



Competitive Grant Guidelines & Application Procedures



January 2009

We are pleased to provide the Fresno Regional Foundation's 2009 Grantmaking Guidelines which were just adopted by our Board of Directors. These guidelines will instruct and enable public and nonprofit community organizations to apply for grants from the Fresno Regional Foundation.

The 2009 Guidelines reflect the Foundation's commitment to a comprehensive Grantmaking approach and communicate the intent, focus, volume and schedule for our 2009 Grantmaking program. We are further committed to a Grantmaking program that is broad-based, fair, transparent, and responsive to community needs.

Again, this year we have three area-specific funding cycles throughout the year; Arts and Culture, Youth, and Human Services. Please read each section carefully and note the electronic application process, Bidders Meetings, deadline dates, and goals to fund.

The Fresno Regional Foundation's 2009 Grantmaking year will continue to serve as a benchmark in the transformation of our community as the Foundation works to improve the quality of life in the Central San Joaquin Valley through philanthropy. It is the vision of the Fresno Regional Foundation to be the trusted philanthropic leader in the transformation of the Central San Joaquin Valley. The Foundation has made tremendous strides in recent years and the Grantmaking program is just one component of its progress.

In the spirit of the Founders of the Foundation, we hope your proposal will benefit the community and not just a cause. It was their dream to make a better community and the joy was in the creating of it. We look forward to learning more about your work and about your dreams for our community.

Very truly yours,

Angie Cisneros
Grants Committee Chair

Dan DeSantis, CEO
Fresno Regional Foundation

2009 Grant Guidelines Contents and Outline

These grant guidelines will provide you information in the following areas:

Fresno Regional Foundation Mission and Guiding Principles
2009 Grantmaking Program Funding Sources
Focus Areas, Including Goals to Fund and Special Considerations
Application Procedures
Summary of Important Deadlines
Follow-up and Reporting Requirements
Eligibility Requirements

Our Mission and Guiding Principles

The Fresno Regional Foundation is committed to our community. The mission of the Fresno Regional Foundation is to improve the quality of life in the Central San Joaquin Valley through philanthropy. The Foundation enriches the artistic, cultural and natural beauty of the region, addresses social issues, and helps improve conditions through the continued support of local nonprofits and community-focused organizations. It is our vision to be the trusted philanthropic leader in the transformation of the Central San Joaquin Valley. In all of its work, the board and staff of the Fresno Regional Foundation seek to exemplify the following values, Integrity, Inclusion, Excellence, Stewardship, and Visionary leadership, which was adopted by the Board of Directors.

2009 Grantmaking Funding Sources

The Foundation's 2009 competitive grants program is funded by local donors and private foundations who have contributed to the Foundation's field of interest or undesignated funds.

This year's Grantmaking program is made possible through the generous support of:

- § Fresno Regional Foundation Board Members
- § The William and Flora Hewlett Foundation
- § The James Irvine Foundation
- § Arts to Zoo Fund
- § Arts and Cultural Advancement Fund
- § Youth Advancement Fund
- § Gerald and Nannette Lyles
- § Fresno Regional Foundation Board Members
- § Private and Anonymous Donors

The Fresno Regional Foundation has established three main focus areas that honor the restrictions and fields of interest indicated by donors and also address the needs and concerns of the Central San Joaquin Valley. Those focus areas are: Arts & Culture, Youth, and Human Services.

Arts and Culture

Goals to Fund

To fund existing organizations with new or ongoing programs that:

- § Integrate arts and cultural activities in order to benefit the economic and educational needs of our community
- § Invest in and support the rich, diverse culture in the Central San Joaquin Valley
- § Increase awareness, participation and understanding in arts and culture

Grant Amounts and Duration

The Fresno Regional Foundation will be granting approximately \$85,000 in the Arts and Culture grant cycle. A grant of \$35,000 will be awarded to one organization. Remaining grant amounts range is \$1,000 to \$15,000.

Generally, funding will be awarded for a one-year period but may vary depending on the amount of time is necessary for grantees to meet the objectives described in their funding request.

Special Considerations

Due to donor-imposed restrictions, only those organizations whose offices are located within the City of Fresno will be considered for funding. Programs and projects that are outside the City of Fresno will be considered as long as the main office is located within the City of Fresno.

