

SAN BRUNO

Community Foundation

Community Grants Fund Frequently Asked Questions

Based on questions asked at the August 20 and September 9, 2019, Grant Workshops

Updated September 12, 2019

Grant Application

Q: How do I apply for a Community Grant?

A: The Community Grant Application Packet must be submitted online. Go to <https://www.sbcf.org/grant-application> for the link to the online Application.

Q: When is the Application deadline?

A: All portions of the Community Grant Application Packet, including supporting documentation, must be submitted by 5:00 P.M. ON WEDNESDAY, SEPTEMBER 25, 2019. Failure to provide a complete Grant Application Packet by the deadline will result in your Grant Application not receiving consideration.

Q: Do I have to complete the Grant Application in a single session online? Can I move around the Application, or do I need to fill out each question in order?

A: The Application does not need to be completed in a single session, and you can move around the Application without completing every question. You can start filling out the online Application, save your progress, and resume completing the Application at a later time. There are only a small number of questions in the Application, marked by an asterisk, that you must complete in order to submit the Application.

Q: My organization is a small, grassroots organization that is not a formal 501(c) nonprofit. May we apply for a Community Grant?

A: The Community Grants Fund is generally open to the following types of organizations that engage in activities to benefit the San Bruno community:

- 501(c)(3)* public charities
- 501(c)(4), 501(c)(5), and 501(c)(6) organizations that meet the public support tests described in 509(a)(2)
- Governmental units that are described in 170(b)(1)(A)

* All numerical references are to specific sections of the Internal Revenue Code (IRC).

Notwithstanding the list above, entities not eligible for Foundation funding include 501(c)(3) supporting organizations, 501(c)(3) testing for public safety organizations, political organizations, organizations that the Foundation is prohibited by law from funding with public funds such as religious institutions and private schools, and any organization that unlawfully discriminates in violation of state or federal law, including on the basis of race, ethnicity, nationality, gender, disability, sexual orientation, gender

identity, age, or religion. In addition, individuals are not eligible to apply for grants in connection with the Community Grants Fund.

Organizations that do not qualify under any of the eligible organizations in the list above – including those who have applied for but have not yet received 501(c)(3) status from the IRS – may have other options for applying for a grant, such as partnering with an eligible organization or obtaining a fiscal sponsor. Nonprofits that serve as fiscal sponsors include [Social Good Fund](#) and [Community Initiatives](#). The Foundation recommends that any organization with questions about eligibility for a grant in connection with the Community Grants Fund contact Foundation staff prior to completing an Application.

Q: If we are applying using a fiscal sponsor, should we indicate that the program is a “collaboration” with other organizations?

A: No. Applicant Organizations serving as a fiscal sponsor should check the appropriate box on page 2 (Executive Summary: Applicant Organization) of the online Application. The Foundation recommends that Applicant Organizations applying as a fiscal sponsor contact Foundation staff at grants@sbcf.org for detailed guidance on completing the Application.

Q: If the project to be funded is a collaboration, should each participating entity submit an Application?

A: For a single project seeking funding, the lead participating entity should submit an Application for a Community Grant, listing the other participating organizations in the Application.

Q: If the program to be funded is a collaboration, can one partner be a for-profit entity?

A: The entity submitting an Application must qualify as an eligible organization that engages in activities to benefit the San Bruno community:

- 501(c)(3)* public charities
- 501(c)(4), 501(c)(5), and 501(c)(6) organizations that meet the public support tests described in 509(a)(2)
- Governmental units that are described in 170(b)(1)(A)

* All numerical references are to specific sections of the Internal Revenue Code (IRC).

Partnering with a for-profit entity on the proposed program would not automatically disqualify the Application from consideration, but the for-profit entity’s role will be considered in the full evaluation of the criteria used to evaluate all Applications.

Q: Can my organization apply for funding for two different programs? If so, should we submit one Application covering both programs or separate Applications for each program?

A: A single Applicant Organization can apply for funding for more than one program, but remember that Applicant Organizations are subject to a limit of \$25,000 in total grant funding each year. If the two projects are closely related, it may be appropriate to submit a single Application. For distinct projects, a separate Application should be submitted for each project. If you have any questions about whether your organization should submit one or more Applications, please contact Foundation staff at grants@sbcf.org.

Q: Can my organization apply for general operating support?

A: The Foundation offers two types of grant funding: (a) Programmatic Support (including one-time projects, ongoing programs, or capital projects), and (b) Capacity-Building Support (to assist Applicant

Organization in carrying out its mission more effectively). All funding requested must be done within the context of a program or capacity-building activity. For smaller organizations that run a single program, a funding request for that program might effectively be the same as requesting general operating support, but the funding must be justified in terms of the program's benefits and implementation.

Q: May my organization submit a letter of support with its Application?

A: We request that letters of support not be submitted with Community Grants Fund Applications. If the Foundation seeks additional information, including verification of participation by collaborating organizations, Foundation staff will contact the Applicant Organization to request such information.

Q: May my organization apply for a Community Grant this year and again next year?

A: Yes. Grantees are able to apply for funding for the same program for up to three consecutive years. After three years of consecutive funding for a particular program, the grantee is required to wait at least one year before reapplying for funding for that program. The grantee would be able to apply for funding in the fourth year for a different program.

Q: If the program seeking funding is a subset of a large organization, what should be provided for the requested financials and budget – those for the entire organization or the subset?

A: In general, the organization's financial statements and budget should be provided. In the case of a particularly large applicant, such as the County of San Mateo, the financials and budget for the department overseeing the program seeking funding might be appropriate. If you have questions about a specific situation, please contact us at grants@sbcf.org.

Q: Where can my organization find a grant writer to draft our Grant Application?

A: We do not make recommendations on the use of a grant writer to assist in the preparation of a Community Grant Application.

Evaluation and Award Process

Q: On what basis will Applications be evaluated? Is a rubric used?

A: The review process will include verifying that the Applicant Organization and proposed program meet the eligibility requirements. The substantive evaluation will include consideration of the benefits of the proposed program to the San Bruno community; the proposal's alignment with one of the Foundation's focus areas; program methodology and budget; proposed grant amount in relation to the anticipated community benefit; and organizational track record, stability, and financial health.

Q: Who is on the SBCF Board of Directors, and what role does the Board play in making grant awards?

A: The SBCF Board of Directors is made up of seven volunteer community members, who are listed on the Foundation's [website](#). A volunteer panel of non-Board community members and individuals with nonprofit grantmaking experience evaluate all Grant Applications and recommend a slate of proposals to the Board for approval. The Board typically approves Community Grants Fund awards at its December meeting.

Q: What role do YouTube and Google.org play in administering the Community Grants Fund?

A: This year YouTube and Google.org are providing \$100,000 of the \$300,000 that will be awarded as Community Grants and do not, as organizations, play a role in the selection process. All Grant Applications are evaluated by a volunteer panel of non-Board community members and individuals with nonprofit grantmaking experience. Serving on the volunteer panel is a resident of San Bruno who is

employed by Google, but she participates in her individual capacity as a community member and does not represent an official viewpoint of the company.

Q: What happens if an Applicant Organization receives less funding than what it originally requested?

A: Under the Program Guidelines, the Foundation may elect to fund proposals at less than the requested amount. In such cases, it is up to the grantee to manage the awarded funds to reach its intended program goals as outlined in its Grant Application, including potentially adjusting its program budget and/or seeking funding from other sources.

Q: What types of organizations have received Community Grants?

A: Past Community Grants Fund grantees have included larger, established nonprofits, volunteer-based, grassroots nonprofits, and government agencies. Visit the Foundation's website to view the list of funded projects in [2016-2017](#), [2017-2018](#), and [2018-2019](#).

Q: What is required of grantees after they receive funding?

A: Prior to receipt of a grant, grantees will be required to sign a Grant Agreement and agree to comply with certain terms and conditions set forth by the Foundation, including but not limited to the following:

- Within 60 days of the conclusion of the applicable grant period, provide the Foundation with a year-end report documenting the use of the grant funds and describing programmatic accomplishments.
- Acknowledge The San Bruno Community Foundation on all printed materials and all publicity related to activities supported by Foundation grants.
- Immediately notify the Foundation of: (1) any changes in grantee's tax-exempt status; (2) grantee's inability to expend the grant for the specified grant purposes; and (3) any expenditures of grant funds made for any purpose other than the intended grant purposes.
- Provide requested documentation, including financials or evidence of tax-exempt status.
- Within 60 days, report to the Foundation regarding any major changes in personnel or volunteers that would affect the grantee's ability to carry out the funded project or program.

Q: When do grantees receive the funding they have been awarded?

A: Prior to receipt of a grant payment, grantees will be required to sign a Grant Agreement. In most cases, once the Grant Agreement is executed, the Foundation will work with the grantee to schedule the grant payment, which can include an in-person grant check presentation at a meeting or event of the grantee. In the case of grants for capital projects, grantees may be required to provide written confirmation that all necessary approvals have been completed and that the work being funded is underway before payment is made.