



## **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 grant budget to support organizations and projects/activities that further these objectives.

The Del Mar Foundation Grants Committee is best known for supporting: the City of Del Mar's Junior Lifeguard Program, the restoration and/or construction of the Del Mar library, the Powerhouse Community Center, the Beach Safety Center, and the acquisition of the Shores Property, 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 Department 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.

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 furthers its mission. 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 as they are received throughout each year. 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 Grants Committee accepts grant applications throughout the year. An applicant may apply as often as needed. There are no minimum grant amounts however our budget is limited so that we can grant numerous grants throughout the year. No grant is to exceed 25% of the yearly 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 receipt, 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 Expenditure 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 complete the Del Mar Foundation Grant Application Form. This form is available on the website: [www.delmarfoundation.org](http://www.delmarfoundation.org).

Please include in your grant application the following information:

\_\_\_1. 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, copy of most recent IRS 990 form

\_\_\_2. A description of how the use of the funds will further the mission and goals of the Foundation

\_\_\_3. An organizational Budget and a description of the specifics (including budget) of the project/program. Please list any other funding sources for your project

\_\_\_4. A description of how the requested funds are to be used and how the use of the funds will be documented

\_\_\_5. A description of how you will evaluate the results of your project/program

\_\_\_6. 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.

\_\_\_7. Submit approval by the City of Del Mar if appropriate

Please email your Grant Application Package to: [Grants@delmarfoundation.org](mailto:Grants@delmarfoundation.org)

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

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