Deadlines for applying for Arts and Culture funding:

- 1. Organization Profile Form: February 27, 2009, 5:00 p.m.**
- 2. Application: March 6, 2009, 5:00 p.m.**

Please read application procedures on pages 8-9

Applications are accepted anytime prior to the deadline. The Board of Directors and its Grants Committee will make final grant determinations, notifications, and awards approximately April 30, 2009.

Bidders Meeting

February 24, 2009, 11:30 a.m. – 2:00 p.m.
University of California, Merced, Fresno Center
550 East Shaw Avenue, Ste. 100
Fresno, CA 93710

SCHEDULE

11:30 a.m. – 12:30 p.m. – The California Cultural Data Project

12:30 p.m. – 1:00 p.m. – Questions and Break

1:00 p.m. – 2:00 p.m. – Bidders Meeting

New partnership with the California Cultural Data Project (California CDP)

This year marks the first year that the Fresno Regional Foundation is engaging in a new partnership with the California Cultural Data Project (California CDP). The California CDP is a statewide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical financial and organizational data. The Fresno Regional Foundation, along with other funders in California, now requires Arts & Culture applicants to complete a Cultural Data Profile through the California CDP Website at www.caculturaldata.org. Applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to California participating funders.

The California CDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity.

For more information about the partnership between the Fresno Regional Foundation and the California Cultural Data Project, please see the appendix.

Youth

Goals to Fund

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Special Considerations

The Foundation will be granting approximately \$277,000 in the area of Teen Pregnancy Prevention (TPP). Teen Pregnancy Prevention grants will range from \$1,000 to \$100,000 and will be awarded for a two-year period. (*See TPP Addendum for Details*).

Deadlines for applying for Youth funding:

- 1. Organization Profile Form: June 5, 2009, 5:00 p.m.**
- 2. Application: June 12, 2009, 5:00 p.m.**

Please read application procedures on pages 8-9

Applications are accepted anytime prior to the deadline. The Board of Directors and its Grants Committees will make final grant determinations, notifications, and awards approximately July 31, 2009.

Bidders Meeting

May 26, 2009, 1:00 p.m. – 2:00 p.m.
University of California, Merced, Fresno Center
550 East Shaw Avenue, Ste. 100
Fresno, CA 93710

Human Services

Goal to Fund

To fund existing organizations with new or ongoing program activities that serve social, education, economic, environmental and health arenas.

Grant Amounts and Duration

The Fresno Regional Foundation will be granting approximately \$589,000 in its Human Service grant cycle. Of this amount, \$80,000 has been earmarked specifically for Human Services (grant amounts may range from \$1,000 to \$10,000); \$109,000 has been earmarked specifically for Air Quality; and \$200,000 has been earmarked specifically for the San Joaquin River. Lastly, \$200,000 has been earmarked specifically for Teen Pregnancy Prevention in Mariposa and Madera counties. For additional information, please see the *Special Considerations* sections on page 7.

Generally, funding for Human Services will be awarded for a one-year period but may vary depending on how much time is necessary for grantees to meet the objectives described in their funding request.

Special Considerations – Teen Pregnancy Prevention (TPP)

The Foundation will be granting approximately \$200,000 in grants for TPP. One \$100,000 two-year grant (50,000 per year) will be awarded in Madera or Mariposa Counties. Additionally, 1 to 4 Planning Grants for \$25,000 each will be awarded in Fresno, Tulare, Madera and Mariposa. *(See TPP Addendum for Details)*

Special Considerations – Air Quality (AQ)

The Foundation will be granting approximately \$109,000 in the area of Air Quality. Air Quality grants will range from \$1,000 to \$20,000 and will be awarded for a one-year period, although implementation of a program or project may be extended from one-year to eighteen months. *(See AQ Addendum for Details)*

Special Considerations – San Joaquin River (SJR)

The Foundation will be granting approximately \$200,000 for projects and programs working to improve the flow of the San Joaquin River and to enhance the fish population (particularly Salmon) without the use of Eminent Domain. San Joaquin River grants will range from \$10,000 to \$50,000 and will be awarded for a one-year period. *(See SJR Addendum for Details)*

Deadlines for applying for Human Services funding:

- 1. Organization Profile Form: September 4, 2009, 5:00 p.m.**
- 2. Application: September 11, 2009, 5:00 p.m.**

Please read application procedures on pages 8-9

Applications are accepted any time prior to the deadline. The Board of Directors and its Grants Committees will make final grant determinations, notifications, and awards approximately October 30, 2009.

