



How to Apply for a FVCF Grant

Eligibility Requirements

1. Must be a public non-profit organization (501(c)(3) or public agency providing services within the city of Fountain Valley (Priority will be given to projects located in and serving the people of Fountain Valley. Organizations located outside the boundaries of Fountain Valley must provide proof that more than 50% of the recipients of the intended grant are residents of Fountain Valley).

Eligibility Limitations

The current objectives of the Board do not allow grants for the following purposes:

1. More than one application per applicant
2. Religious organizations for religious purposes
3. Direct assistance to individuals or businesses
4. Routine operating expenses or staff salaries
5. Political parties or organizations

Application Requirements

1. Amount being requested
2. Cover letter signed by the Board officer authorized to sign for the organization
3. A list of the Board of Directors and Staff (if applicable).
4. Copy of IRS tax exempt letter.
5. A description of the program or service for which the grant is requested, including the scope of the targeted population, the expected results, the potential benefit to the community, and the long-term sustainability of the project.

Responsibilities of Grant Recipients

Each grant recipient is held accountable for using the Foundation grant in compliance with the proposal submitted and any additional terms placed on the grant by the Fountain Valley Community Foundation. In addition, each recipient must:

1. Institute adequate controls over project funds to ensure that all funds are properly accounted for
2. Present invoices to the Foundation upon request
3. Ensure that the Foundation is kept properly advised of significant factors affecting the successful outcome of the project or program and any significant deviation from the proposed scope, starting date or completion date of the project or program
4. Upon completion of grant expenditures provide the Foundation with a final audit of the funds received and expended.

How to Apply

Grants will be awarded once during each quarter of the year. Deadline for application is: January 1; April 1; July 1; October 1 of each year. Grantseekers are encouraged to review the guidelines carefully then submit a proposal. If you would like to submit a letter of inquiry you may do so.

The Foundation Board of Directors meets on the third Thursday of each month. Your Grant Application must be received no later than the Friday preceding the Board meeting so that the letter can be submitted as part of the Board's meeting packet.

Deliver your application in person to:
17967 Bushard St.,
Fountain Valley, CA 92708

Email: Rob.Frizzelle@FountainValley.gov

or Mail to:
The Fountain Valley Community Foundation,
10200 Slater Ave., Fountain Valley, CA 92708.

For information call: 714-593-4449



FVCF GRANT APPLICATION CHECKLIST PAGE

Please check-off/Sign the following and include this checklist with the original application only.

1. Complete one original Grant Application Form. Answer all questions on the application. Spaces are limited in order to help applicants be brief and specific in response to requested information and for the Board to be able to evaluate numerous grant applications. A cover letter is not encouraged or necessary but is accepted.
2. Board of Directors List: A listing of current officers, board members and executive director that includes their name, city of residence and professional affiliation.
3. Financial Information
 - A. The most current audited or internal financial statements
4. IRS 501(c)3 letter or copy of your IRS determination letter if applicable.
5. Application requirements
 - A. Grant Application should be in a file folder labeled with the name of the agency applying. Email applications are permissible:
Rob.Frizzelle@FountainValley.gov
 - B. Original application should include: Board of Directors List, optional newsletter or brochure, audited financials, IRS letter. One Copy of application, Single sided with no staples.

I have read How to Apply for a Hyundai Community Grant Guidelines.

(Please check the following and include this checklist with the original application)

I agree to provide follow up information to the FVCF on how the grant supported the desired outcome. I approve that the FVCF may share this information publicly.

(Please sign the following and include this checklist with the original application).

Signature

Date



INSTRUCTIONS: Read checklist before filling out application. There are 8 sections in this application. Complete each section and attach required documents as instructed.

Legal Name of Organization _____

Date of IRS Exemption (include IRS letter only w/ original application) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Website _____

Name of Executive Director _____

Name and Title of Person Submitting this Application _____

Telephone _____ Email Address _____

Number of Paid Staff Full Time Staff Part Time Staff _____

IRS Classification (please check the appropriate box):

501(c)3 - Public Charity

501(c)3 - Private Foundation

Not 501(c)3 If not, specify _____

BRIEFLY BULLET POINT YOUR KEY PROGRAMS AND SERVICES

BRIEFLY STATE WHAT MAKES YOUR PROGRAM UNIQUE

BRIEFLY DESCRIBE THE ORGANIZATION'S KEY INITIATIVES, ACCOMPLISHMENTS AND/OR CHALLENGES OVER THE PAST TWO YEARS. INCLUDE ANY INTERNAL OR EXTERNAL EVALUATION MECHANISMS USED TO EVALUATE YOUR PROGRAM (# of ADMISSIONS/PEOPLE SERVED, THIRD PARTY EVALUATIONS/AUDITS)

BRIEFLY DESCRIBE THE PROJECT FOR WHICH FUNDING IS SOUGHT

Amount requested from FVCF \$ _____

What is the total budget for this project \$ _____

If this project is part of a bigger project, please attach the total budget worksheet in the original application.

WHAT IS EXPECTED TO BE ACHIEVED?

LIST OTHER POTENTIAL FUNDING SOURCES FOR THIS PROJECT WHOM YOU HAVE CONTACTED (e.g. corporations, foundations, individuals - indicate amount sought from each):

BRIEFLY DESCRIBE THE POPULATION THAT WILL BE SERVED BY THIS PROJECT:

SERVICE WITHIN FOUNTAIN VALLEY

Number of different people served by the organization _____

Number of Fountain Valley individuals served by the organization _____

Percentage of Fountain Valley served as percentage of agency's total number served % _____

Seniors 65 and over _____

Adults 19-64 _____

Under 18 _____