

# BERKELEY COMMUNITY FUND

## GRANTS PROGRAM GUIDELINES

### i. GRANTS PROGRAM PRIORITIES

The Berkeley Community Fund seeks to support programs that:

- Benefit people from neighborhoods with the highest rates of poverty, single parent households, barriers to educational success, as well as other conditions that predispose children to risks
- Demonstrate the ability to effect lasting change by imparting new skills, challenging entrenched attitudes and habits, or forging productive new patterns in social interaction
- Leverage resources to create programs with broad reach and impact
- Work collaboratively and creatively with other organized efforts, including those undertaken by local government, educational institutions, or local nonprofit organizations, to leverage services, facilities and expertise
- Enable people to help themselves. This preference is based on the belief that a more comprehensive program of services has a greater likelihood of helping people become more self-reliant

### ii. GRANTS PROGRAM

The Berkeley Community Fund makes grants using the priorities listed above in two program areas Youth and Narrowing Inequities.

#### **YOUTH PROGRAM**

The Youth Program prefers, but does not limit funding to, programs that serve children ages 5 – 11 (K – 6<sup>th</sup> grade) and that:

- Increase literacy and educational achievement
- Provide opportunities for building problem-solving and leadership skills, civic engagement and healthy behaviors
- Increase youth access to the multitude of enrichment and recreational programs that exist in Berkeley during after school hours and in the summer months
- Help parents and/or other key family members provide their children the emotional, physical, and educational support needed to become competent learners, make successful transitions and assist youth and adults with solving problems together
- Strengthen the relationships that youth have with adults outside of their families, such as in mentorship programs

## **NARROWING INEQUITIES PROGRAM**

The Narrowing Inequities Program focuses on segments of the population that is most severely disadvantaged because of chronic physical or mental limitations, limited English speaking abilities, economic need, homelessness and/or cultural or racial bias. This program seeks to:

- Increase access to essential goods and services, such as housing, job training and opportunities, education, healthy foods, legal and health services
- Support community-based leadership that represents the voices of individuals most affected by inequities, and works to find solutions

### **iii. GRANT APPLICATION GUIDELINES**

#### **GRANT DEADLINES**

- **We no longer accept postmarked applications.** Complete applications must be received by 5:00 p.m. on the posted deadline date:  
Fall Grant Deadline: November 14, 2006 (decisions made by February 2007)  
Spring Grant Deadline: March 20, 2007 (decisions made by June 2007)
- **We no longer accept applications, or application materials, via email.** All applications must be submitted complete, in-person or via U.S. mail. We do not accept FedEx or other overnight carriers.

#### **ELIGIBILITY TO APPLY**

- Grants are made to 501(c)(3) tax-exempt organizations. In the absence of tax exempt, corporate status, applicants may apply under a fiscal sponsor that has 501(c)(3) status in good standing. If your organization uses a fiscal sponsor please supply a letter of endorsement from it with a copy of its 510(c)(3) IRS letter of determination.
- Organizations must operate in the City of Berkeley and whose programs benefit Berkeley residents.
- Organizations located outside the City of Berkeley may be considered for funding if they can demonstrate in its proposal that the program will serve a significant number of Berkeley residents.
- Established and new organizations.

#### **SIZE OF GRANTS**

- Maximum grant size is \$5,000

#### **GRANT TERMS**

- Grants periods are eight months in length. Grantees are required to file Final Reports within 30-days of the end of the grant period. Requests for renewals in subsequent fiscal years are considered. However, after three consecutive years of support, grantees may be asked to refrain from applying to the Fund for at least one year
- Organizations are limited to one grant per fiscal year (July 1-June 30<sup>th</sup>)

## **TYPES OF REQUESTS NOT ELIGIBLE FOR GRANTS**

- Activities held during school hours that are part of the core school operations or curriculum
- Governmental agencies (such as, school districts, cities and parks)
- Fundraising campaigns or events, including table sponsorship
- For-profit entities

## **iv. GRANT APPLICATION CHECKLIST**

Complete applications should include one unstapled single-sided copy of the following items:

- Grant Application Cover Sheet
- Proposal Summary Form (maximum three-pages)
- Project budget
- Organization budget (and/or school site budget)
- Most recent audited financial statements. If your organization does not have a complete audit on record, a copy of your most recent IRS 990 should be submitted (can be double-sided and/or bound). If your organization uses a fiscal sponsor please submit its financial statement.
- List of Board of Directors and affiliations. If your organization does not have a Board of Directors please provide your advisory, faculty, trustee or other supervisory group or committee list with affiliations.
- One-page organizational history (maximum one-page)
- Letter of endorsement from fiscal sponsor (if applicable)
- A copy of the organization, or fiscal sponsor's, 510(c)(3) IRS letter of determination

The current Grant Application Cover Sheet and Proposal Summary Form are attached here, and are available for download on the BCF web site <http://www.berkfund.org>.

Please mail, or drop-off, grant applications by 5:00 p.m. on the deadline date to:

**Berkeley Community Fund**  
**800 Jones Street**  
**Berkeley, CA 94710**

For questions regarding the Grants Program, please call us at 510.525.5272, or visit our web site <http://www.berkfund.org>.