

RAMONA FOOD AND CLOTHES CLOSET FOUNDATION
COMMUNITY GRANT APPLICATION



COMMUNITY GRANT APPLICATION CHECK LIST

ORGANIZATION'S NAME: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

Check off all items that are included in the grant application request package:

All grant requests must include the following:

- ☐ Application
- ☐ Copy of IRS Tax-Exempt Status Letter
- ☐ Itemized Budget for requested funds
- ☐ Signature of CEO or designee
- ☐ Copy of the organization's most recent IRS Form 990

For grant requests over \$2,500. you must include the following additional information:

- ☐ Copy of the organization's most recent financial review or auditor's report.

List any items that are needed to complete application: _____

List any exceptions to the items listed above: _____

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GUIDELINES:

1. Requests are only considered from non-profit or charitable organizations.
2. Use of grant funds must be in support of the RFCC Foundation's mission and objectives:

The mission of the corporation is to serve as a humanitarian organization providing emergency food, clothing, and other resources and aid to low income individuals and families in Ramona, Santa Ysabel, Julian, Ranchita, Borrego Springs, Warner Springs and outlying rural areas.

Other resources and aid include monetary grants, education, scholarships, referrals, volunteer service work opportunities, disaster relief and other specific aid on a case by case basis. Grants may also be awarded to local charitable organizations dedicated to serving these needs.

3. The requesting organization is required to be involved in supporting low-income households, homeless individuals, senior citizens, youth, and others in need who reside in Ramona, Santa Ysabel, Julian, Ranchita, Borrego Springs, Warner Springs, or outlying rural areas of San Diego County as approved by the RFCC Board of Directors.
4. Organizations can apply for funding throughout the year by completing the application process.
5. Organizations can only receive funding once per year. No monies will be awarded after December of the current fiscal year unless approved by the RFCC Board of Directors.

APPLICATION PACKAGE SHALL INCLUDE:

1. A completed application.
2. An itemized budget for proposed project or program.
3. Documentation of current tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code. Any variance between the name on the IRS ruling and the name of the organization must be fully explained and documented.
4. A copy of the organization's audited or formally reviewed financial statement (IRS Form 990) for the **most recent fiscal year** and
5. For requests of \$2,500 and up, include a copy of the most recent financial statement for current fiscal period (i.e. profit/loss statement).

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PRESENT COMPLETED APPLICATION TO THE RFCC GENERAL MANAGER

1. The application will be reviewed at the next regularly monthly meeting of RFCC's Board of Directors. Meetings are held at the RFCC Thrift Store and the General Manager may be contacted as to when the next meeting is scheduled.
2. Upon request, be prepared to send a representative from your organization to this meeting to explain your organization and how the funds will be used. This individual should be prepared to answer any questions relating to the organization and the grant application.
3. If you have questions regarding the RFCC Foundation's Community Grant process, email Manager@FoodandClothesCloset.org or call 760-789-4458.

NOTIFICATION OF APPROVAL/DISAPPROVAL OR REQUEST FOR ADDITIONAL INFORMATION:

1. Once the application is complete, the General Manager and the Board of Directors will review the application and the Board of Directors will vote on the funding request. You will be notified if you have been awarded and/or denied the funding and/or if additional information is needed.
2. On occasion, we may request additional information and might have to carry the request forward to our next regularly scheduled Board of Directors meeting before making an award decision.
3. The RFCC Foundation looks more favorably on future grants if we're informed how your organization explains how the grant funds were used.

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Date of Application: _____

Organization's Name: _____

Chief Executive Officer: _____

Contact Person: _____ Phone: _____

Organization's Web Site: _____

Email: _____

BRIEF DESCRIPTION OF PROJECT/PROGRAM FOR WHICH FUNDING IS REQUESTED:

What is planned? _____

When will this happen? _____

Where will this happen? _____

PURPOSE OF GRANT: (Circle all that apply)

Education	Health/Safety	Homelessness	Youth Program
Treatment Program	Military Assistance	Senior Care	Rehabilitation
Other (Explain) _____			

TYPE OF PROJECT/EXPENDITURE:

1. Capital \$ _____
2. Program \$ _____
3. Operating/Administrative \$ _____
4. Event \$ _____
5. Other \$ _____

TOTAL AMOUNT OF REQUEST: \$ _____

TARGET POPULATION:

1. Who will benefit from these funds? _____

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2. Number of individuals that will benefit:_____

BUDGET FOR PROPOSED PROGRAM/PROJECT:

1. Total Operating Budget \$_____
2. Total Grant Amount Requested \$_____
3. Potential/Other Funding - What funds from other Private or Public sources have been received or are under consideration? Indicate amount and source.

Funds Received

Other Possible Funds

HISTORY/FUTURE OF PROGRAM/PROJECT:

1. Is this a new or an on-going project?
2. If the program/project is to continue beyond this funding request, what plans exist for future funding?

3. Please explain any critical time limitations on the needs for the funds:

As CEO, I attest that there has been no change in purpose, character or method of operation subsequent to IRS ruling and that this information is true and correct to the best of my knowledge.

Name of CEO/Alternate:_____ Signature:_____

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FOR RFCC FOUNDATION'S USE ONLY:
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Date of Application was Received: _____

Additional Information Needed: _____

Did the organization complete and present an annual report on the use of funds? YES NO
(Attach a copy of the annual report to this grant proposal)

Were funds used for the purpose proposed in the original grant request? YES NO

Date of RFCC Foundation Review: _____ Funded: (Circle) YES NO

Amount of Funding Awarded: \$ _____

Explanation, if needed: _____
