

# SAN BRUNO

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## Community Foundation

### Community Grants Fund Frequently Asked Questions

Includes questions asked at the August 17 and September 8, 2021, Grant Workshops

Updated September 9, 2021

#### 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 22, 2021**. 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 at [grants@sbcf.org](mailto:grants@sbcf.org) prior to completing an Application.

**Q: May an individual or group of individuals apply for a Community Grant?**

A: No, individuals are not eligible to apply for a Community Grant. As mentioned in the answer to the previous question, 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.

You may consider 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 potential applicant with questions about eligibility for a grant in connection with the Community Grants Fund 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: 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: If the program to be funded is a collaboration, do I need to provide a letter of support or memorandum of understanding from partner organizations? Even if it is not required, may my organization submit such a letter of support?**

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 (such as when program implementation requires the cooperation of third-party property owners), Foundation staff will contact the Applicant Organization to request such information. If you have any questions, please contact the Foundation at [grants@sbcf.org](mailto:grants@sbcf.org).

**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: 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: My organization's program addresses multiple focus areas. May we select multiple focus areas, and will that weaken our applications?**

A: Yes, you may select multiple focus areas, and, in fact, many programs seeking funding – including many that have successfully received a Community Grant – address more than one focus area.

**Q: What is the difference between the two budgets that must be provided as supporting documentation?**

A: Applicants must provide (1) the organization's overall budget for the fiscal year in which awarded grant funds would be used, and (2) a budget specifically for the program seeking funding. The latter must be submitted in Excel format using the SBCF Program Budget Template, which can be downloaded at <https://www.sbcf.org/grant-application-forms>.

## 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: 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](#).