

## **BVEF Grant Application Process**

### **2022-2023 Grant Cycles**

<b>Cycle</b>	<b>Winter 2022 (Non-Healthcare Community needs)</b>	<b>Spring 2023 (Healthcare)</b>
<b>LOI Deadline</b>	<b>October 31<sup>st</sup> (ends 5PM)</b>	<b>January 31st</b>
<b>Notification of LOI</b>	<b>Mid November</b>	<b>February 15<sup>th</sup></b>
<b>Grant Application Deadline</b>	<b>December 15th</b>	<b>March 15th</b>
<b>Grant awarded+ funds received</b>	<b>January 15th</b>	<b>April 15th</b>

### **BVEF Grant Process**

The Borrego Valley Endowment Fund (BVEF) seeks to create a granting process that is respectful of the applicants' time and efforts as well as streamlined Fund's administration. As such the granting process consists of the following:

- Letter of Inquiry
- Invitation to Apply
- Determination of Funding Eligibility
- Grant Awards
- Grant Reporting

#### **Letter of Inquiry (LOI)**

Community Organizations are invited to submit a one page Letter of Inquiry (LOI) via the website portal addressed to the Project Allocation Committee. Your LOI should include the following:

- Organization Name and Applicant Contact Information
- Proposed Project
- Funding Requested
- A one paragraph statement explaining the whys and how's you believe the project supports the community and aligns with the BVEF Funding focus areas.

The LOI will determine if we would like to learn more about your proposed grant through the submission of a full Grant Proposal. The Project Allocation Committee will evaluate your organization's eligibility as well as fit with our mission, focus and priorities as to avoid wasting the applicant's time.

## **LOI Deadlines**

We accept and review LOIs in two cycles annually as indicated in the chart above. The Project Allocation Committee will meet and evaluate the LOIs. Based on the committees' evaluation, an email will be sent to the applicant to submit a full Grant Application or declined. An invitation to submit a Grant Application is not a guarantee of funding.

## **Grant Application Submission**

Following successful review of the applicant's Letter of Intent (LOI), the applicant will receive an "Invitation to Apply" with submission directions. The "Invitation to Apply" process creates the formal application for funding and consists of the following:

- Applicant Name and Contact Information
- IRS 501 c 3 Determination Letter
- California Secretary of State 501 c 3 status(Note: Applicants must be active and current status with the Secretary of State)
- Past 2 FY Audited Financial Reports
- Current Board Members & Key Staff
- Current FY Board approved Budget
- Details of the project including funds requested, timeline, partnerships, collaborations and key personnel
- Project Budget
- Project Narrative
- Letters of support
- Explanation of how the Grant will be acknowledged

The BVEF Project Allocation Committee will review all applicants with recommendations to the full Board for funding and rank according.

## **Grant Application Evaluation**

Once the Grant Applications are received, the Project Allocation Committee will review & evaluate them. During the review, the committee will schedule a "site visit" with the applicant (either physically or virtually) where additional information about their project is given.

## **Final Decision**

The Project Allocation Committee will present the Grant Proposal to the Board who make all final decisions about Grants. Once the Board has approved the Grant, a letter notifying the applicant that the Grant will be awarded. This agreement letter will outline the acknowledgement requirements accepting the award. If this letter correctly sets forth the

**Final Decision**

understanding of the terms of the grant, a signed copy by the applicant of the enclosed original letter be returned to BVEF. Once a fully executed copy of the agreement has been received, the applicant will receive the funding. It is the intent of BVEF to provide funding within 14 days of receipt of executed agreement.

**Grant Acknowledgement and reporting**

Grant Awardees are expected to:

- Acknowledge the BVEF grant in any print, social media and/or media campaigns. Additional acknowledgement terms may be require by BVEF as a term of grant award.
- For grants one year in term or less provide a single, final letter detailing the role BVEF funding provided in the project success.
- For grants one year in term or more provide a mid-term report as well as a final project report