



## 2023 Idyllwild Community Fund Grant Guidelines & Instructions

**Closing Date: April 29, 2023, 5:00 p.m.**

**The Inland Empire Community Foundation (IECF)** is a nonprofit, public charity that helps individuals, families and businesses make a meaningful difference on the issues they care about in the community through permanent charitable funds. IECF does this by raising, stewarding, and distributing charitable assets, by providing grants to nonprofit organizations, and working toward a shared vision of a vibrant, generous, and just region — with unlimited opportunities.

**Mission of the Inland Empire Community Foundation** is *“Strengthening the Inland Empire (Southern California) through Philanthropy.”*

The Inland Empire Community Foundation maintains the rigorous national standards for excellence for community foundations and is a member of the National Council on Foundations and the League of California Community Foundations.

### **The Idyllwild Community Fund**

The Idyllwild Community Fund (ICF) is an affiliate fund of IECF. Established in 1996 and 1997 by anonymous donors, it is a permanent legacy to benefit the Idyllwild Community. ICF’s capital assets consist of endowments and donations made by generous past and present community members, managed with guidance of IECF stewardship.

**Mission of The Idyllwild Community Fund** is *“Strengthening Idyllwild through Shared Resources.”*

**The goal** of the Idyllwild Community Fund is to encourage and support programs run by local non-profit organizations that: nurture the arts; foster the education of children and adults; provide for the well-being of those in need; protect the environment; contribute to the safety of our Idyllwild community.

**How we do this:** Each year, interest accrued on ICF’s assets is made available to the Idyllwild Community in the form of individual **grants**, awarded on a competitive basis. Grant applications are submitted in response to IECF’s request for applications, typically issued in February and March. Grant applications are evaluated by ICF’s Advisory Committee, volunteers appointed from local community residents dedicated to improving the quality of life for residents of Idyllwild. For more information visit <https://www.iegives.org/idyllwild-community-fund/>.

**Grant funding amounts:** ICF will consider individual grant requests up to \$5,000. In 2022, ICF awarded 9 grants for a total of \$23,200.

**Eligibility.** Nonprofit, 501 (c) (3) organizations may apply for grants for programs and activities that will benefit the Idyllwild community and surrounding mountain communities.

**Funding Considerations** (criteria for reviewing grants). The Idyllwild Advisory Committee takes the following into consideration when reviewing grant requests: The grant should impact many individuals, rather than a few. Preference is given to agencies that provide programs to the underserved.

1. The requesting agency should show other sources of revenue for the program or project, or a plan to seek other funds (Be sure to complete the budget template, including other sources of funding).

2. The requesting agency must demonstrate that it operates with financial integrity (provide documentation requested in "How to Apply" section below, item 4).
3. Proposals for new, enhanced, or expansion programs are welcomed.
4. Requests for funding that include a reasonable percentage of administrative expense will be considered, but the proposed expenses should be a justifiable expense within context of the proposed project and within reason (i.e., no more than 10% of total requested funding.)
5. Requests for program-specific stipends will be considered. Stipend is defined (by the IRS) as a fixed sum of money paid periodically for services or to defray expenses. Stipends are typically considered a program expense related to the delivery of activities of a specific program, or activity of the organization, and not key to the operational function of the organization. Administrative expense is defined as "those expenses related to the overall operations and management of the organization."
6. Requests for large capital expenditures will not be considered.
7. Funding requests for political or religious programs or to individuals will not be considered.

### **Grant Period**

The grant performance period is for one year, from **August 1, 2023 to July 31, 2024**. Evaluation reports are due **August 15, 2024**.

### **Application Review**

Grants are awarded on a competitive basis. Applications will be screened for eligibility and completeness by Inland Empire Community Foundation (IECF) staff. IECF staff may call to schedule a site visit or to request additional information depending on the agency and the nature of the funding request.

The Idyllwild Advisory Committee will evaluate eligible applications, conduct site visits as appropriate, and will forward grant recommendations to Inland Empire Community Foundation Board of Directors for final approval.

### **Notification of Results**

All applicants will be notified of the results, in writing, no later than **Friday, July 28, 2023**. *Please do not contact IECF offices before then.*

### **How to Apply**

1. Please read the eligibility requirements carefully.
2. Go to <https://www.iegives.org/nonprofits/overview/>, scroll down to the "**Idyllwild Community Fund**" section and locate the application link by clicking on "**Online Grant Application**." A login and password will be required and can be established by creating an online account. **Make sure to note your login and password** for future use. If you have had changes in staff since your last online application, a new user account will be needed.
3. Complete the required "**Eligibility Assessment**" to continue to the online application. Complete all required fields and be sure to "Save" your responses as you go along.
4. Be prepared to upload the following **required** documents in **PDF** format on the "**Attachments**" page of online application:
  - Your current 501(c) (3) final determination letter from the IRS
  - Project Budget Page and narrative (a budget worksheet can be downloaded from within the online application under the "Attachments" tab)
  - Board member listing and their affiliations
  - Your most recent year-end financial statements (audited if possible)
  - If requesting funds to purchase equipment, provide copies of three competitive bid or price quotes

### **Technical Assistance**

The online applicant tutorial is accessible on the IECF "Nonprofits" web page under "Grant Opportunities," "Idyllwild Community Fund," or click here for a video tutorial: <https://support.foundant.com/hc/en-us/articles/4479853059991> Please review before proceeding with the application process.

***Closing Date: Applications must be completed and submitted by 5:00 pm (Pacific Time) on April 29, 2023.***

Applications will be inaccessible after the closing date. All applications MUST be submitted via the online application process. We will not accept mailed, faxed or emailed copies. Incomplete applications will be disqualified.

**Questions?** Please submit your application questions at [grant-info@iegives.org](mailto:grant-info@iegives.org). Please do not send solicitations of any kind to this email address.

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