

Palo Alto Community Fund

2009 Grant Information

About the Fund

The Palo Alto Community Fund (PACF) builds and sustains a philanthropic endowment that responds to the goals and needs of our community by supporting new or existing programs sponsored by a broad spectrum of Palo Alto area nonprofit organizations. In addition to making distributions from its own endowment, PACF also administers two auxiliary funds:

1. The Palo Alto Centennial Endowment, which was created in 1994 as a permanent gift to the community
2. The Achilles Palo Alto Fund, which was established in 1998 by Community Foundation Silicon Valley, now the Silicon Valley Community Foundation

PACF is governed by a Board of Directors, composed of local leaders who represent a wide range of community interests.

Grant Range

Our grants are for one year of funding and range in the amount of \$2,500 to \$10,000.

Who may Apply

PACF supports charitable nonprofit organizations whose programs benefit the Palo Alto area with particular focus on:

- Arts and Culture
- Community Development and Social Services
- Education
- Environment
- Health, Mental Health, and Disabilities
- Housing and Nutrition
- Senior Services
- Youth and Families

We encourage those programs which:

1. strengthen and enrich the quality of life of individuals and their communities;
2. target community needs;
3. provide early intervention; and
4. maximize the impact of grant dollars through collaborative efforts.

While we favor new and innovative programs, grants for ongoing operating expenses may be considered in extraordinary circumstances.

Who May Not Apply

PACF does not consider funding requests for fundraising events, endowment funds, capital and endowment campaigns, political or religious activities, deficit funding or cash reserves, for-profit schools, or basic research programs. Nonprofit organizations, or their subsidiaries, that have received funding for three consecutive years may reapply following a one year's hiatus.

Important Dates

- Completed applications must be received **no later than 5 p.m. on Friday, February 6, 2009**
- Notification will be mailed to all applicants by the end of May, 2009.

Palo Alto Community Fund 2009 Grant Application

Cover Sheet

*A one-page cover sheet with the following information in the order listed below must be the **first page** of your application.*

- Application Date
- Organization Name, Address, Phone, Fax and website address
- Executive Director Name, Phone, and email address
- Contact Person for Program Implementation, if different than ED, Phone and Email address
- Year of Organization's inception: _____
- PACF Grant Request Amount : \$ _____
- 2008 Organization Budget: \$ _____
- No. of Full-time equivalent employees as of 12/31/08: _____
- Primary focus of grant request (list **ONE** from list below): _____
 - Arts and Culture
 - Community Development and Social Services
 - Education
 - Environment
 - Health, Mental Health, and Disabilities
 - Housing and Nutrition
 - Senior Services
 - Youth and Families
- Brief description of organization (mission, primary purpose and programs, geographic area served)
- Brief (2 sentence) summary of proposed program for which you are requesting grant funding

Description of Proposed Program

*Answers to the following questions should be pages 2 & 3 of your grant application. Therefore, limit your answers to **two** typed pages.*

1. Describe the goals of your proposed program. Include the community needs addressed and the specific activities that are intended to produce the desired outcomes. Include the geographic area served and the target population for the program.
2. What are the anticipated key outcomes of the program? What performance measures and evaluation criteria will be used?
3. How are you collaborating with other organizations working on the same or closely related community needs?
4. Provide us with an overall program budget and timeline. What are your other sources of funding? (if needed, a copy of your budget and timeline can be an additional page)

Palo Alto Community Fund 2009 Grant Submittal Guidelines & Supporting Documentation

Grant Submittal Instructions

1. **MAIL** one (1) copy of your Grant Application and one (1) copy of each of the listed attachments* to:

**Palo Alto Community Fund
c/o Silicon Valley Community Foundation
2440 West El Camino Real, Suite 300
Mountain View, CA 94040
Attn: Cammie Vail**

**For your application to be eligible for review, you must include one (1) copy of the following supporting documentation, attached to your application:*

1. Operating budget of agency or sponsoring group for the current year
2. Most recent Year-end financial statements
3. Latest form 990
4. List of Board of Directors with their business affiliation listed
5. Executive Director background and names of Executive Director's direct reports
6. Copy of IRS 501 (c)(3) notification
7. Latest Annual report, or equivalent

2. **EMAIL** one (1) copy of your Grant Application (not attachments) to:
grants@paloaltocommfund.org

ALL documents need to be received by **5 p.m., FEBRUARY 6, 2009.** We will not accept proposals via fax.

Inclusion of additional documents other than the requested attachments is unnecessary. A representative of the Fund may contact your organization for additional information and/or to arrange a site visit.

For additional information, contact us at 650-450-5581, or send email to info@paloaltocommfund.org

