



PLACENTIA COMMUNITY FOUNDATION GRANT

Working Together for a Brighter Future



WHO WE ARE & WHAT WE DO

- Our Mission:

The Placentia Community Foundation solicits, receives, invests and makes grants of funds, property and other resources to provide direct charitable services to aid, sponsor, promote, advance and assist worthy activities, programs and services in the City of Placentia to further cultural, educational, and recreational events and causes.

- Board of Directors
- Collaborative Partnerships
- Fundraising Events



PCF GRANT OVERVIEW

- Review PCF Grant Application and Checklist
- Frequently Asked Questions (FAQ's)
- PCF Application Assessment
 - *Review*
 - *Evaluation*
 - *Notification*



PCF GRANT CHECKLIST

- Reasons for a Checklist:
 - ✓ Clear and concise answers are required, but massive amounts of data is not.
 - ✓ Helps requestor and reviewer identify details that will help the review process.
 - ✓ The Checklist is designed to keep the process simple and time-friendly.
 - ✓ Requirements for acceptance of the application and review criteria will be based on the Checklist instructions.



APPLICATION PACKAGE SPECIFICS

Required Section Information:

- Section 1- Your Organizational Profile
- Section 2 - Project Description & Objectives
- Section 3 - Project Timeline
- Section 4 - Project Budget



SECTION I ORGANIZATION PROFILE

Organizational Profile

- Provide a brief statement of the organization's mission and purpose
- Historical details
- Local organization staff
- Point of contact
- Define any procedural requirements to receive grant funds



SECTION II

PROJECT DESCRIPTION AND SPECIFIC OBJECTIVES

Project Description and Objectives

- Describe the project/program to be funded. Include:
- Specifics on the type of program or project, location details, and identify the population that will be served.
- Include specific objectives that will be accomplished – These should mirror your timeline of the project – who, what, where, when, and how.
- Describe how the Placentia Community Foundation will be recognized if your organization is awarded grant funds (i.e. banner, press release, news article, etc.).



SECTION III PROJECT TIMELINE

- Your project timeline should mirror your OBJECTIVES!
- Identify and define a step-by-step list of activities of the project/program.
- Explain how you will accomplish the objectives throughout the project/program.



SECTION IV FINANCIAL FUNDAMENTALS

Project/Program Budget

- Budget should be comprehensive and specific to the project/program.
- Identify and explain how the grant funding will support the project/program. Be specific.
- Identify additional funding sources (include: in-kind or cash).



ADDITIONAL DOCUMENTATION CRITERIA

- *Progress Report* – Tells us how you are doing
 - Update us on the project's progress, any obstacles and share details about the remainder of the project.
- *Final Report* – Tell us about the completed project
 - Include photos, statistics, highlights, lessons-learned, and any recommendations for a similar project.



GRANT EVALUATION CRITERIA

- *1 – The project/program application procedures were followed.*
- *2 – Grant project/program has relevance to community need.*
- *3 – The project /program will have an impact on the Community.*
- *4 – There is fiscal competence to complete the project/program.*



APPLICATION & APPROVAL

**Grant Application
Process Opens May 2**

**Grant Submission
May 19, 2022**

**Board Convenes
Review/Approval,
June 2022**



DOCUMENT PROCESSING

**Grant Document
Processing Upon
Award**

**Grant award
documents
forwarded for
signature – 5 Days**

**Grantee returns
documents within
7 Days**



FUNDING TIMELINE

**Grant Funds Check
Processing**

**PCF issues check for
signature – 1 week**

**Grantee notified
check is ready**

June 2022



DATES TO REMEMBER....

Application and Information

- *Application period Opens May 2*
- *Application period Closes May 19*
(Close of Business – 5 PM)
- *Grant Awards – June 2022*

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QUESTIONS ?

Thank you for your service
to the community and beyond!

