

## COMMUNITY FUND PURPOSE



The Community Fund (CF) is an outcome of generous giving by Legacy Endowment's Board of Directors and is at times combined with gifts from other external individuals or entities who have an affinity for the Fund's purpose. CF is an immediate use, non-endowed fund\* used to award special, out-of-cycle grants to nonprofits as a way of assist with challenging circumstances, unique projects, and to help provide direct response support to an individual, individuals or a family when sustainment needs are hypercritical but cannot be entirely covered by an organization's current scope of programs and services.

### WHO QUALIFIES:

Grant applications are welcome from all nonprofit organizations who meet ALL of the following:

1. The representing organization must be exempt under Section 501(c)(3) of the Internal Revenue Code.
  - In some situations, Legacy Endowment may consider non-Section 501(c)(3) organizations. Please contact our office at 760-941-8646 in advance of submitting a request to determine whether your organization would be considered.
2. The request must be for projects, programs, services or initiatives that provide direct impact for the residents of Bonsall and Fallbrook, its surrounding region, and North San Diego County in general. However, consideration will also be given for requests submitted from organizations headquartered outside these described areas, having chapters or branch locations benefiting those living in the described area. Applicants submitting from headquartered organizations outside the region will need to provide language within the application demonstrating geographic linkage to those served.
3. At the time of the funding, the Board will establish the timing of the reporting period and all records/receipts must be submitted to Legacy Endowment no later than the timeframe established by the Board. Failure to comply with the deadline will result in an obligation to return the grant monies (partial or full) and may impact future grant awards.
4. No matching funds are required for grants. However, the decision to give applications with matching funds higher consideration is solely at the Board's discretion.
5. Submits a request to fund immediate use intent/impact not related to operating, overhead, capital campaigns, or other non-project needs.

### FUNDS MAY NOT BE AWARDED TO:

- Assist a religious, fraternal, or political purpose;
- Aid organizations whose primary function is to assist other charitable or public groups of activities through grants and donations;
- Underwrite the cost of advertising, sponsorships or fundraising events;
- Offset an organizational operating budget gap.

### HOW TO SUBMIT AN APPLICATION:

Application material may be submitted as follows:

- 1) Via Regular mail OR hand delivery to:

Legacy Endowment  
5256 S. Mission Rd. #1210  
Bonsall, CA 92003

3) Via email (PDF format- as one combined PDF file preferred) to: [info@legacyendowment.org](mailto:info@legacyendowment.org)

Applications are to include:

1. A general cover letter addressed to the Board of Directors at Legacy Endowment that indicates the dollar amount being requested and a comprehensive overview of how the grant will be used.
2. Expense/Budget information if the grant is project or program related.
3. Any associated timeline and a specific description of how the monies used will be tracked with an accounting of expenditures reported back to Legacy Endowment.
4. The signature of a top senior organizational leader who has oversight of how the grant will be used.
5. A written commitment as to an organizational commitment to participate in current and/or future stewardship activities conducted by Legacy Endowment to inform donors who made Community Fund gifts how their contributions were used.

## **FREQUENTLY ASKED QUESTIONS ABOUT GRANT APPLICATION PROCESS AND ELIGIBILITY**

What are the deadlines for grant applications?

For the Community Fund, we accept grant requests year-round.

What size grants does the Foundation generally make?

The minimum amount awarded is \$500.

What is the difference between regular grant and a grant from the Community Fund?

Applications are received at any time versus Legacy Endowment's calendar year cycle for grants made from its endowed funds. Community Fund grants are intended to be a quicker, easier method of getting a donation into the hands of a nonprofit while still maintaining proper oversight.

Do you fund program requests?

Yes.

How often can we apply?

Applicants may only apply two times within a 12-month period. Only one grant will be made in a 12-month timeframe for the same project.

If a big change occurs within our organization after we submit the proposal, should we contact you?

Yes. We would expect you to keep us apprised.

Do you need multiple copies of the application? Should they be bound?

One copy is fine. Please do not bind.

What happens after an application is received?

It reviewing for completeness, it is then submitted to the entire Board for final review and possible approval.

How long does it take to get a grant?

No more than 30 days from application receipt IF all requirements have been met.

When will I know if our proposal has been funded?

Following our decision, a letter will be sent notifying you of the grant and reporting requirements.

\*If or when the balance of the fund drops below \$2,500, the Community Fund's grant awards will cease until approved for reopening by the Board of Directors.