



CLAREMONT COMMUNITY FOUNDATION

GRANTS PROGRAM PROPOSAL INFORMATION

The Claremont Community Foundation solicits proposals for grants from its Board Designated Funds, which support projects and activities of charitable organizations serving Claremont and/or surrounding communities in the Inland Valley area. Projects that can demonstrate significant positive benefit to the Claremont community receive priority. Community Impact grants address broad areas of need, including health, economic improvement, family, individual and youth services, cultural and educational activities and historical initiatives. Arts grants support projects intended to enhance the visual environment of the community and projects that increase access to drama, dance or musical performances. The Foundation does not fund an organization's operating expenses or salaries.

Funding for grant awards is generated by both donor-designated as well as unrestricted contributions from caring citizens, businesses and organizations. Amounts available for distribution have varied from year to year. Historically, individual grant award amounts have averaged \$1,000 to \$5,000, and in some cases, more. This year we will offer grants up to \$30,000. In addition, we will be awarding a limited number of \$50,000 super grants.

Proposals Shall Include:

1. **Cover page**
2. **Case statement** for the project, **following the Case statement guidelines** (see accompanying page), minimum of three pages in length.
3. **Project budget**, including other sources of funding (projected and actual) for this project. Itemize all income sources and expense line items. Include in-kind contributions of goods/services, and specific project expenses to be covered by sponsoring organization. Identify those expense items which might be reduced (without rendering the project infeasible) if less than the full requested amount were to be granted.
4. **Sponsoring organization's total annual budget** (to show what proportion of the total operation this project represents).
5. **Letters of Support** and/or recommendation (minimum 3), from cooperating individuals or organizations who will be participating in or endorsing the project.
6. **Rosters of organizations' Board of Directors, project staff, and operational volunteers**, identifying affiliations, occupations, or other information about these persons' qualifications to carry out this project. Include an organization chart or written statement showing the lines of authority from project staff/volunteers through organization leadership.
7. **Verification of nonprofit tax-exempt status** (or statement explaining how organization qualifies as a public charitable entity, if not tax-exempt). Please include longevity of organization.

Please note: A preliminary review of applications will be conducted to ensure all of the above are addressed. If an item(s) is missing, the grant will be eliminated from further consideration.

Submission Instructions:

1. **Submit one original complete version** (marked ORIGINAL) containing all items 1 through 7, above.
2. **Submit 7 additional copies** containing only 1 through 6, above.
3. You may submit additional supporting documents or materials about the project and/or your organization only if necessary to help the volunteer Grant Committee understand your project. Please **limit this material to essential information that cannot be incorporated into items 1 through 7** above, and include enough copies for all committee members to review. NO items (video or audio tapes, photos, etc.) will be returned.
4. Send completed applications or submit in person to Claremont Community Foundation, 205 Yale Avenue, Claremont, CA 91711.
5. **Application Deadline: November 1, 2019 - 5:00 p.m**

Case Statement Guidelines

A proposal is more likely to succeed if it clearly and explicitly addresses the following questions:

What is the **purpose** of the proposed project and the **goals** of the project? What is the need your project will address? **How do you know** this need exists? What is your **target group**? How will the project **impact** your target group? How will the project **benefit the larger Claremont community** and/or surrounding area? If your project addresses a specific need or initiative identified through Claremont planning processes such as the Youth and Family Master Plan or the City of Claremont General Plan, or through the work of a City commission or committee, please discuss this directly. Be as specific as possible, including numbers and data sources, as available.

Are there **other organizations or projects** working with this target group and/or addressing this need? Who, how? Will you be working together? How? (If not, why?)

What is your projected **time frame and work plan** for implementing this project (who will do what, by when, and how?)

Briefly **describe your organization's** mission, history, governance structure, functioning and staffing. Why is this organization particularly qualified to undertake this project?

Describe the **evaluation** process for the project's success and the impact of this project on the target group?

What are your **plans for future funding** of this project beyond the time frame indicated? If the Foundation could support only a portion of your request, would you be able to move forward with it by obtaining **alternative funding** from other sources, and/or scaling back the proposed project? How?

Is there **anything else** our committee should know in order to understand your project more fully?

Please contact the Foundation office for information about **technical assistance** in preparing your proposal.

Prior to announcing awards, proposals will be reviewed by a Grants Committee. **All applications are treated with professional confidentiality and impartiality.** Please do not attempt to contact or lobby Foundation staff or volunteers to influence their decisions. We may request additional information and/or site visits while considering your proposal. This process takes approximately one month, so a proposal with an **immediate** need for funding is not appropriate.

**CLAREMONT COMMUNITY FOUNDATION
205 YALE AVE. CLAREMONT, CA 91711**

FOR MORE INFORMATION CALL (909) 398-1060

**APPLICATION DEADLINE:
November 1, 2019 5:00p.m.**

**NOTIFICATION:
December 2019**



CLAREMONT
COMMUNITY FOUNDATION

**2019-2020
GRANT APPLICATION COVER PAGE**

Submission Date: _____

Project Title: _____

Organization Name: _____

Nonprofit 501 (c) (3)? yes no Public (govt) agency? yes no

Other? _____

Contact Person: _____ Position: _____

Address: _____

Phone: (day) _____ (evening) _____

FAX: _____

E-mail: _____

Grant Writer: _____ Phone: _____

E-mail: _____

Check amount requested up to

10K 20K 30K 50K

Is this project a collaborative effort with any other organization(s)? no yes

If yes, list other organization(s), primary contact person(s) for collaboration, and phone #(s).

Amount requested from Claremont Community Foundation: \$ _____

Total project cost: \$ _____

Please provide a brief summary (one or two sentences, single spaced typed) of your proposal below:

In submitting a proposal, applicant agrees, if funding is awarded, to submit a mid-point and final report to the Foundation, documenting the projects actual costs and results. Previous grantees must have final report on file to be eligible for a new grant. In addition, grantee agrees to mention CCF grant funding of project on their website with a link to CCF's website. CCF will similarly mention the grant, project and grantee on its website with link back to the grantee's website.



CLAREMONT
COMMUNITY FOUNDATION

GRANT PROGRAM PROPOSAL EVALUATION FORM

(FOR CCF USE ONLY: These are the criteria we use to evaluate your application)

Organization and Project: _____

Amount Requested: _____

CRITERIA FOR EVALUATION	NO	WEAK	YES	GOOD	N.A.	RATING 1-10
1. Does the proposed project promise significant positive benefit to Claremont and/or surrounding communities and fit within CCF's mission?						
2. Does the proposal include a clear statement of the organization's mission, history, purpose, organization, and staff, including boards of directors?						
3. Are the project budget and larger organizational budget understandable and reasonable? Will you be able to proceed with partial funding?						
4. Does the proposal include appropriate letters of support (minimum of 3)?						
5. Does the proposal clearly articulate the need the project will address, with appropriate data and background?						
6. Is the report professionally presented and free of errors?						
7. Is this organization well-suited, qualified, and ready to address this need?						
8. Does the proposal address any specific current initiative or recent larger study/planning process in the community it serves?						

9. Is there evidence of collaboration and outreach with other organizations?						
10. Are the proposal's goals and outcomes clear, appropriate, and feasible?						
11. Are the project's time-frame and work plan feasible?						
12. Are the plans for evaluation of the project's success and impact on the target group appropriate?						
13. Are the plans for future funding (if applicable) and alternative funding clear and reasonable?						

RECOMMEND: Fund: ____ Deny: ____ Not Sure: ____ Need More Info: ____

COMMENTS: