

# SAN BRUNO

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Community Foundation

## **Community Grants Fund Grant Workshop**

August and September 2020

# San Bruno Community Foundation

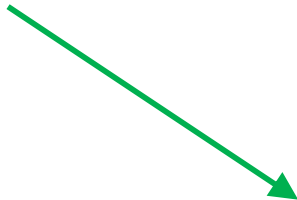
Founded in 2013 by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E

## MISSION

SBCF serves the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, SBCF assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

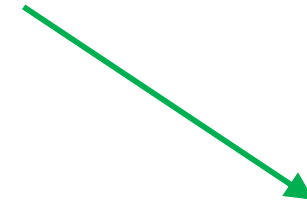
# Strategic Vision

**COMMUNITY LISTENING CAMPAIGN**  
Spring 2015



**FOCUS AREAS IDENTIFIED**  
Fall 2015

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing



**PROGRAM AND INVESTMENT STRATEGIES  
DEVELOPED**  
Fall 2015/Spring 2016

# SBCF Program Accomplishments

**Since 2016, SBCF has:**

Awarded

**46 Crestmoor Scholarships Totaling \$650,000**

Awarded

**91 Community Grants Totaling \$1.1 million**

Committed

**\$50 million to the New San Bruno Recreation and Aquatic Center**

Committed

**\$2.6 million to Other Strategic Initiatives, including:**

COVID-19 Relief Grants \* Music Education Strategic Initiative

First Responder Strategic Initiative \* Pedestrian Safety Strategic Initiative

SBPSD School Transformation Grant \* San Bruno Community Day in the Park

# Community Grants Fund

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## ■ Goal

- To allow local community groups to apply for grant funding to support new or existing programs that **benefit the San Bruno community** in one of the 11 focus areas identified in the Foundation's Program Strategy Framework

## ■ Grant Cycle

- Annual

# 2020 Timeline

July-September	<ul style="list-style-type: none"><li>• Application available online - July 1</li><li>• <b>Grant Workshops – August 18 and September 10</b></li><li>• <b>Application deadline – September 30, 5:00 PM</b></li></ul>
October-November	<ul style="list-style-type: none"><li>• Review process</li></ul>
December	<ul style="list-style-type: none"><li>• Grants approved by SBCF Board – December 4</li><li>• Begin distribution of grant awards</li></ul>
2021	<ul style="list-style-type: none"><li>• Grant awards expended</li></ul>

# Applicant Eligibility

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)

*Organizations with questions about their eligibility for a grant in connection with the Community Grants Fund, particularly 501(c)(4), 501(c)(5), and 501(c)(6) organizations, should contact Foundation staff prior to completing an Application.*

# Ineligible Applicants

Entities **NOT** eligible for Foundation funding include:

- Individuals
- 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
- 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



# Activities Eligible for Funding

## ■ Programmatic Support

- Projects = temporary, produces specific results
- Programs = group of inter-related projects managed together on ongoing basis
- Capital Projects = Purchase or construction of capital assets

## ■ Capacity-Building Support

- To assist an Applicant Organization in carrying out its mission more effectively

# Ineligible Activities

The Foundation will **NOT** directly fund the following:

- Existing deficits
- Direct contributions to restricted endowments
- Lobbying or political activity
- Religious activity that government agencies are legally prohibited from funding

# Funding Guidelines

- **Grant Size:** Up to \$25,000
  - SBCF has discretion to determine amount of each grant
  - SBCF may elect to fund projects at less than requested amount
  - Requested amount must be substantiated by budget
- **Grant Duration:** To be spent in 2021
- **Grant Frequency:** No more than 3 consecutive years for same project
  - After that, grantee required to wait at least one year before reapplying for funding for that project
  - Grantee able to apply for funding in 4<sup>th</sup> year for a different project

# Grant Awards

## ■ 2020-2021 Budget

- With the 4th year of support from YouTube and Google.org, SBCF intends to award multiple grants totaling \$300,000 that benefit a diverse cross-section of the San Bruno community

## ■ Grants to be awarded

- # of grants awarded will depend on a number of factors, including the number and quality of applications received



# Funding Priorities

Applications must be for programs that (1) **benefit the San Bruno community** and (2) fall within one of the eleven focus areas outlined in the Foundation's Program Strategy Framework:

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing

# Grant Application

- **Online form – via [www.sbcf.org](http://www.sbcf.org)**
  - Does not have to be completed in one sitting; you can save your progress and return to the Application at a later time
  - Must be completed online; paper applications are not accepted
- **Deadline:** Wednesday, September 30, 2020, 5:00 p.m.
- **Questions about eligibility?** Consult with SBCF staff at [grants@sbcf.org](mailto:grants@sbcf.org) prior to applying (but no feedback re: merits of Application provided)

*If you are a 2019-2020 Grantee who has received an extension, please contact us prior to beginning an application for a 2020-2021 Community Grant.*

# Application Checklist

- **Executive Summary:** Complete form with information about Applicant Organization and Grant Proposal
- **Narrative:** Respond to questions regarding:
  - Organizational information
  - Purpose of grant
- **Supporting Documentation:** Upload in PDF
  - Marketing Collateral
  - Applicant Organization's Financial Statements from most recent fiscal year
  - Applicant Organization's Budget for fiscal year when grant funds would be used
  - Program Budget (download from website – upload in Excel)
  - Signature Page (download from website)
  - *For 501(c)(3) public charities and 501(c)(4)/(c)(5)/(c)(6) entities:* Proof of federal tax-exempt status
  - *For 501(c)(4)/(c)(5)/(c)(6) entities:* Completed IRS Form 990, Schedule A, Part III and related documentation

# Due Diligence

As part of the due diligence review process, we will check each Applicant Organization's status on:

- Internal Revenue Service's Tax Exempt Organization Search (to check an organization's eligibility to receive tax-exempt charitable donations (generally only a 501(c)(3))
- California Secretary of State's Business Search (to check whether properly formed corporations and LLCs are listed as "active")
- California Franchise Tax Board's Entity Status Check (to check if an organization is exempt from California franchise taxes)
- California Attorney General's Registry of Charitable Trusts Verification Search (to check if an organization is registered and if its status is "current")



# Review Process

**Grant Applications will be evaluated on a variety of factors, including but not limited to:**

- Benefits of the proposed program to the San Bruno community
- Proposal's alignment with one of SBCF's focus areas
- Program methodology and budget
- Requested grant amount in relation to anticipated community benefit
- Applicant Organization's track record, stability, and financial health

# Grant Conditions

- Execute Grant Agreement
- Submit Grant Report
- Acknowledge SBCF support
- Notify SBCF of changes in tax-exempt status, ability to expend grant award, unapproved use of grant award, changes in key personnel
- Provide requested documentation

# Past Community Grant Recipients

- AAUW North Peninsula Chapter
- American Cancer Society / Relay for Life
- Bay Area Bioscience Education Community
- Boys & Girls Clubs of North San Mateo County
- Capuchino High School Alumni Association
- Catholic Worker Hospitality House
- Center for Independence of Individuals with Disabilities
- City of San Bruno
- CORA (Community Overcoming Relationship Abuse)
- County of San Mateo
- Edgewood Center for Children and Families
- Junior Achievement of Northern California
- First 5 San Mateo County
- Latino Commission on Alcohol and Drug Abuse Services of San Mateo County, Inc.
- Legal Aid Society of San Mateo County
- LifeMoves
- Lowen Soccer Club
- Marine Science Institute
- My Digital TAT2
- Ombudsman Services of San Mateo County, Inc.
- Parent Boosters of 72
- Parents Helping Parents, Inc.
- PARCA
- Peninsula Conflict Resolution Center
- Peninsula Volunteers, Inc.
- Project Read/City of South San Francisco
- Project Sentinel
- Prospects Basketball Academy
- Rape Trauma Services
- Regents of the University of CA (San Bruno/SSF 4-H Club)
- Rising Sun Center for Opportunity
- Samoan Solutions
- San Bruno Education Foundation
- San Bruno Lions Foundation
- Social Food Fund, as fiscal sponsor for American Legion Post 409
- Society of St. Vincent de Paul, San Mateo County
- Skyline College Music Department
- Second Harvest of Silicon Valley
- Society of West-Coast Artists
- StarVista
- Upward Scholars
- Via Heart Project
- YMCA of San Francisco

# Helpful Resources

All found on [www.sbcf.org](http://www.sbcf.org):

- One-Page Information Sheet (in English and Spanish)
- Sample Grant Application
- Application Guide

# General Grantwriting Tips

- Follow the directions.
- Be clear, concise, and accurate.
- Emphasize how the proposal will benefit the San Bruno community.
- Proofread carefully.
- When in doubt, ask for clarification.
- Don't procrastinate.

# Questions?

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## Contact:

Stephanie Rutgers, Program Consultant

Leslie Hatamiya, Executive Director

[grants@sbcf.org](mailto:grants@sbcf.org)

650-763-0775

*Thank you to*  YouTube 