

Letter of Intent (LOI)/ Grant Guidelines



2025-2026 Grant Cycle: Children & Families

Mission and Purpose

The mission of Carlsbad Charitable Foundation (CCF) is to improve the quality of life in Carlsbad by meeting emerging needs through:

- Encouraging and increasing responsible and effective philanthropy,
- Building a community endowment,
- Providing 2025 funds annually to organizations and causes, and
- Giving the community a vehicle for legacy planning and cash gifts that will benefit the residents of Carlsbad annually and in perpetuity.

The vision of CCF is to inspire a culture of giving that supports, strengthens, and enriches the quality of life in the Carlsbad community now and for generations to come.

Focus Area

CCF will be accepting proposals for projects that address the health and well-being of children and families. This can include addressing self-sufficiency, childcare, mental health, food insecurity, healthy lifestyles, home insecurity and/or domestic violence.

For the 2025-2026 grant cycle, grant requests from a minimum of \$10,000 up to \$25,000 in funding may be awarded. The grant cycle is committed to the financial support of projects that make the biggest impact on those who live, work and play in Carlsbad. CCF is interested in how these projects benefit Carlsbad and have a positive impact on families and children.

Eligibility Criteria

Grants must be administered by a 501(c)3 public charity, or an organization that is fiscally sponsored by a 501(c)3, a school, or other government agency. CCF does not make grants to supporting organizations or private, non-operating foundations. CCF does not fund scholarships. If an organization is using a fiscal sponsor, a cooperative relationship between the two must be clearly demonstrated. The project must be achievable within a 12-month time frame.

Grants will be evaluated against the following bullet points (at a minimum):

- Have a beneficial, positive impact on Carlsbad
- Have ongoing verifiable, measurable and scalable outcomes
- Maximize the impact of the grant dollars

Applications are due no later than 5:00 p.m., Monday, December 2, 2024.

Frequently Asked Questions

What is the Carlsbad Charitable Foundation Timeline?

- December 2, 2024: L.O.I. due by 5:00 p.m.
- January 2024: Full Applications by invitation only and are due by 5:00 p.m., Friday, February 7.
- March and April 2025: Site visits conducted with all finalists.
- May and June 2025: Selection of award recipients and grant celebration.

What is the application deadline?

The deadline for L.O.I submission is 5:00 p.m., Monday, December 2, 2024. Incomplete or late applications will not be accepted. The full application is by invitation only and will be due by 5:00 p.m., Friday, February 7, 2024.

How much can we request?

CCF will accept proposals in a range of \$10,000 up to \$25,000,

What is the grant period?

Grants are made for one year. This grant cycle runs from July 1, 2025, through June 30, 2026.

What reporting is required?

CCF requires periodic reporting, the details of which will be specified in the grant award letter. All grant recipients will be required to show proof of Carlsbad Charitable Foundation acknowledgement. Examples include photographs of programming, a newsletter, brochure, press release, website posting or a social media mention.

What will CCF not fund?

Carlsbad Charitable Foundation does not fund:

- Scholarships
- Capital or annual campaigns
- Existing obligations/debt
- Projects that promote religious or political doctrine

Who can I contact if I have any questions?

For program questions or technical questions regarding the online application, please contact Eve Childs at echilds@sdfoundation.org.

Application Instructions

For 2023, San Diego Foundation has introduced a [new grant application portal](#). All nonprofit applicants are required to create a new user account through the SDF online portal to submit your application for the 2025-2026 grant cycle. After creating your account, click the “Apply” button to access the application.

For additional guidance regarding creating a new user account, please [see this tutorial](#). [Register/apply today](#).

Please Note: Below are the questions that will be on the online application. All questions with an asterisk are required.

Applicant Information

- **Is your organization a 501(c)(3) public charity?**
- **Organization Name**
- **Address, City, State, Zip**
- **Telephone**
- **Website**
- **Organization Budget Size**
- **Tax ID (EIN) Number**

Organization Information

- **Type of Organization***: Which describes your organization?
 - **A 501(c)(3) nonprofit organization**
 - **Fiscally sponsored by a 501(c)3 organization**
- **DBA**: Please provide if the organization name you use is different from your legal name.
- **Mission Statement***: Describe the organization’s mission and goals.
- **Geographic Areas Served (list)***: Please provide how your project specifically serves the Carlsbad community.
- **Does your organization have a fiscal sponsor?***
- **Fiscal Sponsor’s Tax ID (EIN) Number***

LOI Questions

- **Project Name***
- **Amount Requested***
- **Serving Carlsbad***: Does your project serve Carlsbad? (Y/N)
- **How will this program positively impact Carlsbad? (max 300 words)**
- **Letter of Intent***: Provide a compelling description of your project, how it aligns with the focus area and why we should support it. (max 500 words)

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Full Application Questions

Project Information

- **Project Name***: Name of Project.
- **Amount Requested***:
- **Purpose & Alignment***: Describe the purpose of the project and how it aligns with the focus area.
- **Impact and Metrics***: Please outline the project activities, measurable outcomes, and evaluation methods to be used. Include who will be involved in the evaluation and how the information will be used.
- **Sustainability***: Describe how the project is sustainable, replicable, or scalable.
- **Collaboration***: Describe how the project fosters collaboration with other successful entities in the community to achieve a common goal or objective.
- **Project Leadership***: List key personnel involved with the project.

Fiscal Sponsor Information

- **Fiscal Sponsor Name***
- **Fiscal Sponsor EIN Number***: Please be sure to format it correctly (##-#####)
- **Fiscal Sponsor Agreement***: Please upload a letter demonstrating the agreement between your organization and your fiscal sponsor. A letter or MOU will suffice.

Project Budget*

- **Annual Operating Budget***: Please enter your annual operating budget based on your last fiscal year.
- **Project Budget Narrative**: Describe your specific line items.
- **Project Budget**: Please fill in your Project Budget (example below).

Expense Category	Requested Amount	Program Budget
1. Equipment & Project Materials (Example)		
2. Consultants & Contractors (Example)		
3. Curriculum (Example)		
4. Training (Example)		
5.		
6.		
7.		

8.		
9.		
10.		
	Total Requested Amount:	Total Program Budget:

- **Other Sources of Funding:** List other sources of funding secured for this project.