



## How to Apply for a 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 being 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 the third Thursday of each month. Your letter 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;

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

For information call: 714-593-4449.