



Strengthening Inland Southern California through Philanthropy

2018 Idyllwild Youth Grantmakers Fund Grant Guidelines & Instructions

Deadline: December 18, 2017

Mission of The Community Foundation

The Community Foundation's mission is "Strengthening Inland Southern California through Philanthropy." The Foundation does this by raising, stewarding and distributing community assets by providing grants to nonprofit organizations, and working toward their vision of a vibrant, generous and just region — with unlimited opportunities. The Foundation focuses on building its endowment to ensure that The Community Foundation is *Here for Good*.

The Community Foundation maintains the rigorous national standards for excellence for community foundations and is a member of the League of California Community Foundations, as well as the Council on Foundations.

Background: The Youth Philanthropy Initiative

Launched in November 2008, the Youth Philanthropy Initiative's goals are to teach youth to meet community challenges by making grants to projects that address concerns of youth and to instill in them an ethic of volunteering and giving so they become philanthropists. The **Idyllwild Youth Grantmakers (IYG)** was formed in February 2012 to review proposals and recommend grants for funding in the Idyllwild community. Members of the IYG are middle school students from Idyllwild School.

The Youth Grantmakers Fund

The Youth Grantmakers Fund is a special fund allocation for projects, programs and/or activities that address issues facing youth such as: alcohol use and drug use, teen pregnancy, youth recreation, homelessness and hunger. The Idyllwild Youth Grantmakers Fund is generously supported by funds from the Idyllwild Community Fund, with matching funds from The Community Foundation.

Proposals are currently being accepted through this competitive grant process.

Eligibility

- Nonprofit, public benefit corporations with evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation. Educational institutions are eligible to apply.
- Nonprofit agencies that serve the Idyllwild Community.
- Agencies that operate so that they do not discriminate in the hiring of staff or in providing services on the basis of race, religion, gender, sexual orientation, age, national origin or disability

Grantmaking Objectives

Programs and/or activities that:

- Involve youth in the development and implementation of the project
 - Increase community involvement and volunteerism amongst youth
 - Promote values of personal responsibility and self-sufficiency in youth
 - Provide an avenue for internal exploration and personal empowerment in youth
 - Respect diversity
 - Support early intervention and prevention of social problems
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Funding Priorities

Preference will be given to the following types of YOUTH activities that address issues that relevant to teens in the Idyllwild community:

- Arts, culture, dance, drama, music, writing
- Advocacy programs
- Educational classes
- Mentoring or tutorial programs
- Outdoor experiences, camps, etc.
- Programs led by youth instead of adults
- “Real life” learning experiences
- Service learning
- Teen hotlines
- Therapy

Grant Award

Applicants may request amounts up to \$1,000. Grant allocations will not exceed \$1,000 per grant.

Grant Period

The grant period is up to one year. Programs may start as early as April 1, 2018 and must end no later than March 31, 2019.

Application Review

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by The Community Foundation (TCF) staff. The Youth Grantmakers Committee will evaluate each application and will forward grant recommendations to Idyllwild Community Fund Advisors and The Community Foundation Board of Directors for final approval.

Notification of Results

All applicants will be notified of the results, in writing by February 27, 2018.

How to Apply

1. Please read the eligibility requirements carefully.
2. Complete all forms and answer all questions.

3. Submit the Application Packet

A) Submit 1 ORIGINAL (WITH ORIGINAL SIGNATURES) of the following:

- Completed Grant Application Form (Cover sheet, Narrative (2 pages maximum), and Budget Page).
- A list of your Board members and their affiliations.
- Your current operating budget (Fiscal year or calendar year)
- A copy of your current 501(c) (3) determination letter from the IRS.

