



Grant Applicant
(For 2019 Calendar Year Funding)

Name of organization/project title: _____

Address: _____ City _____ Zip _____

Contact person: _____ Phone # _____

Email Address: _____ Website: _____

We are a:

New applicant Previously funded applicant Matching grant applicant

Previous Foundation Grants Received:

2018: \$ _____ 2017: \$ _____ 2016: \$ _____ 2015: \$ _____ 2014: \$ _____

Amount requested for 2019: \$ _____

Introduction: Thank you for your interest in applying for a grant from the Avila Beach Community Foundation. It is important that you visit our website to learn about our grant making interests and requirements prior to completing your application. Please understand that grants are awarded on a year-to-year basis only. Grant recipients should not count on being funded in perpetuity, and are encouraged to be diverse in meeting their revenue needs. First time and repeat applicants are viewed equally, and the "Foundation" may give more weight to requests for a "matching grant."

Important: Four years ago the "Foundation" introduced a new practice designed to help organizations further develop and strengthen their sustainable donor bases by offering a financial incentive. Under this scenario, only new, one-time, or seed money requests are eligible to receive 100% of the amount approved by the "Foundation" without a matching gifts requirement. Previous grant recipients who have been funded for three years or more may receive only 75% of any grant awarded, or up to 125% of the allocated award if NEW recipient donors match the remaining 25%. For example, if a \$10,000 grant is requested and awarded, *the first \$7,500 does not require a match*. If the grantee secures \$1,250 in NEW matching contributions, the Foundation award rises to \$8,750 which coupled with the \$1,250 brings the total amount received to \$10,000. If grantee secures \$2,500 in NEW matching contributions, the "Foundation" award rises to \$10,000 which coupled with

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P.O. Box 297 – Avila Beach, CA 93424 – (805) 595-4095 – www.avilabeachfoundation.org

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the \$2,500 in matching gifts brings the overall total received to \$12,500. That's a 25% bonus above the \$10,000 grant request!

Matching contributions guidelines: Grant recipients wishing to take advantage of the matching component are encouraged to reach out to **NEW** donors who may be enticed by the prospect of seeing their contribution(s) doubled in value. A list of the names of matching donor(s) and amount(s) given must be provided to the *Avila Beach Community Foundation* before grantee is issued the grant award. Matching donations can be applied to the grant anytime during the first nine months of the grant project year – in this case between January 1 and September 30. In lieu of seeking individual matching contributions, the recipient agency *may* choose instead to hold a special event designed to raise the match total, but should first confer with the "Foundation".

Questions about the grant matching contributions requirements should be directed to Foundation Executive Director Rick Cohen.

GRANT REQUEST

Please structure your proposal to provide the following information in the order indicated. The questions reflect the general interests of the "Foundation", but are not intended to be restrictive. Additional information pertinent to your project should be included. Be thorough, yet strive for brevity. Take the space you need to make your case.

1. **Organization Background Information (if applicable)**
 - a. Summarize your organization's mission, history, current programs, activities and noteworthy accomplishments

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2. Grant Request

a. Describe the proposed program or project for which you seek funding, as well as the goals and the methods you will use to achieve the objectives.

b. Explain how the program or project meets the mission of the Avila Beach Community Foundation, and how it contributes to and/or impacts the community. (*Visit our website at www.avilabeachfoundation.org*)

c. Describe the target population/geographic community to be served by your project or program.

Cont'd

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d. Provide a timeline or duration for completion of the program/project.

3. Organizational Capacity / Collaboration / Sustainability/Compliance

a. Outline the qualifications and experience of key staff and/or volunteers involved in the program/project.

b. If applicable, name other organizations and/or partners participating in this program/project, and their respective roles.

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c. Identify long-term funding sources anticipated for the program/project to continue, and how the agency, program or project will be sustained. If your request is for a “matching grant,” identify the anticipated matching source(s).

d. If your organization/project received a grant in 2018, in what ways did you comply with the grant agreement requirement for all grantees to ensure the Avila Beach Foundation receives public recognition for our investment in your organization or project?

e. If your current request is funded, how will you publicize the grant award?

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4. Required Documents:

- Completed application form – one hard copy (**PLEASE DO NOT USE STAPLES**) mailed to PO Box 297, Avila Beach, CA. 93424 **and** one electronic version e-mailed to: avilafoundation@gmail.com
- IRS determination letter indicating 501(c)3 tax-exempt status (***New Applicants Only if applicable***)
- Board of Directors roster (***if applicable***)
- Total project budget (***include ABCF and other sources***)
- List of other and/or potential sources of funds and amounts committed or requested for the specified project
- **Organizational financial statements if request exceeds \$5,000:** Financial statements from the previous fiscal year and current operating budget for the organization (balance sheet, expenses and income). *Not required if the grant applicant is an individual representing a one-time project request.*
- Organization's brochure or other promotional literature. (***if applicable***)

5. The Avila Beach Community Foundation requires all grantees to:

- Sign a grant award agreement between grantor and grantee
- Furnish ABCF a six-month project progress report in narrative form
- Furnish ABCF a one-year project update OR final report, to include narrative, outcomes and financial summary of expenses
- Prepare and submit to local print media outlets a news release announcing the grant award. If the organization uses social media the announcement should also be posted on any social media platforms. Furnish the ABCF with copies of announcements and postings.
- Ensure that the ABCF name and logo appears on project and agency promotional publications. Also advisable is signage recognizing ABCF support on properties or objects substantially supported by the Foundation.

I have read, understand and will comply with all of the above requirements _____ (Initial)

APPLICATION DEADLINE IS Monday, September 17, 2018

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