Bidders Meeting

August 3, 2009, 1:00 p.m. to 2:00 p.m.
Mariposa Library
4978 10th Street
Mariposa, CA 95338
(209) 966-2140

August 25, 2009, 1:00 p.m. to 2:00 p.m.
University of California, Merced, Fresno Center
550 East Shaw Avenue, Ste. 100
Fresno, CA 93710

APPLICATION PROCEDURES

The Fresno Regional Foundation is beginning an online website submission process. Please pay close attention to the details of our requirements and contact us with any questions.

Organization Profile Form

At least one week prior to the application due date, we require a complete **Organization Profile Form (OPF)** with the appropriate attachments. Submit the form and the attachments online through our website at www.fresnorefoundation.org. Simply click on the *Grantmaking* tab and follow the instructions.

If your OPF is submitted successfully, you will receive two confirmation messages:

- 1. A message confirming your submission on our website following your submission;*
- 2. An e-mail confirmation from FRF with your complete OPF.*

This allows the Foundation to collect important information about your organization and prepares us to receive your grant application. We encourage all organizations to submit a profile form as soon as possible each calendar year, so you are able to quickly apply to any or all of our annual grant cycles. In order to confirm that we received your OPF and attachments, and in an effort to avoid any internet problems that would disqualify your application, please be certain that you receive an automatic email receipt upon submission. **Additionally, all electronic submissions of OPF must be confirmed by receiving an email from an FRF staff member.**

NOTE –

- 1) You will receive a profile number once the Organizational Profile Form is processed.
- 2) If you have already completed an Organizational Profile Form and have a profile number, you are still required to submit updated information each year before applying. Fill in your profile number in the appropriate field, complete the form, and submit with updated attachments.

* **A profile number is required in order to complete an application.**

* **Your profile must be updated each year in order to apply.**

Please make certain all attachments are named appropriately, identifying 1) your organization and 2) the type of document being sent as an attachment. For example, Fresno Regional Foundation documents would be labeled: FRF990, FRFAudit, FRFBoardRoster, FRFStaffList, FRFArtsCultureGrantApp2009, FRFArtsCultureGrantBudget2009, etc.

NOTE –

All documents must be labeled without spaces or symbols as indicated in the above examples. Documents submitted in a different format will not be accepted.

Organizational Profile Form Deadlines

There are three deadlines for submitting an Organization Profile Form if you are applying for any of our competitive grant cycles. These dates apply to new submissions and updates from existing organizations:

- 1) Arts & Culture – **February 27, 2009, 5:00 p.m.**
- 2) Youth – **June 5, 2009, 5:00 p.m.**
- 3) Human Services – **September 4, 2009, 5:00 p.m.**

comply with all reporting requirements at the end of the grant period. Additionally, copies of press releases and/or media contacts resulting from the grant award can be uploaded and submitted with the Final Report. Failure to submit the Final Report may disqualify the grantee from future funding requests.

Grantee site visits may be conducted by the Program Officers, FRF Board members or Grants Committee members during the term of the grant.

Eligibility Requirements

- § Nonprofit status or:
 - Government Agency, or
 - Community Group w/ fiscal agent, or
 - Public Agency, or
 - Educational Institution
- § Services/programs provided in one or more of the geographic areas of Fresno, Madera, Tulare, Merced, Mariposa and Kings Counties.
- § Financial Health measured by:
 - IRS 990, and
 - Internal audits for budgets less than 300K, and
 - External audits for budgets more than \$300K, and
 - Operational budget for organization
 - Board composition should reflect diverse composition of experiences and backgrounds.
 - Minimum of five board members.

