



## PLACENTIA COMMUNITY FOUNDATION GRANT

### **Grant Overview and Process**

The purpose of the Placentia Community Foundation Grant is to preserve, protect and enhance the quality of life for residents of Placentia by establishing or funding programs that address the cultural, recreational and educational needs of this community. In this effort, the Placentia Foundation will award grants to non-profit organizations, public schools and libraries that serve the community of Placentia and focus on the cultural, recreational or educational needs of the community. Grant amounts will vary with the maximum award being no more than \$5,000. Grants are not awarded to individuals, or for political lobbying, political campaign or voter registration purposes.

Grants will be awarded in **June 2022**. To be considered for this current grant award cycle the application deadline is **May 19, 2022, by 5:00 p.m.** Applications received or postmarked after this deadline will not be considered in this review period.

The grant applicant must complete the attached application and submit all requested documents. Applicants will be notified in writing of the status of their application via US Mail or email at the end of the grant cycle. If a grant is awarded, the Placentia Community Foundation will mail a check equal to the amount of the award within 30 days of the postmarked notification letter. If the grant request is denied, the applicant will receive a notice of denial, which will include a brief explanation.

### **Register to Receive Information:**

If your organization is interested in submitting an application, it is **IMPERATIVE** that you submit the organization's name, address, phone, fax, contact person and email address via email to [vortiz@placentia.org](mailto:vortiz@placentia.org) to officially register as an applicant. Failure to officially register may result in missed or late responses to questions and updates during the grant process.

### **Questions:**

All questions must be submitted in writing to [vortiz@placentia.org](mailto:vortiz@placentia.org) on or before **May 12, 2022, by 5:00 p.m.** Questions received after this date may not receive a response. Response to questions will be posted on the foundation website and distributed to those registered to receive information.

### **Application Submission:**

**Submit your complete packet:** via e-mail to [vortiz@placentia.org](mailto:vortiz@placentia.org)  
or mail/hand deliver to:  
Placentia Community Foundation  
Grant Review Committee  
401 E. Chapman Avenue, Placentia, CA 92870

### **Submit the following documents with your application:**

- The PCF provided Finance Report Form including proposed project/program budget and a list of other funding sources (e.g. event, fundraisers, foundations, donors, etc.)
- Complete list of your Board of Directors, Trustee and key staff members
- Proof of 501c (3) status and your Federal Form 990 (if applicable)

**THE GRANT APPLICATION DEADLINE IS THURSDAY, MAY 19, 2022, 5:00 P.M.**



## PLACENTIA COMMUNITY FOUNDATION GRANT

Organization Name: \_\_\_\_\_

Grant Project / Program Title: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*Use no more than 500 words per section\***

**\*Please limit the grant details to a maximum of 7 pages\***

**Applications that do not meet the requested guidelines, will not be accepted**

### **Section 1 - Organization Profile:**

1. What is the organization's Mission Statement? How does the Mission Statement relate to the project?
2. How does the organization benefit the Placentia Community?
3. When was the organization formed.

### **Section 2 – Project/Objectives Description**

4. Describe the intended project/program. Who will benefit from the project/program? How many people will the project/program serve?
5. Why is there a need for this project/program? Provide specific objectives.

### **Section 3 – Project/Program Timeline**

6. What is the timeline of this project/program? Provide a start date, event date(s), and end date. Provide specific activities.
7. How will the Placentia Community Foundation be recognized if awarded a grant? Will you have a sponsor banner, a press release, or a news article?

### **Project/Program Budget – Section 4**

8. Use the provided project budget template. Attach your complete budget for the project/program in this section.

See the "Grant Tips for Success" for additional assistance



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### Placentia Community Foundation

“Preserving, Protecting, and Enhancing the quality of life for the residents of Placentia”

#### Grant Proposal Tips for Success

The following information is intended to assist you in the preparation of your grant application by outlining what information should be included in your grant submission. Please review this information carefully and follow all instructions provided.

#### **Organization Profile Summary – Section 1**

- Be brief, clear and specific
- Identify the Grant applicant/organization and its formation
- State the Organization’s ability to succeed with this project, i.e. previous successful projects, objectives, fundraising, staff

#### **Project Description/Objective – Section 2**

- Is brief and specific
- Describe the project/program
- Purpose and goals related to project
- Describe population/group who will benefit
- Define objectives as measurable outcomes

#### **Project Timeline – Section 3**

- Provide “Step-by-step” sequence of activities, how they will be accomplished-staffing, funding, other resource
- Describe specific project activities
- Present a scope of program activities that can be conducted within a reasonable time frame with resource you have or will be available to your Organization

#### **Budget – Section 4**

- Follow project proposal and projected timeline
- Is detailed in all aspects
- Is sufficient to provide for project activities
- Contains only items requested in the proposed project
- Includes all items provided by other resources
- Includes all matching funds (cash, in-kind)
- Details all non-personnel costs

**Please limit your grant details to a maximum of 7 pages**