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\*Affiliations for identification  
Purposes Only

October 1, 1995

TO: Community Organizations and Activists

FROM: Grants Committee, San Diego Foundation for Change

The San Diego Foundation for Change (SDCFFC), formerly Liberty Hill Foundation, seeks proposals from grassroots community organizations working for social change.

The San Diego Foundation for Change is a unique funding resource for groups who educate and organize people to address the pressing social problems and injustices that confront our world. The SDCFFC focuses on those groups who cross boundaries of class, race and sex, and who do not have access to traditional sources of funding, particularly those with low-income or minority constituencies.

The concerns we share with you cover the range of progressive social issues from ending discrimination in any form to halting pollution of our environment; from promoting peace, to expanding immigrant rights; from improving our neighborhoods and workplaces to working toward racial equality; from fighting for women's rights to developing youth projects; from addressing domestic violence to preventing violence in the community.

SDCFFC is now requesting proposals for funding. Our funding guidelines are enclosed. **Please read them carefully** and if you feel your organization meets our criteria you may use the enclosed application form to submit a proposal.

**The application deadline is December 10, 1995.** All proposals must be postmarked no later than that date. Attached are some tips that may help you in preparing your proposal.

Please call our office at 235-4647 for further information.





# **SAN DIEGO FOUNDATION FOR CHANGE**

1901 First Avenue, Second Floor, San Diego, CA 92101

(619) 235-4647

## ***1995-96 Funding Guidelines***

**San Diego Foundation for Change (SDFFC) awards seed grants to projects that bring people together to work for progressive social change. We support groups that organize people to confront fundamental problems affecting their lives; that educate the community about social and economic conditions; and that cross boundaries of class, race and sex.**

A committee, composed primarily of community activists representing a broad range of perspectives, makes funding recommendations. Committee members review all proposals, interview groups and choose grantees. Grants generally range from \$500 to a maximum of \$4,000.

**We invite applications from groups who are:**

1. Organizing communities to change inequities in income, resources, justice, and political power;
2. Challenging local, state, national, and international institutions by organizing people to speak out on the issues that impact and control aspects of their lives;
3. Building an active membership that includes people from the community served and operating in a democratic manner;
4. Actively working toward a society free from discrimination based on race, nationality, religion, gender, sexual orientation, age, or physical disability.

**Priority goes to projects with limited access to other sources of funding (i.e., government, churches, foundations, major contributors) and emerging groups and projects needing start-up money. Groups with yearly budgets under \$100,000 get priority consideration. If your group has a large budget you must demonstrate in the proposal how your normal sources of funds will not support the proposed project.**

**PLEASE NOTE: San Diego Foundation for Change does NOT fund:**

1. Social or human service organizations that do not have a strong community organizing component;
2. Individual efforts;
3. National or statewide projects unless there is a strong local focus;
4. Direct union organizing;
5. Private businesses or profit-making organizations; or
6. Political candidates.

**In addition, SDFFC generally does not fund (but will consider):**

1. Travel expenses;
2. Office equipment purchases;
3. Research, lobbying for initiatives or work which seeks to influence the federal, state or local legislatures;
4. Groups funded by SDFFC in the last year; or
5. Groups funded by SDFFC in the past who failed to file a half-year report.



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## ***1995-96 Application for Funding***

After reviewing all written proposals received by the deadline, the Grants Committee selects groups for more intense consideration. Those not selected will be immediately notified. Selected groups will meet with committee members to discuss your work. Final grant decisions are made in March.

Please use the attached cover sheet as your first page. Your single-sided six-page-maximum proposal should answer the following questions in the order they are presented, as thoroughly and concisely as possible.

### **Organization and Structure**

1. What is the purpose or primary focus of your group?
2. What is/are the problem(s) you are addressing?
3. Describe your organizational structure and decision-making process. Your answer should address how people become members of your group, how many members you have, and how they are involved in decision-making.
4. How do you work to end discrimination based on (a) race, (b) nationality, (c) gender, (d) sexual orientation, (e) age, and (f) physical disability? Respond to each item separately explaining how it is addressed or why it is not addressed within your group and your organizing efforts.
5. Does your group have 501(c)3 status? If so, please attach your IRS letter of determination. If not, please indicate a sponsoring organization that does.