Fresno Regional Foundation will NOT consider grant requests for the following:

- § Previously incurred expenses
- § Fundraising by one agency on behalf of another
- § Endowments
- § To institutions limiting their services to persons of a single religious sect or denomination
- § To Individuals

If you have any further questions, please contact one of our Program Officers by email:

Sandra R. Flores, Senior Program Officer
sandra@fresnorefoundation.org

Carla Jackson-Tucker, Program Officer
carla@fresnorefoundation.org

APPENDIX – FOR ARTS AND CULTURE APPLICANTS ONLY

New partnership with the California Cultural Data Project (California CDP)

The Fresno Regional Foundation, along with other public and private funders in California, is engaging in a new partnership with the Cultural Data Project and now requires applicants to complete a Cultural Data Profile through the California CDP Website (<http://www.caculturaldata.org>).

The California CDP is an online system for collecting and standardizing historical financial and organizational data and will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California. It is hoped that access to this data will enhance both individual organizational capacity as well as the overall effectiveness of the nonprofit cultural community in our state. Applicants applying to more than one of the participating grantmakers will only need to complete this form once each year.

Participation in the California Cultural Data Project (California CDP) is required for all Fresno Regional Foundation Arts and Culture applications. As part of the application process, it is also due to the Fresno Regional Foundation by February 27, 2009.

Instructions for the Use of the California CDP:

1. Your organization must be registered with the California CDP website by creating an organizational login ID and password.
2. Your organization, or arts program/department within a larger organization, will enter historic financial and programmatic information for completed fiscal years using board-approved audits or reviews. If your organization is not audited, you will enter information from your board-approved year-end financial statements.

Please note, your grant application budgets and narratives are NOT collected by the California Cultural Data Project and will remain part of the Fresno Regional Foundation application.

3. If this is your first year of use, you are asked to **complete a Cultural Data Profile for each of the two most recently completed fiscal years.** (Going forward, you will only need to provide one year of data.)
4. Once you have completed and submitted your Cultural Data Profile, go to the “Funder Reports” section of the California CDP website and generate the Funder Report for Fresno Regional Foundation, and attach it with your Organization Profile materials. To view any of the reports, you must have Adobe Acrobat Reader installed on your computer. Relevant information from the applicant's Cultural Data Profile will automatically be included in the Fresno Regional Foundation Funder Report. **Please be sure to review your Funder Report.**

5. The California CDP Help Desk will review each of your submitted profile(s) and contact you with suggested revisions. It is your responsibility to respond and to make all necessary changes to the submitted Data Profile(s). Making these suggested revisions may help you represent your organization more accurately in the Funder Reports you use as part of your application to participating grants programs and in the powerful User Reports.

The complete instructions for the use of the California CDP are available on the California CDP Website at www.caculturaldata.org. Please direct questions concerning the Cultural Data Profile to:

California CDP Help Desk (M-F, 9:00 a.m. to 5:00 p.m. PST)

Toll Free: 1-866-9-CAL-CDP

Email: help@caculturaldata.org



TPP Addendum to the 2009 Grant Guidelines

Special Considerations

The Fresno Regional Foundation (FRF) will be awarding one \$100,000 two-year grants (50,000 per year) in Madera and Mariposa Counties. Additionally, FRF will award approximately 1-4 planning grants, for \$25,000.

Focus of Grants:

To fund programs serving Madera and Mariposa counties that reduce teen pregnancy either by providing reproductive health services, or through advocacy, sexuality education or other youth development initiatives aimed at reducing teen pregnancy. Youth development initiatives should demonstrate working with young people in such a way that allows them to lead and/or develop initiative.

To fund programs in Fresno, Tulare, Madera and Mariposa counties that build the capacity of the organization to implement Teen Pregnancy Prevention programs.

Eligibility Criteria: *These factors will be considered:*

1. The program is medically accurate, comprehensive and free from bias.
2. The program is gender inclusive and appropriate.
3. The program is culturally and linguistically competent for its target population.
4. The program provides referrals to a family planning service provider (a letter of cooperation with a service provider can document this). NOTE: If the program is not providing reproductive health services we want to be certain young people can access services with the partner service provider. See list of Family Pact Clinics on FRF website.
5. The program is evidence-based (if you are using a curriculum that is new, please submit copy in a .pdf or Word document).
6. The organization's long-standing and deep knowledge of a community.
7. The organization's impact on long-term community change as it pertains to youth.
8. The financial health of applying organization.
9. The program is for leadership development of staff and/or volunteers.
10. The program is for comprehensive reproductive health training and development of staff and/or volunteers.
11. The program is for training and education of evidence-based curriculum.
12. The program is for gender inclusive and gender appropriate training and education for staff and/or volunteers

Selection Criteria: *These are items that will cause the applicant's proposal to receive a higher ranking:*

Programs that have high impact and focus on outcome,
Programs that have a service provider referral system developed.