B) Mail the Application Packet to:

Celia Cudiamat
Executive Vice President, Programs
The Community Foundation
3700 Sixth Street, Suite 200
Riverside, CA 92501

- C) Applications must be received in The Community Foundation office by 5:00 p.m. on December 18, 2017.** Postmarks, late applications, incomplete copies and electronic submission (e-mail, fax) will NOT be accepted.
- D) For questions contact Celia Cudiamat at ccudiamat@thecommunityfoundation.net**
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2018 Idyllwild Youth Grantmakers Fund
Grant Application Cover Page
 Application Due: December 18, 2017

Internal Use Only:
Grant : _____

Organization / Agency Information

<i>Organization/Agency Name:</i>		
<i>Physical Address:</i>		<i>City/State/Zip</i>
<i>Mailing Address:</i>		<i>City/State/Zip</i>
<i>CEO or Director:</i>		<i>Title:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>
<i>Contact Person:</i>		<i>Title:</i>
<i>Phone:</i>		<i>Email:</i>
<i>Web Site Address:</i>		<i>Tax ID:</i>

Project Information

<i>Project Name:</i>		
<i>Number of Youth Participants:</i>	<i>Project Start Date:</i>	<i>Project End Date:</i>
<i>Amount of Grant Requested:</i>	<i>Total Organization Budget:</i>	<i>Percentage of Organization's Total Budget used for Administration:</i>
<i>Purpose of Grant Request (one sentence):</i>		

Signatures

<i>CEO / Director: (please print)</i>	<i>Title:</i>
<i>Signature:</i>	<i>Date:</i>
<i>Youth Grantwriter (if applicable): (please print)</i>	
<i>Signature:</i>	<i>Date:</i>

2018 YOUTH GRANTMAKERS FUND APPLICATION

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Please check which issues your proposal addresses (check all that apply):

- at risk behaviors by youth (i.e. substance abuse, depression, harassment/bullying, etc)
- community wellness (basic needs, health and wellness)
- youth involved art activities
- youth involved recreation
- academic achievement
- Other

Please check the category that best describes the proposed program activities for the grant:

- Arts, culture, dance, drama, writing, music, etc.
- Field trips, outdoor experiences, camps, challenge courses, youth recreational activities, sports
- Programs led by youth instead of adults
- "Real Life" learning experiences, internships, service learning
- Educational classes, mentoring/tutorial programs
- Intervention, prevention, support services, teen hotlines, therapy

NARRATIVE:

Please provide the following information by answering **all questions in sections I and II in no more than TWO (2) typed pages**. Please be thorough, clear, specific, and concise.

I. Organizational Background: (Please respond to each question and limit all responses to one page)

- A. What is the history, mission and purpose of your organization?
- B. How long has the organization been providing programs and services to the community?
- C. What are some of your current programs and activities? (Include populations and geographic locations served.)

II. Project Information: (Please respond to each question and do not exceed one page for all questions)

- A. Project Description: Describe your project/activity and what results you want to achieve (what you want to do; why do you want to do it; what do you intend to accomplish and who will be involved in the project (i.e. students, teachers, community members, etc.))
 - B. Community Benefit: Who will benefit from the project? How and in what way will the project benefit the community? Provide an estimated number of beneficiaries, youth and adults.
 - C. Implementation Timetable: What is the timetable for implementing the project? Provide a detailed list of activities and/or schedule of events.
 - D. Youth Involvement: How have youth been involved in the grant writing and/or project planning/development? How will youth be involved in implementing the project?
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III. Project/Activity BUDGET:

A. Please provide a detailed line-item budget for your project by completing the table below. Include all sources of funding for the proposed project. **Total request from TCF must not exceed \$1,000**

Line Item	Line Item Explanation (Cost breakdown) Ex.: 100 books @ \$5 each = \$500)	Support From Your Agency	Requested Amount From TCF
TOTAL			

IV. Ancillary Documents: Please check the boxes below indicating the submission of the ancillary documents that are included with your completed application:

- A list of Board Members with their affiliations.
- Your current operating budget.
- A copy of your current 501(c)(3) letter from the IRS.

Complete application packet should include:

- ✓ Signed and completed Grant Application Cover Page (Organization/Agency Information and Project Information)
 - ✓ 2 page narrative containing Organizational Background and Project Information (Sections I & II)
 - ✓ Completed Project Budget (Section III)
 - ✓ List of Board Members
 - ✓ Current Operating Budget
 - ✓ Copy of 501(c)3 letter
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