### **Proposed Project**

6. Please describe the project for which you are requesting funding.
7. What is the constituency or community you are trying to reach, and how will you involve them in your project?
8. What other organizations, if any, do you work with and in what capacity?
9. What is the time frame for conducting or completing your project?
10. How do you plan to evaluate the progress of your work?

### **Funding Request**

11. How much funding are you requesting from the San Diego Foundation for Change, and for what specific purpose?
12. Please provide an income and expense budget for your entire organization as well as for the specific project you propose (use attached budget page as a guide).
13. Describe your current and future fundraising plans.
14. Have you ever received a grant from a government agency, church, foundation, or the United Way? What group and for what amount and purposes? How do they relate to this proposal?
15. What other funding sources have you approached with this project?
16. Have you ever received a grant from San Diego Liberty Hill Foundation or the San Diego Foundation for Change? Please list dates and amounts. (Please note that we do not fund projects that have failed to file previous Liberty Hill or SDFFC Grant Reports.)



# ***SAN DIEGO FOUNDATION FOR CHANGE***

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## ***Proposal Requirements***

- Submit one copy of the proposal by the December 10, 1995, deadline. No faxes will be accepted.
- Limit proposals to 6 single-sided 8-1/2 x 11 pages with no staples or other special binding. You may single-space your proposal.

## ***Grant Recipients' Responsibilities***

Organizations receiving funding from SDFFC will be required to:

- submit a half-year report to SDFFC detailing progress of the project.
- acknowledge the San Diego Foundation for Change in printed materials and other relevant publicity materials.

## ***Tips for Submitting Your Proposal***

- Remember that our maximum grant award is \$4,000.
- Use the application cover sheet and include phone numbers where you can be reached.
- Include news articles, brochures, photographs, and other background material.
- If you would like to discuss your proposal with a Grants Committee member, please call the Foundation office at 235-4647.



# SAN DIEGO FOUNDATION FOR CHANGE

1901 First Avenue, Second Floor, San Diego, CA 92101

(619) 235-4647

## 1995-96 Proposal Cover Sheet

DATE: \_\_\_\_\_

NAME OF GROUP: _____			
ADDRESS: _____			
CITY: _____	ZIP: _____	TELEPHONE: _____	

CONTACT PERSON & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (DAY): \_\_\_\_\_ (EVENING): \_\_\_\_\_

BEST TIME TO BE REACHED BY PHONE: \_\_\_\_\_ BEST TIME FOR AN INTERVIEW: \_\_\_\_\_

AMOUNT OF ORGANIZATION'S BUDGET: \_\_\_\_\_

AMOUNT OF GRANT REQUESTED: \_\_\_\_\_

PURPOSE OF GRANT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES (NAME, ADDRESS, PHONE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# SAN DIEGO FOUNDATION FOR CHANGE

1901 First Avenue, Second Floor, San Diego, CA 92101

(619) 235-4647

## 1995-96 Proposal Budget Sheet Guide

ORGANIZATION NAME: \_\_\_\_\_

	LAST YEAR	PROJECTED ORGANIZATIONAL	PROPOSED PROJECT
<b>INCOME</b>			
Individual Contributions	_____	_____	_____
United Way	_____	_____	_____
Foundations (Specify)	_____	_____	_____
Government Contracts	_____	_____	_____
Membership Dues	_____	_____	_____
Special Events	_____	_____	_____
Earned Income/Sales	_____	_____	_____
Miscellaneous	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Income</b>	_____	_____	_____
<b>EXPENSES</b>			
Salaries	_____	_____	_____
Benefits and Taxes	_____	_____	_____
Professional Fees (legal, acctg.)	_____	_____	_____
Occupancy (rent, utilities)	_____	_____	_____
Insurance	_____	_____	_____
Telephone	_____	_____	_____
Postage/Shipping	_____	_____	_____
Copying Supplies	_____	_____	_____
Program Supplies	_____	_____	_____
Equipment	_____	_____	_____
Travel	_____	_____	_____
Fundraising	_____	_____	_____
Promotion/Publicity	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total Expense</b>	_____	_____	_____
<b>BALANCE</b>			
	_____	_____	_____