



## SAVE-THE-DAY GRANT PROGRAM

*Range of grant awards: \$500-\$3,000*

The Community Foundation of Mendocino County has a limited budget for community grants to assist non-profits by responding to urgent needs and emergency situations that impair the organization from fulfilling its mission. This grant program is made possible through the Community Endowment Fund.

### TYPES OF FUNDING

**1. Technical assistance grants** must demonstrate how the grant request will solve a problem and position the organization to more effectively and/or efficiently fulfill its programmatic goals in the future.

***Examples of eligible technical assistance activities include:***

- collaborating with other organizations to improve services or eliminate duplication;
- strengthening governance, leadership, or staff expertise;
- restructuring business models and accounting practices to improve financial stability;
- building and diversifying revenue streams;
- developing and implementing long-term strategic plans;
- refining communications, marketing, and outreach;
- improving volunteer recruitment, training, and engagement; and
- pursuing opportunities to share space, equipment, or other administrative costs.

**2. Small Equipment and Technology projects** must demonstrate how the equipment or technology will increase the organization's ability to advance its mission. Small equipment is defined as a single item that costs \$3,000 or less. Software, apps, or website development costs are considered small equipment and technology projects.

**3. Other urgent or emergency requests** not included above may be considered. Please contact the Community Foundation to discuss if your situation may be an appropriate fit for the Save-the-Day Program.

## FUNDING AREAS

Priority will be given to projects that respond to an unanticipated urgent or emergency situation that keeps the organization from fulfilling its mission. Urgent and emergency situations are defined as compelling timely action or attention due to circumstances that impede an organization from fulfilling its mission or providing services in a prudent and timely fashion. Some examples of urgent situations include:

- the transition of a key staff member that causes the organization to need technical assistance during a transition;
- an organization's website is hacked and they need timely assistance to make changes to their website;
- a vehicle or other piece of equipment suddenly fails and a replacement is needed in a timely manner to continue providing services.

The Save-the-Day Program is not intended to support disaster recovery related to natural disasters as the Community Foundation also offers a Disaster Fund for natural disasters in Mendocino County.

Projects should fit the applicant's mission, expertise, and long-term goals; advance the Community Foundation vision; solve the problem and help the applicant organization move to the next level of operational, programmatic, financial, or organizational maturity positioning it to more effectively and/or efficiently fulfill its mission in the future.

Proposals that will advance the vision of the Community Foundation may include projects in one of the following funding areas.

- ***Sense of place:*** including but not limited to community centers, community-enhancing projects, and the preservation of community heritage and history.
- ***Environment:*** including but not limited to land conservation, open space, and environmental education.
- ***Healthy Communities:*** including but not limited to health and safety, volunteer emergency services, senior programs and services, youth activities, garden projects, parks and trails, poverty programs, and alcohol and other drug prevention/intervention.
- ***Economic and Leadership Development:*** including but not limited to programs that encourage entrepreneurship, workforce readiness, and volunteerism.
- ***Education:*** including but not limited to libraries and education programs in schools and community settings.
- ***Arts and Humanities:*** including but not limited to art in public places, programs that encourage art in community institutions (community centers and schools), and "art for art's sake."

## ELIGIBILITY

Applicant organizations must:

- serve residents of Mendocino County. Applicants not headquartered in Mendocino County must ensure that all grant dollars requested are spent within the County;
- be legally chartered in California and in possession of determination letter from the IRS declaring the organization a public charity that is exempt from federal income tax under Section 501(c)(3); or be a **school district, tribe, public agency, or special district (e.g. community services, recreation, fire protection)**; or have an aligned mission with a fiscal sponsor and one year of operational history;
- be governed by a volunteer board of directors that is representative of the community;
- and conduct business without discrimination on the basis of race, color, gender, sexual orientation, age, disability, national origin, or religious affiliation.

Organizations may receive no more than one Save-the-Day grant per fiscal year (July 1-June 30).

### Types of projects that are *not* likely funded:

- influencing legislation and/or elections; promoting voter registration; political candidates and/or political campaigns; organizations whose primary purpose is to influence elections/legislation;
- litigation;
- federated appeals or organizations that collect funds for redistribution to other nonprofit groups;
- religious organizations for religious purposes;
- sports team travel, class trips, and similar expenses;
- normal operating expenses or purchases or activities that occur prior to grant decisions;
- animal welfare projects that do not include a human welfare component;
- sponsorship of school assemblies and other one-day events (unless clear long-term impact);
- individuals, including scholarships for individuals; and/or
- underwriting/sponsorship of performances or fundraising events.

## APPLICATION PROCESS

Save-the-Day Grant applications are submitted online through the Save-the-Day Grant Application Link. This link will allow you to start a new application. To continue working on a saved application you must directly log in to the [grant account manager](#).

Save-the-Day Grant seekers are strongly encouraged to discuss the appropriateness of their request with staff prior to the final submission of a proposal. Applicants should keep in mind the following when completing their applications:

- Focus on the anticipated benefits of the activity for both the organization and the greater Mendocino County community.
- Take care to ensure that the grant application is well-conceived and complete.
- Be as specific as possible when creating the grant request proposal.

## REVIEW PROCESS

Foundation staff will review the application for completeness and consistency with funding guidelines. Foundation staff may contact you for additional information. The Foundation staff will forward the request to the Save-the-Day Committee for review and follow-up. If the Committee approves the grant request, Foundation staff will contact the **agency representative** directly in a timely fashion – usually within 7 business days. Incomplete applications may cause delays in the review process. Funds are limited and grants will be available until funds are expended for the program year.

Each request is evaluated on:

- the urgency of the request;
- the degree of potential benefit to the general public or a broad sub-population (e.g., youth, elderly);
- the ability to innovatively respond to community needs without duplicating other efforts;
- the energy and organizational capacity of the organization to achieve the program's/project's expected results and to obtain continued funding to have a sustainable, long-term influence in the community;
- the level of additional funds, resources, and volunteer support associated with the program/project; and
- the impact of the funding request on the success of the project.

## FOLLOW-UP AND REPORTING REQUIREMENTS

Projects and/or activities supported by a Save-the-Day grant should be concluded by the end of the grant period specified in the grant terms. The Community Foundation will expect a brief report on the success of the project, along with receipts of equipment purchases and any relevant photos of the project.

## MORE INFORMATION

*Direct questions regarding the guidelines, application procedure, and/or individual proposals to:*

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