Geographic Area:

Serving teen pregnancy Hot Spot Zip Codes based on census,
Programs that have a youth development focus,
Programs that involve parents or significant adult.

Selection Criteria (continued):

Programs that define outcomes well.
Sustainability of programs.
Knowledge of other organizations doing related work.
Grant specific budget.

Additional:

The Fresno Regional Foundation TPP Advisory Committee may conduct brief site visits for some of the top applicants for the larger awards.

The Letter of Cooperation is required if your program is not providing reproductive health services. The letter should identify partner service providers such as clinics. If the program is not providing reproductive health services we want to be certain young people can access services that meet Eligibility Criteria #1. See list of Family Pact Clinics on the TPP page of the FRF website

<http://www.fresnorefoundation.org/grantmaking/tpp.html>

Grantees will be asked to submit a written report at the end of the first year of the two-year grants. Site visits will be conducted at six months and eighteen months.

Resources:

- Applicants may review examples of successful proposals on the FRF website, TPP Page <http://www.fresnorefoundation.org/grantmaking/tpp.html>
- Applicants may review information on Title X clinics on the TeenSource website is provided for your convenience: http://www.teensource.org/pages/3004/Find_a_clinic.htm
- Applicants may contact local TPP Collaborative--Central Valley TPP Regional Collaborative contact person, Deborah Wigely, DWigely@healthcollaborative.org
- Applicants may review Hot Spot Zip Codes for the Central Valley on the FRF website TPP Page, <http://www.fresnorefoundation.org/grantmaking/tpp.html>
- Applicants may review information and resources from the STD/HIV control branch at www.stdhivtraining.org
- See Table below, California Counties Rated: Unmet Need by Percent of Eligible Women Served

Resources continued:

The Table below displays unmet need for the state as a whole and among the 24 counties with the highest number or highest percentage of women with unmet needs.

Table 21. California Counties Rated: Unmet Need by Percent of Eligible Women Served Aged 15 to 44, FY 99/00				
Number of Women With Unmet Need	Percent of Unmet Need Among Eligible Women Information in boxes indicates: County (Eligible Women, Unmet Need, Number of Providers)			
	Lowest 2% to 38%	Low 38% to 47%	High 47% to 56%	Highest 56% to 90%
Lowest 10 - 675	Colusa (951, 245, 2) Inyo (509, 171, 2) Modoc (240, 87, 4) Mono (436, 79, 1) Sierra (75, 23, 0) Plumas (582, 10, 4)	Lassen (1081, 490, 2) Glenn (1090, 413, 3) Del Norte (811, 334, 3) Trinity (481, 193, 1)		Amador (730, 657, 1) Mariposa (567, 425, 0) Alpine (33, 22, 0)
Low 675 - 3500	Marin (7503, 1880, 5) Humboldt (6758, 753, 24) Mendocino (3174, 744, 11)	Kings (6043, 2776, 16) Sutter (3570, 1617, 5) San Benito (2288, 1027, 1) Tehama (1869, 776, 3) Tuolumne (1450, 679, 4) Siskiyou (1531, 678, 4)	Madera (6719, 3346, 10) Shasta (6902, 3273, 8) Napa (4140, 1970, 3)	Yuba (3229, 2067, 4) Nevada (3380, 1884, 4) Lake (1446, 1018, 2) Calaveras (1158, 734, 2)
High 3500 - 10.5K	San Mateo (22 047, 8273, 9) Monterey (16 883, 6188, 23) Santa Cruz (13 834, 4006, 10) Merced (9968, 3746, 12)	Sonoma (18, 629, 8611, 18)	Stanislaus (19717, 10262, 19) Tulare (18581, 9186, 19) Butte (11976, 6034, 9) San Luis Obispo (11207, 5530, 7)	Solano (14583, 10278, 7) Yolo (10340, 7182, 6) Imperial (9576, 6873, 10) Placer (8647, 5170, 3) El Dorado (5452, 3499, 4)
Highest 10.5K - 78K (Los Angeles = 152K)	Los Angeles (508599, 151907, 936)	Fresno (40488, 19069, 51) Ventura (30454, 14217, 16) San Francisco (29922, 12078, 33) San Joaquin (24249, 11243, 14)	San Diego (145382, 77702, 126) Orange (129500, 71221, 123) Santa Clara (57522, 29369, 36) Alameda (50887, 24896, 37) Kern (31180, 15579, 39) Contra Costa (28330, 14188, 11) Santa Barbara (22013, 10628, 20)	San Bernardino (83769, 48820, 70) Riverside (70 835, 46414, 67) Sacramento (43569, 27502, 23)
Highest number of unmet need and highest proportion of unmet need among eligible women.	High number of unmet need and high proportion of unmet need among eligible women.		High number of unmet need, but a significant proportion of the total eligible is being served.	
Low number of unmet need, but a significant proportion of the total eligible is NOT being served.	Low number of unmet need and a high number of total eligible are being served.			

