



The Great Outdoors
Letter of Intent Guidelines and Application

The mission and purpose of *The Escondido Charitable Foundation* (the Foundation) is to improve the quality of life in Escondido by meeting emerging needs through:

- Encouraging and increasing responsible and effective philanthropy,
- Building a community endowment,
- Providing funds annually to organizations and causes, and
- Giving the community a vehicle for legacy planning and cash gifts that will benefit Escondido annually and in perpetuity.

The vision of the Foundation is to inspire a culture of giving that supports, strengthens and enriches the quality of life in the Escondido community now and for generations to come.

INTRODUCTION

The foundation, in its ninth grant cycle, invites nonprofits serving Escondido to submit a Letter of Intent (LOI) to express interest in applying for ECF's 2015-2016 grant cycle on the theme of The Great Outdoors. ECF will be accepting LOI's for creative projects that promote the rich natural resources and open spaces throughout Escondido. During this grant cycle, the ECF will make grants that support programs or projects, which foster healthy lifestyles, and connect, protect, or increase access to nature for people of all ages and abilities and improve the lives of those who live, work and play within the geographic boundaries of the Greater Escondido area generally defined by the Escondido Union High School District boundaries "to include the San Pasqual Valley, up to Deer Springs Road by Lawrence Welk and out toward Del Dios."

The Letter of Intent (LOI) is the first step in a two-step application process. The foundation will evaluate all LOI submissions and qualify those that meet the program and eligibility criteria. Organizations that are short-listed through the LOI process will be invited to submit a full application. The funding range is \$10K to \$30K.

The deadline for submitting completed LOIs is 5:00 p.m. (PST) on Monday, January 12, 2015

BACKGROUND

A future where nature is accessible, connected and protected for all to enjoy is a priority for Escondido residents. The Escondido Charitable Foundation is also grounded in the belief that access to nature is a core value in our community. Communities thrive when residents are active, happy, and healthy. The Escondido Charitable Foundation wishes to promote philanthropy, civic engagement, and collaboration between business, government and community to support the connection, protection and increased access to nature. We are making a call to action to neighborhoods, nonprofits and community leaders to come up with creative solutions that engage people in addressing this issue.

PROGRAM AND ELIGIBILITY CRITERIA

From improving quality of life to rejuvenating the bonds of our communities, the contributions of ECF members stimulate a sense of common purpose by bringing people together to address essential and emerging needs. Grant applications **must be administered by a viable 501(c)3 nonprofit organization, public school or government agency** interested in impacting Escondido's communities in the following ways:

- Proposed project must seek to increase access and promotion of the rich natural resources and open spaces.
- Applicants are encouraged to submit programs that also utilize strategies that will engage and involve the entire community (i.e. intergenerational, youth, elderly, culturally and linguistically appropriate projects, etc.)
- The Escondido Charitable Foundation encourages projects that demonstrate collaborative efforts.
- Program/project must serve Escondido community.
- Program/project must have measurable outcomes.
- Applicant must outline the strategies and approaches for success.
- Grant applications must be administered by a 501(c)3 nonprofit organization.
- Program/project must have long-term sustainability (future funding, viability, etc.).
- Project must be achievable within a 12-month time frame.
- The grant range is \$10K to \$30K

EXAMPLES of the programs could be, but are not limited to:

- Clean-ups or improvement of water quality of local creeks or natural lands
- Create art from found materials (e.g., ecobenches made from used water bottles, sculptures from plastic bags)

- Recycling, repurposing, and reusing activities that spotlight the negative impact of trash to natural resources and open spaces
- Cultivate and train future generations of environmental leaders and stewards. Engage the community, especially youth, in habitat conservation, restoration and ecology
- Design and conduct outdoor team building exercises
- Utilize multisensory experiences to expand knowledge and appreciation of wildlife in our region
- Provide innovative outdoor physical activities for seniors or mobility impaired
- Integrate outdoor experiences into mental and/or physical health treatment programs
- Activities in park settings that promote the history, culture and environment of surrounding neighborhoods.
- Foster economic, social and ecological health in our landscapes through education
- Activities promoting water conservation and education, such as zeroscape with native plants education, drought awareness, etc.
- Collaborative projects focusing on science and climate change awareness
- Community Garden Projects

These are merely **EXAMPLES**.



