is mandatory in order to receive future funding, and the grants committee formally reviews all reports in order to assess the impact of its grantmaking.

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### What will the Rancho Bernardo Community Foundation not fund?

The Rancho Bernardo 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?

For assistance regarding the program, contact Trudy Armstrong at [trudy@sdfoundation.org](mailto:trudy@sdfoundation.org) or by calling (619) 764 8602.

For technical assistance with the application, contact Kerri Favela at [kerri@sdfoundation.org](mailto:kerri@sdfoundation.org) or by calling (619) 235-2300.

### What is the Rancho Bernardo Community Foundation Timeline?

- Wednesday, April 4, 2018 – Guidelines released
- Wednesday, April 11, 2018 – Grant seekers Forum at 5:00 p.m.
- Monday, May 14, 2018 – Grant applications due by no later than 1:00 p.m.
- June – Site visits conducted with all finalists
- September 2018 – Selection of award recipients
- Friday, November 16, 2018 – Grant checks are presented to grantees
- Saturday, December 1, 2018 – Program funding start date

## GRANT SEEKERS FORUM

**Wednesday, April 11, 2018**

5:00 p.m.

Bernardo Heights Community Center  
16150 Bernardo Heights Pkwy  
San Diego, CA 92128

RSVP to Miguel Lopez at [miguel@sdfoundation.org](mailto:miguel@sdfoundation.org) by Tuesday, April 10th.

**Applications are due no later than 1:00 p.m. on Monday, May 14, 2018.**



## APPLICATION REQUIRED FIELDS

**Please Note:** Below are the questions that will be on the online application. Attachments will not be accepted and all information must be typed directly in to the fields of the online application.

### Applicant Information

- Is your Organization a 501(c)(3) public charity?
- Does your organization have a fiscal sponsor?
- Organization Name
- Address, City, State, Zip
- Telephone
- Website
- Tax ID (EIN) Number
- **Executive Director**
  - Name
  - Title
  - E-mail
  - Telephone
- **Program Contact**
  - Name
  - Title
  - E-mail
  - Telephone
- **Fiscal Sponsor (if applicable)**
  - Organization Name
  - Address, City, State, Zip
  - Telephone
  - Tax ID (EIN) Number

### Program Information

- Project Name
- Amount You Are Requesting

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## Program Proposal Narrative

### Purpose of the Grant (Max. 500 words)

Explain how the proposed activities will contribute to improving opportunities for the community that will be served.

### Program Goals (Max. 300 words)

What are the specific program goals? Be sure to include projected outcomes, target audiences, number and types of individuals served, duration of the grant, key milestones, and timeline.

### Impact (Max. 250 words)

What impact will the program have in our community?

### Program Leadership - Board (Max. 1,000 words)

List board members and key personnel involved with the program/project as well as their roles and qualifications.

## Program Budget

Total Organization Budget \$\_\_\_\_(Required)

Expense Category	Requested Amount	Program Budget
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total Requested Amount	Total Program Budget

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Please note that the Budget format is presented as follows:

- If you have more than one Expense Category, click “Yes” to Reveal “Expense 2”
- Once you have completed the necessary expense categories for your category, press “No” to reveal the final “Program Budget” question. Then submit your application.

Other Funding Sources (please specify all earned and contributed revenue sources).

**Applications are due no later than 1:00 p.m. on Monday, May 14, 2018.**