

# SAN BRUNO

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## Community Foundation

### Community Grants Fund Frequently Asked Questions

Includes questions asked at the August 17, 2023, and September 5, 2023, Grant Workshops

Updated September 6, 2023

#### 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 20, 2023**. 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 Community Grant contact Foundation staff at [grants@sbcf.org](mailto:grants@sbcf.org) 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](mailto:grants@sbcf.org) for detailed guidance on completing the Application.

**Q: Should we submit a letter of support with our application?**

A: This year, if successful implementation of the program for which funding is being sought requires the cooperation of one or more partner organizations, a letter of support from the partner must be submitted with the Application. For example, if an Applicant Organization wants to offer a visual arts program in San Bruno Park School District elementary schools and cooperation of the San Bruno Park School District is required for the program to be successfully implemented, then the Applicant Organization must submit a letter of support for the program from the school district as part of its Application. If the program does not involve a “required partner,” then we request that letters of support from other entities not be submitted with Community Grants Fund Applications.

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

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

**Q: Will the Foundation consider funding a proposal that benefits the people of San Bruno as well as the broader San Mateo County? Or will it fund only programs that exclusively benefit San Bruno?**

A: Programs seeking funding may and often do benefit a geographic footprint larger than San Bruno. In those cases, it is important that the application clearly explain how the program benefits the San Bruno community specifically and how the requested grant funds would be utilized to benefit San Bruno, not the County (or the Peninsula, or the Bay Area, or Northern California) generally.

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

**Q: If the applicant is a program within a much larger organization (e.g., Skyline College or the County of San Mateo), should it apply as the program with accompanying financial information or as the larger organization with accompanying financials?**

A: The legal entity that qualifies as an eligible organization should be the applicant. However, for extremely large applicant organizations like Skyline College or the County of San Mateo, the financial documentation should be for the specific department or unit running the program to be funded.

**Q: May my organization apply for a Community Grant this year if it has received funding for the same program in previous years?**

A: 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, which may or may not address the same SBCF focus area. Past grantees that would like to confirm whether they are eligible to apply for a program that has previously received SBCF funding should contact Foundation staff directly at [grants@sbcf.org](mailto:grants@sbcf.org).

**Q: When applying for funding, must the funds being sought be spent in 2024 only?**

A: The Community Grants Fund is an annual process. Grant funds awarded in the current 2023-2024 cycle must be spent in 2024. If the program seeking funding is an ongoing program, the applicant organization may apply for funding for future years in future grant cycles. For example, an applicant can apply for a grant in the 2023-2024 cycle to be expended in 2024. It could also then apply for a grant in the 2024-2025 cycle to be expended in 2025.

**Q: Are electronic signatures permitted?**

A: We request that you print out the Signature Page and then hand sign, scan, and upload it as part of the application. Typed names are not sufficient as signatures.

**Q: Are there any parameters on capital projects? Can SBCF grant funding cover the total capital cost, or are other funding sources required?**

A: There are no special requirements for capital projects, and proposals for capital projects are subject to the same requirements as other programs or projects seeking funding. There is no requirement that capital projects have multiple sources of funding.

## Evaluation and Award Process

**Q: On what basis will Applications be evaluated?**

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: Does the Foundation prioritize funding programs at San Bruno schools vs. the broader community?**

A: In evaluating grant applications, SBCF does not place a higher priority on school-based programs and welcomes proposals for programs that benefit many different segments of the San Bruno community.

**Q: Does the Foundation award grants only for the full amount requested? Are grants for partial funding awarded?**

A: In addition to approving grants for the full amount requested, the Foundation may award grants in an amount less than the amount requested in the application.

**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 [past funded projects](#).