

# Letter of Intent (LOI)/ Grant Guidelines



2025-2026 Grant Cycle: Youth Development

## Mission and Purpose

The mission of Oceanside Community Foundation (OCF) is to improve the quality of life in Oceanside by meeting emerging needs through:

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

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

## Focus Area

OCF will be accepting proposals for projects preparing young people, ages 16-25, for independence by developing basic life and employment skills.

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 Oceanside. OCF is interested in how these projects benefit Oceanside and have a positive impact on the community through youth development.

## 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. OCF does not make grants to supporting organizations or private, non-operating foundations. OCF 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 to Oceanside
- Have ongoing verifiable, measurable and scalable outcomes, and
- Maximize the impact of the grant dollars

**Applications are due no later than 5:00 p.m., Wednesday, November 27, 2024.**

## Frequently Asked Questions

### What is the Oceanside Community Foundation timeline?

- **November 13, 2024:** Full applications due by 5:00 p.m., Wednesday, November 27, 2024.
- **January and February 2025:** Site visits conducted with all finalists.
- **May and June 2025:** Selection of award recipients and Grants Celebration.

### What is the application deadline?

The deadline for submission is **5:00 p.m., Wednesday, November 27, 2024**. Incomplete or late applications will not be accepted.

### Who is eligible to apply for OCF funding?

To be eligible for a grant from OCF, organizations must have tax-exempt status and provide services in Oceanside. 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, and the fiscal sponsor must be willing to administer the grant if awarded. OCF at San Diego Foundation does not make grants to supporting organizations or private, non-operating foundations.

### How much can we request?

OCF 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?

OCF 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 Oceanside Community Foundation acknowledgement. Examples include photographs of programming, a newsletter, brochure, press release, website posting or a social media mention.

### What OCF will 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](mailto:echilds@sdfoundation.org).

# Application Instructions

For 2024, 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.

## Application Questions

### 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 Oceanside community.
- **Does your organization have a fiscal sponsor?\***
- **Fiscal sponsor’s tax ID (EIN) number\***

### 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.

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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\*:** Based on goals listed above, please share the measurable outcomes anticipated from the project as well as the 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.

## 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.		
	<b>Total Requested Amount:</b>	<b>Total Program Budget:</b>

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