LETTER OF INTENT APPLICATION PROCESS

To submit your information, all applicants will need to access the secure online LOI application form found at <https://mycommunity.sdfoundation.org/>. The application includes information about your organization, as well as long-form questions about your proposed program. Due to a new online application process, all applicants need to request a *MyCommunity* account before receiving access to the online application (Detailed instructions are below).

Because granting access to the online system will take up to two business days to complete, please be sure you leave enough time to negotiate this process. *All applications must be submitted online; hard copies or emailed applications WILL NOT be accepted.*

DEADLINE

The deadline for submitting the LOI is **Monday, January 12, 2015 at 5:00 p.m.** Requests for *MyCommunity* accounts must be received by **Monday, January 5, 2015 at 5:00 p.m.**

GRANT SEEKERS FORUM

A voluntary informational workshop concerning the grant opportunity will be held on Wednesday, November 19, 2014 from 4:00-5:00 p.m. in Foundation offices at 900 Canturbury Ste 300, Escondido CA 92025

To RSVP, contact Cassie Edmonds at cassie@sdfoundation.org or 619.814.1381 no later than one day prior to the scheduled grantseeker forum

For more information visit us at www.escondidocharitablefoundation.org

What is The Escondido Charitable Foundation's Timeline?

Oct 29, 2014	LOI guidelines released on ECF website
Nov 19, 2014	Grant applicants' forum (See information above)
Jan 12, 2015	LOI due
Feb 23, 2015	Invitations for Full Grant Applications and Regret Letters Sent
March 23, 2015	Grant application deadline
Early May 2015	Finalists for site visits notified; non-finalists will also be notified
May 2015	Site visits conducted with all finalists
Late August, 2015	Grant Recipients Notified
Sept. 24, 2015	Grants Awards Celebration
October 1, 2015	Program funding start date

LETTER OF INTENT REQUIRED FIELDS

Please Note: Below are the questions pertaining to the fields of the online application. Please complete your answers in a Word document first, and then copy and paste in to the online form. Attachments will not be accepted and all information must be typed directly in to the fields of the online application.

Applicant Information

- Is your Organization a 501(c)(3) public charity?
- Organization Name
- Address, City, State, Zip
- Telephone
- Website

Organization Budget Size

Tax ID (EIN) Number

Executive Director

- Name
- Title
- E-mail
- Telephone

Program Contact

- Name
- Title
- E-mail
- Telephone

Fiscal Sponsor (if applicable)

- Organization name
- Address, City, State, Zip
- Telephone
- Tax ID (EIN) Number

Program Information

Grant Program (Escondido Charitable Foundation will already be selected)

Service Area

Project Name

Amount You Are Requesting

Letter of Intent

Program Summary (Max. 2,000 characters)

Program Goals (Max. 1,000 characters)

Program Impact (Max. 1,000 characters)

INSTRUCTIONS FOR COMPLETING AN ONLINE LETTER OF INTENT


As an affiliate of The San Diego Foundation, the Escondido Charitable Foundation is participating in a new online system for our application process.

Step 1: New User Registration

IMPORTANT: Whether you are requesting a new account or have a current one (detailed below), granting access in the online system will take up to **two business days to complete**. Please be sure you leave enough time to negotiate this process as late proposals will not be accepted.

If you do not have a *MyCommunity* Username and Password (majority of applicants):

1. Visit <https://mycommunity.sdfoundation.org>
 - You will be on a website with The San Diego Foundation header.
 - In the center, click "New User Registration," circled in red:



Welcome to The San Diego Foundation's Online Community

Current Users: Please enter your User ID and Password below. Thank you!

