

## **DEL MAR FOUNDATION - GRANT REQUEST GUIDELINES**

The Del Mar Foundation is a 501(c)(3) California Nonprofit Public Benefit Corporation dedicated to promoting civic pride and community cohesiveness, acquiring and preserving open space, improving beaches and parklands, raising and granting funds, and sponsoring diverse cultural programs and community events in Del Mar. The Del Mar Foundation has a limited grant budget to support organizations and projects/activities that further these objectives.

The Foundation is best known for its Cultural Arts Committee sponsorship of First Thursdays, its monthly Children's programs, the Summer Twilight Concert Series at Powerhouse Park, and for supporting the City of Del Mar's Junior Lifeguard Program. For many years Del Mar Foundation has less publicly been supporting the Del Mar community via contributing funds toward the restoration and construction of the Del Mar Library and the Powerhouse Community Center, supporting other non-profit organizations in Del Mar such as the Del Mar Historical Society, Del Mar Community Connections, Del Mar TV Foundation, Friends of the Powerhouse, Del Mar Village Association, Del Mar Fire Dept. CERT Program, and Keep Del Mar Clean. The Foundation has also been active in educating the community on, and helping to preserve, the lagoons to the north and south of Del Mar. Schools in Del Mar have also been beneficiaries of Foundation support.

Del Mar Foundation gives preference to projects, activities, and direct provision of services to, for, and within the Del Mar community that fit within and further its mission, and to Del Mar organizations that do not have ready access to other sources of funding. Priority is given to not-for-profit entities. The Foundation makes every effort to distribute funds evenly throughout the year so that funds are available to fund grant requests at each of the grant deadlines. The Foundation is also willing to support organizations in other ways, such as providing organizational fundraising and marketing expertise as well as providing "seed" funding for fundraising and other ongoing activities. The newly established Endowment Program is also available to support other community organizations.

The Foundation accepts grant applications three times each year: February 1, June 1, and October 1. An applicant may apply as often as needed. There are no minimum grant amounts; maximum grant awards are based in part on the current year's grant budget. No grant should exceed 25% of the total annual grant budget. Modifications to the annual grant budget require prior Board approval. Applicants may be asked to attend a Foundation Board meeting to discuss the grant request.

Upon the decision by the Board, and no later than eight weeks after the grant application deadline, the Grant Application Review Committee will notify applicants of the Board's funding decision.

Each Grantee shall execute the Grant Agreement prior to receipt of funds. After receipt of executed Agreement and no later than 10 working days thereafter, grant funds will be forwarded to the address of record.

Each Grantee shall provide Documentation of Grant Expenditures promptly after spending the grant funds, but in no event later than 30 days after the end of the Term of Agreement as outlined in the Grant Agreement.

To apply for a grant, please:

1. Complete the Del Mar Foundation Grant Application form. This form is available at our website: [www.delmarfoundation.org](http://www.delmarfoundation.org) or it is available by contacting our office during normal business hours at 858 635-1363

2. Submit a written letter summarizing your organization and your proposed project/program. Please make sure your letter includes the following:

- a. A description of your organization, a list of your Board members or project participants and their relevant experience to the success of the project, and a description of the demographics of those to be served by the project/program
- b. A description of how the use of the funds will further the mission and goals of the Del Mar Foundation
- c. An organizational Budget and a description of the specifics (including budget) of the project/program. Please list any other funding sources for your project.
- d. A description of how the requested funds are to be used and how the use of the funds will be documented
- e. A description of how you will evaluate the results of your project/program

3. Submit a Resolution passed by your organization authorizing submission of your Grant Application package and naming the responsible party authorized to execute the Grant Agreement on your behalf should your funding request be approved.

4. Submit 5 copies of the above-outlined Grant Application package before the stated deadline via U.S. Mail:

Del Mar Foundation  
P.O. Box 2913  
Del Mar, CA 92014  
Attn: Grant Application Review Committee

or via email to: [Grants@delmarfoundation.org](mailto:Grants@delmarfoundation.org)

Receipt of your Grant Application package will be acknowledged and you will be contacted by a member of the Grant Application Review Committee should there be any questions or need for further information regarding your request.

