



**2019 Idyllwild Community Fund
Grant Guidelines & Instructions**
Deadline: Friday, April 26, 2019, 5:00 p.m.

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 charitable assets by providing grants to nonprofit organizations, and working toward a shared 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 National Council on Foundations and the League of California Community Foundations.

The Idyllwild Community Fund

The Idyllwild Community Fund is an affiliate fund of The Community Foundation. Established in 1996 and 1997 by anonymous donors, it is a permanent legacy to benefit the Idyllwild Community and its residents. The Fund has an advisory committee of local community residents dedicated to improving the quality of life for residents of Idyllwild. For more information visit www.idyllwildcommunityfund.org

Mission of The Idyllwild Community Fund:

The Idyllwild Community Fund's mission is "*Strengthening Idyllwild through Shared Resources.*" The goal of the Idyllwild Community Fund, whose capital assets consist of endowments and donations made by generous past and present members of the community, is to encourage and support programs run by local non-profit organizations that: nurture the arts; foster the education of children and adults; provide for the well-being of those in need; protect the environment; contribute to the safety of our Idyllwild community.

Eligibility

- ⊙ Any nonprofit, 501 (c) (3) organizations may apply for grants for programs and activities that will benefit the Idyllwild community and surrounding mountain communities.
- ⊙ The Community Foundation will only accept applications from 501 (c) (3) organizations.

Funding Preference:

The Idyllwild Advisory Committee will give preference to the following areas:

- ⊙ Arts and Culture
- ⊙ Human Services
- ⊙ Environment
- ⊙ Emergency Preparedness

Funding Considerations

The Idyllwild Advisory Committee takes the following into consideration when reviewing grant requests:

1. The grant should impact many individuals, rather than a few. Preference is given to agencies that provide programs to the underserved.
2. The requesting agency should show other sources of revenue for the program or project, or a plan to seek other funds (Be sure to complete the budget template, including other sources of funding).
3. The requesting agency must demonstrate that it operates with financial integrity.
4. Proposals for new, enhanced, or expansion programs are welcomed.
5. Requests for funding that include a reasonable percentage of administrative expense will be considered, but the proposed expenses should be a justifiable expense within context of the proposed project and within reason (i.e., no more than 10% of total requested funding.)

6. Requests for program-specific stipends will be considered. Stipend is defined (by the IRS) as a fixed sum of money paid periodically for services or to defray expenses. Stipends are typically considered a program expense related to the delivery of activities of a specific program, or activity of the organization, and not key to the operational function of the organization. Administrative expense is defined as "those expenses related to the overall operations and management of the organization."
7. Requests for large capital expenditures will not be considered.
8. The Idyllwild Community Fund will not consider funding requests for political or religious programs or to individuals.

Grant Period

The grant period is for one year, starting **September 1, 2019 to August 31, 2020**.

Application Review

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by The Community Foundation (TCF) staff. TCF staff may call to schedule a site visit, or request additional information depending on the agency and the nature of the funding request.

The Idyllwild Advisory Committee will evaluate eligible applications, conduct site visits as appropriate, and will forward grant recommendations to The Community Foundation Board of Directors for final approval.

Notification of Results

All applicants will be notified of the results, in writing, by Monday, August 26, 2019.

How to Apply

1. Please read the eligibility requirements carefully.
2. Go to <https://www.thecommunityfoundation.net/grants/grants/grant-schedule> and locate the application link to the **Idyllwild Community Fund**. A login and password will be required and can be established by creating an online account. **Make sure to note your login and password** for future use. If you have had changes in staff since your last online application, a new user account will be needed.
3. Complete the required "Eligibility Assessment" to continue to the online application. Complete all required fields and be sure to "Save" your responses as you go along.
4. Be prepared to upload the following **REQUIRED** documents in **PDF** format on the "Attachments" page of online application:
 - Your current 501(c) (3) final determination letter from the IRS
 - Project Budget Page and narrative (a budget worksheet can be downloaded from within the online application under the "Attachments" tab)
 - Board member listing and their affiliations
 - Your most recent year-end financial statements (audited if possible)
 - If requesting funds to purchase equipment, provide copies of three competitive bid or price quotes

Technical Assistance

The grant portal guide is accessible within the grant application menu. Please review before proceeding with the application process. A technical assistance workshop is TBA. Please call 951-241-7777 for information.

Deadline: Applications must be completed and submitted by 5:00 pm (Pacific Time) on Friday, April 26, 2019. Applications will be *inaccessible* after the deadline. **All applications MUST be submitted via the online application process. We will not accept mailed, faxed or emailed copies. Incomplete applications will be DISQUALIFIED.**

Questions? Please submit your questions at grant-info@thecommunityfoundation.net

Funding Disclaimer

There is limited funding available for distribution. Many worthy projects and organizations may not be approved for funding.