Source: Center for Reproductive Health Policy Research & Policy.



Air Quality Addendum to the 2009 Grant Guidelines

Special Considerations

The Fresno Regional Foundation will be awarding approximately \$109,000 in its 2009 Human Services Grant Cycle. Air Quality grants will range from \$1,000 to \$20,000 and will be awarded for a one-year period, although implementation of a program or project may be extended from 12 to 18 months. The Foundation, which serves the Central San Joaquin Valley, will consider applications from Fresno, Madera, Kings, Tulare, Merced, Mariposa, San Joaquin, Stanislaus and Kern Counties.

Air Quality Funding Goals

- § Raise awareness by promoting academic and community-based educational efforts
- § Improve public health in low-income communities and communities of color that suffer disproportionately from environmental pollution
- § Support measurable outcome-based initiatives
- § Support environmental justice efforts

Selection Criteria

These are things that will cause applications to receive a higher ranking

- § Community engagement, with specific attention being given to marginalized communities
- § Programs targeting youth and families
- § Cultural sensitivity
- § Collaboration with other organizations who are doing related work
- § Grassroots leadership and engagement
- § Outreach and awareness to the business community, elected officials and other stakeholders who can drive immediate air quality improvements and contribute to long-term policy changes
- § Public policy reform to improve government, regulatory or business practices by engaging affected constituencies in the policymaking process
- § Impact of the project and number of clients served

Additional Information

The Air Quality Advisory Committee may conduct brief site visits before final grant determinations are made.



San Joaquin River Addendum To the 2009 Grant Guidelines

Special Considerations

The Fresno Regional Foundation understands that without a healthy San Joaquin River, and without river restoration we will not have a reliable, clean water supply. The Foundation will be awarding \$200,000 for projects and programs working to improve the flow of the San Joaquin River and to enhance the fish population (particularly salmon) without the use of Eminent Domain. Grants for highly competitive proposals will range from \$10,000 to \$50,000.

Goals to Fund:

- § Programs that enhance and protect fish, particularly salmon in the San Joaquin River through education and awareness
- § Service learning projects or programs that compile data on, and monitor water quality and fish wildlife
- § Service learning projects or programs that support habitat preservation of the fish, particularly salmon in the San Joaquin River through education and awareness
- § Programs that provide a better understanding of the Central San Joaquin Valley's drinking water and the environment
- § Programs or projects that will increase water conservation and efficiency efforts

Selection Criteria: *These are items that will cause the applicant's proposal to receive a higher ranking:*

- § Programs and projects that have high impact and focus on outcome
- § Programs and projects that have a service-learning component
- § Programs and projects that include an "outdoor classroom" component
- § Programs and projects that include youth development & education
- § Programs and projects that focus on San Joaquin River restoration & education
- § Programs and projects that are collaborative
- § Programs and projects that consider multiple stakeholder interests to obtain durable solutions
- § Knowledge of other organizations doing related work
- § A detailed and specific grant budget

Additional:

The Fresno Regional Foundation Grants Committee may conduct brief site visits to some of the top applicants for the larger awards.