



PLACENTIA COMMUNITY FOUNDATION GRANTS

Grant Overview and Process

The purpose of the Placentia Community Foundation Grant is to preserve, protect and enhance the quality of life for residents of Placentia by establishing or funding programs that address the cultural, recreational and educational needs of this community. In this effort, the Placentia Foundation will award grants to non-profit organizations, public schools and libraries that serve the community of Placentia and focus on the cultural, recreational or educational needs of the community. Grant amounts will vary with the maximum award being no more than \$5,000. Grants are not awarded to individuals, or for political lobbying, political campaign or voter registration purposes.

Grants will be awarded in mid September 2016. To be considered for this current grant award cycle the application deadline is **Thursday August 18, 2016 at 5:00 p.m.** Applications received or postmarked after this deadline will be considered during the next review period.

The grant applicant must complete the attached application and submit all requested documents. Applicants will be notified in writing of the status of their application via US Mail or email at the end of the grant cycle. If a grant is awarded, the Placentia Community Foundation will mail a check equal to the amount of the award within 30 days of the postmarked notification letter. If the grant request is denied, the applicant will receive a notice of denial, which will include a brief statement identifying the reason for denial.

Register to Receive Information:

If you are interested in submitting an application, it is **IMPERATIVE** that you submit organization's name, address, phone, fax, contact person and email address via email to vortiz@placentiafoundation.com to officially register as an applicant. Failure to officially register may result in not receiving responses to questions and updates during the grant process.

Questions:

All questions must be submitted in writing to vortiz@placentiafoundation.com on or before **Friday July 29, 2016 @ 5:00 p.m.** Questions received after this date may not receive a response. Response to questions will be posted on the foundation and distributed to those registered to receive information.

Application Submission:

Submit your complete packet: via e-mail to vortiz@placentiafoundation.com

or mail/hand deliver to:

Placentia Community Foundation
Grant Review Committee
401 E. Chapman Avenue, Placentia, CA 92870

GRANT APPLICATION 2016

DEADLINE TO SUBMIT IS Thursday August 18, 2016 AT 5:00 P.M.



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Organization Name: _____

Project / Program Title: _____

Contact Name: _____ **Title:** _____

Phone: _____ **Email Address:** _____

Organization Profile: State the purpose of your organization, when it was formed and how it benefits the community of Placentia. (500 words max., attach additional pages as needed).

Project Description: Provide a description of the program or project to be funded. Include the population served, the need for the program/project, and projected timeline. Include how the Placentia Community Foundation will be recognized for the grant, i.e. banner, press releases, and news articles etc. (500 words max., attach additional pages as needed).

Submit the following documents with your application:

- Finance Report Form including proposed project/program budget and a list of other funding sources (e.g. events, fundraisers, foundations, donors, etc.)
- Listing of your Board of Directors, Trustees and key staff members
- Proof of 501c(3) status and your Federal Form 990 (if applicable)