Need a User ID and Password? Please click New User Registration link underneath the Login button below.

Your New User registration will be processed within 2 business days.

User Login

User ID:

Password:

Remember Login

[New User Registration](#)
Forgot Your Password?

2. Complete your contact information (see below).
3. Check **"Escondido CF Applicant"** in the **"Involvement with The San Diego Foundation"** section, circled in red:

Register for The San Diego Foundation's Online Community

To register, please fill out the form below and click submit. You will create a new User ID and password.

If you already have a User ID and Password, please return to the previous screen to login.

Your user registration will be processed within 2 business days.

User Registration

Title 1:

First Name:

Last Name:

Preferred Email:

Home Phone:

Country:

Address lines:

City:

State:

ZIP:

Birth date:

Involvement with The San Diego Foundation:

- CareFusion Applicant
- Chula Vista CF Applicant
- Current Fund Advisor
- Escondido CF Applicant**
- Oceanside CF Applicant
- Scholarship Applicant
- SDWF Grant Applicant
- TSDF Program Applicant
- Volunteer with TSDF

How did you hear about TSDF?:

Account Information

4. Select a User ID and Password.

5. Click "Submit." You will receive an initial welcome email to let you know that your request was received.
6. Wait up to two business days before proceeding to "Step 2: Submitting the Proposal" below.

If you already have a MyCommunity Username and Password:

Please note: This applies to people who have completed an online application for another grants program and to people that are currently managing an organization's fund with The San Diego Foundation.

1. Please email cassie@sdfoundation.org and request user access to the Escondido Charitable Foundation Letter of Intent.
 - Be sure to include your full name and organization name.

Step 2: Creation and Submission of your Grant Application

1. Visit <https://mycommunity.sdfoundation.org>
2. Log-in using your newly established user ID and password
3. Scroll down and you should see the following:

The Escondido Charitable Foundation's 2014 Grant Application

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Grant Seekers Forum


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To RSVP, contact Cassie Edmonds at cassie@sdfoundation.org or 619.814.1381 by no later than November 18th.



4. To begin a new application, click the "Begin a New Application" button.
 - Within the application, you will be able to save your information to return later if necessary by clicking the "Save and Continue" button at the bottom of the application pages.
 - **Please note:**

- **It is highly recommended that you type your responses in a Word document then copy and paste.** We will **not** be able to send you a copy of the information you submit.
 - **Please make sure that you have not entered more than the maximum characters allowed for each field.** The system will cut off any characters over the stated limit. Please verify that your answers are complete before moving on to the next question.
 - **Invisible characters are included in total character count.**
 - **All questions must be answered in the online application;** attachments will not be accepted.
5. To exit and save an application, you do not need to Log Out. Simply close your browser and your information will be saved.
 6. When you need to return to an application you've saved, please click the "Return to Application" button on the main landing page. You will then see:


The Escondido Charitable Foundation
A proud affiliate of The San Diego Foundation

GRANT APPLICATION

2014 - 2015

Application Status:

Requestor Name	Date Created	Attachments
cedmonds	05/14/2014	<input type="checkbox"/>
cedmonds	09/09/2014	<input type="checkbox"/>
cedmonds	09/16/2014	
cedmonds	10/01/2014	<input type="checkbox"/>
cedmonds	10/02/2014	<input type="checkbox"/>
cedmonds	10/02/2014	
cedmonds	10/02/2014	
cedmonds	10/02/2014	
cedmonds	10/06/2014	
cedmonds	10/06/2014	<input type="checkbox"/>

[First](#) [Previous](#) 1 - 10 of 11 [Next](#) [Last](#) Go To Page:

7. Click on the "Requestor Name" of the saved version you wish to edit and you will be taken to that application to continue your work. Please note, you will need to click the "Save and Continue" button at the bottom of the application to save new entries.

8. Once application is completed, click "Submit Selections" to submit your application. You will receive a confirmation message that your application has been received.