

# SAN BRUNO

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Community Foundation

## Community Grants Fund Grant Workshop

August 15, 2024  
6:30 P.M. via Zoom

# San Bruno Community Foundation

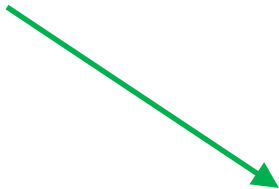
Founded in 2013 by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E

## 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.

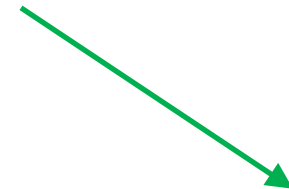
# Strategic Vision

**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:

**91 Crestmoor Scholarships Totaling \$1,355,000**

**186 Community Grants Totaling \$2.3 million**

**\$51.5 million in Grants to the New San Bruno Recreation and Aquatic Center**

**\$4.2 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

Tanforan Memorial Project \* SBPSD Field Trip Grant

Centennial Plaza Improvement Project \* Downtown Beautification Initiative

# Community Grants Fund

- **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

# 2024 Timeline

## July-September

- Application available online - July 1, 2024
- **Grant Workshops – August 15 and September 3**
- **Application deadline – September 18, 5:00 PM**

## October-November

- Review process

## December

- Grants approved by SBCF Board – December 4
- Begin distribution of grant awards

## 2025

- Grant awards expended

# 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 interrelated 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

***Must specifically benefit the San Bruno community!***

# 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 programs at less than requested amount
  - Requested amount must be substantiated by budget
- **Grant Duration:** To be spent in 2025
- **Grant Frequency:** No more than 3 consecutive years for same program
  - After that, grantee is required to wait at least one year before reapplying for funding for that same specific program
  - Grantee is able to apply for funding in 4<sup>th</sup> year for a different program

# Grant Awards

- **2024-2025 Budget**

- With 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**

- The number of grants awarded will depend on several factors, including the quantity 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 18, 2024, 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 prior year Grantee who has received an extension, please contact us prior to beginning an application for a 2024-2025 Community Grant.*

# Website Page for Application

HOME

ABOUT US

SCHOLARSHIPS

GRANTS

STRATEGY

## COMMUNITY GRANT APPLICATION

**The Community Grant Application Packet must be submitted online.**

All portions of the Community Grant Application Packet, including supporting documentation, must be submitted by **5:00 P.M. ON WEDNESDAY, SEPTEMBER 18, 2024**. Failure to provide a complete Grant Application Packet by the deadline will result in your Grant Application not receiving consideration.

Complete Program Guidelines for the Community Grants Fund - including awards, eligibility, criteria, conditions, and timeline - are available on our [Community Grants Fund page](#). See the link to the right to download the **Application Guide**, which provides step-by-step instructions for completing the Grant Application. We strongly recommend that applicants consult the **Application Guide** when completing the online application.

QUESTIONS ABOUT THE COMMUNITY GRANTS FUND?

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

**APPLICATION DEADLINE:**  
**WEDNESDAY, SEPTEMBER 18, 2024, 5:00 P.M.**

TO APPLY FOR A COMMUNITY GRANT,  
CLICK ON THE FOLLOWING LINK:

**APPLY FOR A GRANT HERE**

### RESOURCES TO DOWNLOAD

\* **One-Page Information Sheet**  
in [ENGLISH](#) or [SPANISH](#)

\* **Application Guide**  
Step-by-step instructions for completing the Grant Application.

\* **Sample Application**  
Printable version of the Grant Application checklist and questions. NOTE: The Grant Application must be submitted through the online form. Paper submissions will not be accepted.

\* **Frequently Asked Questions (FAQs)**  
FAQs will be posted after the first Grant Workshop.

\* **Grant Workshop Slides**  
Presentation slides will be posted after the first Grant Workshop.

# Application Checklist

- **Executive Summary:** Complete form with information about Applicant Organization and Grant Proposal
- **Narrative Questions:** Respond to questions regarding:
  - Organizational information
    1. What are the organization's history, mission, and goals?
    2. What are the organization's current activities, recent accomplishments, and future plans?
    3. Other aspects of the organization's track record, stability, and financial health to share?
  - Purpose of grant
    1. What is the proposed program?
    2. What needs, problems, opportunities will be addressed?
    3. How does the program contribute to and/or impact the San Bruno community?
    4. How will you measure the program's success?
    5. How does the program align with SBCF Focus Area(s)?
    6. How will the organization implement the program?
    7. What partners are involved?
    8. What are other sources of funding?
    9. How will the organization implement the program without SBCF funding?
    10. What are the long-term funding sources?
    11. *For past grantees only:* How does this year's proposal differ from previously funded programs?



# Application Checklist

- **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
  - *For Applicants w/Required Partners:* Letter of Support
  - *For Current Grantees w/Active Grants:* Grant Report or Status Report

# 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
- Art in Action
- Bay Area Bioscience Education Community
- Bay Area Jazz Mobile
- Boys & Girls Clubs of North San Mateo County
- Capuchino High School Alumni Association
- CASA of San Mateo County
- Catholic Worker Hospitality House
- Catalino Tapia Scholarship Foundation
- Center for Excellence in Nonprofits
- Center for Independence of Individuals w/ Disabilities
- City of San Bruno
- City of South San Francisco (Project Read)
- CORA (Community Overcoming Relationship Abuse)
- County of San Mateo Jobs for Youth
- Each Green Corner
- Edgewood Center for Children and Families
- First 5 San Mateo County
- Fresh Approach
- Fresh Lifelines for Youth
- Junior Achievement of Northern California
- 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
- Mid-Peninsula Boys & Girls Club
- Mindful Life Project
- Mission Hospice & Home Care, Inc.
- My Digital TAT2
- Ombudsman Services of San Mateo County, Inc.
- Parent Boosters of 72
- Parents Helping Parents, Inc.
- PARCA (Partners and Advocates for Remarkable Children and Adults)
- Peninsula Conflict Resolution Center
- Peninsula Volunteers, Inc.
- PIEFEST Limited
- Project Sentinel
- Prospects Basketball Academy
- Rape Trauma Services
- Regents of the University of CA (San Bruno/SSF 4-H Club)
- Renaissance Entrepreneurship Center
- Rising Sun Center for Opportunity
- Samoan Solutions
- San Bruno Amateur Radio Club
- San Bruno AYSO
- San Bruno Community Gardens, Inc.
- San Bruno Education Foundation (SBEF)
- San Bruno Girls Softball League
- San Bruno Lions Foundation
- San Mateo County Community College District
- San Mateo County Community Colleges Foundation
- San Mateo Union High School District
- Second Harvest of Silicon Valley
- Social Good Fund (as fiscal sponsor for American Legion Post 409)
- Society of St. Vincent de Paul, San Mateo County
- Society of West-Coast Artists
- Sonrisas Dental Health, Inc.
- StarVista
- Upward Scholars
- Via Heart Project
- YMCA of San Francisco

# Helpful Resources

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

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

# General Grant Writing 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:

Leslie Hatamiya, Executive Director

Jessica Carrillo, Program Manager

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

650-922-8267

Thank you to

