

**Our Mission:** *Hand-to-Hand makes an impact on the lives of women and girls in San Diego County by directing resources to programs that empower change and self- sufficiency.*

## **Grant Application and Guidelines 2017**

*Please read guidelines on page 5 and complete all portions of this application. Complete all sections and stay within the word limits specified.*

### **ORGANIZATION INFORMATION**

**APPLICATION DUE DATE:** *July 14, 2017*

Organization Name		Address:	
Organization Phone #:		City, Zip:	
Contact Person:	Title:	Email:	
Total Organization Budget:	#FT Staff:	#PT Staff:	# Volunteers:
#of Board Members:	% of Board Members who financially support the organization:		

Provide a brief history of the organization; include the mission statement. Please provide an explanation if you are a part of a larger organization. **(200 words or less)**

### **PROGRAM/PROJECT INFORMATION**

Project Title :	Project Budget:	Amount Requested:

1) Describe your project, service or program to a prospective donor in **(200 words or less)**

2) Project Purpose **(75 words or less)**

3) List in bulleted format the Project Goals (list)

4) Outline the expected Project Outcomes **(75 words or less)**

5) Provide a project timeline- beginning and ending dates (**Please explain 50 words or less**)

6) Criteria and method you will use to measure your success (**75 words or less**)

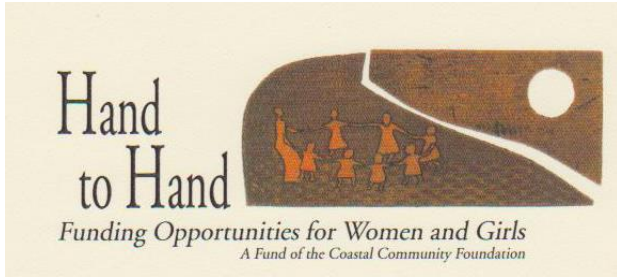
7) Indicate the targeted population and number of people who will be served (**50 words or less**)

8) How the project addresses Hand to Hand's Mission and/or one of the focus areas? (**100 words or less**)

9) If you are serving both women/girls and men/ boys, how can your organization ensure that funds will be allotted solely for women and/or girls? (**75 words or less**)

## Total Project or Program Budget

Expense Item Description	Enter Amount Requested from CCF (B)	Enter Amount from Other Resources (C)	What are the Source of Other Income for the item (ie.fdn. grant, event income, donors)	Total Budget Item B+C
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>TOTALS</b>	\$	\$		\$



## 2017 Grant Guidelines

### Mission

*Hand to Hand makes an impact on the lives of women and girls in San Diego County by directing resources to programs that empower change and self-sufficiency.*

### Grant Funding

Grant funds may support activities to expand current programs, to make them more effective or to improve organizational efficiency in delivering services for women or girls only. Funding for new programs or services within the existing organization will be considered.

*Hand to Hand* grant requests must fulfill our mission and may include:

◆ education and job training for women	◆ programs for women re-entering the work force
◆ mentoring programs for women and/or girls	◆ micro-finance loan programs (San Diego County only)

*Grant range: \$3,000 - \$10,000*

### Eligibility Requirements

Grant applicants must meet the following criteria:

- ◆ Must be a 501(c) 3 organization in existence for at least two years.
- ◆ Grants are not made to individuals, for special events, endowments, religious or political advocacy, capital campaigns or for programs outside of San Diego County.
- ◆ Preference will be given to organizations with budgets under \$3 million.
- ◆ Programs and services must align with Hand to Hand's mission and one or more focus areas.
- ◆ The organization must be willing to host a scheduled site visit for evaluation of the proposal.
- ◆ If funded, organizations must submit an electronic report specified by Hand to Hand. The report must be submitted within a specific timeline and the organization must be willing to provide feedback, stories and pictures which can be used in publications and on our website.

### How to Apply

- Download the grant application from [www.coastalfoundation.org](http://www.coastalfoundation.org). If you are currently using an Apple product you will need the most current download of Adobe Reader. The form will not be usable if you utilize "Preview" to fill out the application. Please save the application to your computer before you complete it.
- Rename the application document with your organization name or program name.**
- Stay within the stated word count for each section. *Applications that exceed the amount of words allowed or do not submit the required financial documents will be disqualified.*
- Submit the application electronically by July 14, 2017 to [grants@coastalfoundation.org](mailto:grants@coastalfoundation.org)
- Submit electronically in separate documents. 1. current organization budget (income and expenses) 2. current Profit and Loss statement, 3. most recent 990 (pdf format)

**Hand to Hand is a fund at Coastal Community Foundation.** Organizations that have not received a grant from Coastal Community Foundation within the past two years must submit an IRS tax-exempt letter. A copy of the IRS tax-exempt letter may be emailed to [grants@coastalfoundation.org](mailto:grants@coastalfoundation.org) or mailed to 162 S. Rancho Santa Fe Rd, F-50 Encinitas, CA 92024.