



2011 Grant Guidelines

Mission

Hand to Hand makes an impact on the lives of women and girls in San Diego County by directing resources to programs that empower change and self-sufficiency.

Hand to Hand grants fulfill our mission by supporting:

- ◆ Education and job training
- ◆ Women re-entering the work force
- ◆ Mentoring programs for girls

Grant Funding

Grant funds may support activities to expand current programs, to make them more effective or to improve organizational efficiency in delivering services for women or girls. Funding for new programs or services within existing organization will be considered. No funding will be given for capital campaigns, endowments or special events.

Grant range: \$3,000 - \$10,000

Eligibility Requirements

Grant applicants must meet the following criteria:

- ◆ Must be a 501(c) 3 organization in existence for at least two years.
- ◆ Grants are NOT made to individuals.
- ◆ The program or service must address the long-term economic self-sufficiency and / or promote positive change for women and girls in San Diego County only.
- ◆ Preference will be given to organizations with budgets under \$1.5 million
- ◆ The organization must be willing to host a scheduled site visit for evaluation of the proposal.
- ◆ If funded, organizations must submit a report within a specific timeline.

How to Apply

- ◆ Complete the grant application cover page.
- ◆ Submit a typed narrative in 12 point font **no longer than 2 pages** that includes:
 - ✓ A brief description about the mission, history and services of the organization
 - ✓ A detailed description of the **project**, program or service for which you are applying
 - ✓ Program goals **for the project, program or service for which you are applying** and what you expect to achieve

- ✓ How the program addresses *Hand to Hand*'s funding priorities (be specific about how you will use the grant funds **and how the project addresses Hand to Hand's Mission and Focus areas**)
- ✓ timeline
- ◆ Submit a one page budget for the program or service. The budget should be included with the narrative.
Submit a copy of the organization's most recent financial statement, and IRS tax-exempt letter. A copy of the IRS tax-exempt letter may be mailed.
- ◆ *The cover page, narrative, budget and financial information must be submitted electronically to handtohand@coastalfoundation.org*

Please include the cover page, narrative and program budget in **one document only**. The financial information and IRS letter may be submitted in separate documents. The deadline for applications is Thursday, June 30, 2011.

Grantwriting Workshop and Grant Information Meeting

A free grantwriting workshop is being sponsored by ***Hand to Hand*** and the **City of Encinitas** and underwritten by Alice Jacobson & Betsy Jacobson (Hand to Hand members) in memory of Sylvia Breakstone.

Workshop date: Tuesday, May 3

Time: 2:00 – 5:00 p.m.

Location: Poinsettia Room at the City of Encinitas, 505 S. Vulcan Street, Encinitas.

The workshop is open to staff and volunteers of existing 501(c) 3 organizations *only*.

Pre-registration is required. You may register by emailing Sharon@coastalfoundation.org or by phone (760) 942-9245. Please identify the name(s) of those who will attend, name of the nonprofit organization and provide an email address and phone number.

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Following the workshop, a Hand to Hand grant information (RFP) and timeline information meeting will be held from 5:00 – 5:45 p.m. Hand to Hand members will be there to answer questions about the application and the grant process. If you will attend the RFP meeting only, please notify Hand to Hand by emailing Sharon@coastalfoundation.org. Please indicate the name of the person attending and the name of the organization.