



# Ventura County Community Foundation

## FRED C. FERRO FUND

### A DONOR-ADVISED FUND OF THE VENTURA COUNTY COMMUNITY FOUNDATION

The FRED C. FERRO FUND welcomes grant applications for program support from qualified non-profit organizations serving needy and underserved Pre-K – 12<sup>th</sup> Grade students in Ventura County. Funding can be used for either the expansion of existing programs or the implementation of new pilot programs that focus on academic success. To be funded, an existing program must have a track record of measurable educational outcomes; a new program must have evaluation procedures in place to gauge the effectiveness of the program and be part of an organization with an effective track record in the field.

The FRED C. FERRO FUND will only support programs that provide on-going academic interventions for Ventura County students before school, after school, and/or during the summer to achieve measureable outcomes leading to improved achievement among disadvantaged populations. While the value of recreation and enrichment programs for youth development is recognized, these programs will not be funded as part of this fund's grant program.

The FRED C. FERRO FUND is interested in critical transitions as children move through the educational system. These include:

- ✓ Elementary school readiness
- ✓ 3rd-4th grade literacy
- ✓ High school readiness/dropout prevention
- ✓ College prep and counseling
- ✓ Summer academic intervention programs

### **ESSENTIAL CRITERIA FOR FUNDING:**

- Nonprofit organizations and individual public and private schools are eligible for funding. Individual public schools should check to see if their proposals need to go through their district's educational foundation.
- An organization must have been in existence for at least two years (based on the date of IRS determination letter) and have achieved a record of effective service and sustainability.
- Grantees who have not complied with previous grant deadlines and reports or receipts may not be eligible for new grant consideration.
- An organization must have an active Board of Directors and provide information indicating financial viability and capacity to conduct the program to be funded.

### **GRANTS WILL NOT BE MADE TO OR FOR:**

- Direct aid to individuals.
- Influencing legislation or elections.
- Organizations not engaged in the actual performance of direct services to individuals (no re-granting).
- Organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, race or religion.

## HOW TO APPLY

PROPOSALS MUST INCLUDE:

**A. ONE MASTER APPLICATION PACKET: 3-hole punched, not stapled, collated set of the following:**

- Cover Page:** Complete on the supplied forms.
- Proposal Narrative:** The narrative must be no more than 3 pages, using at least 12pt font size.
- Program Budget:** Complete on the supplied form.
- Organization Financial Summary:** Complete on the supplied form.
- Board of Directors/Governing Body:** Complete on supplied form.
- Copy of current **501(c) (3) letter** verifying non-profit status. **Please note** that if your organization operates under a different name than your tax ID, all DBA paperwork must also be submitted. If you intend to submit under a **Fiscal Sponsor** please download and review the VCCF Grantee Fiscal Sponsorship Packet on our website ([www.vccf.org](http://www.vccf.org)) for all additional requirements.
- Most Recent Annual Audit.** For organizations with an annual operating budget under \$500,000 and/or without audited statements, in-house income & expense statements and a balance sheet are acceptable, but **only if verified and signed by two officers of its Board of Directors.**

**B. THREE (3) ADDITIONAL COPIES: paper-clipped, 3-hole punched, double sided, and collated sets of the following: \*Do not use staples\***

- Cover Page**
- Proposal Narrative**
- Program Budget**
- Organization Financial Summary**
- Board of Directors/Governing Body**

**APPLICATIONS ARE DUE IN THE FOUNDATION'S OFFICE  
BY 4:00 P.M. ON FRIDAY, OCTOBER 13, 2017.**

Postmarks are not acceptable.

Ventura County Community Foundation,  
Attn: Fred C. Ferro Fund  
4001 Mission Oaks Blvd., Suite A  
Camarillo, CA 93012.



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Community Foundation**

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**COVER PAGE**

<b>Legal Name of Organization:</b>	<b>Organization EIN:</b>
<b>DBA (if applicable)</b>	<b>Effective Date of DBA:</b>
<b>Address:</b>	<b>Telephone and Fax:</b>
<b>Program Name:</b>	<input type="checkbox"/> <b>New Program</b> <input type="checkbox"/> <b>Existing Program Expansion</b>
<b>Program Contact Person:</b>	<b>E-mail:</b>
<b>Executive Director:</b>	<b>E-mail:</b>
<b>Total Budget for This Program:</b>	<b>Amount Requested for This Program:</b>
<b>Number of Persons Served by Proposed Program:</b>	<b>Geographic Area Served by Proposed Program:</b>
<b>Total Budget for This Organization:</b>	
<b>Number of Persons Served by Organization:</b>	<b>Geographic Area Served by Organization:</b>

**VENTURA COUNTY COMMUNITY FOUNDATION  
FRED C. FERRO FUND**

**PROPOSAL NARRATIVE**

(To be typed as one document of no more than three pages, using at least a 12 pt font.)

**PROPOSAL NARRATIVE SHOULD PROVIDE INFORMATION ON ALL TOPICS IN THE ORDER PRESENTED BELOW:**

1. **PROGRAM DESCRIPTION.** Briefly describe how you will use this grant either to strengthen and expand an existing program or launch a new program that will achieve measurable outcomes leading to improved academic achievement among disadvantaged populations in Ventura County.
2. **PROGRAM DETAILS.** Describe the facilities, staffing (including qualifications, staffing levels, and staff/student ratios) daily/weekly schedule, and curricula. List and detail any partnerships with other organizations.
3. **POPULATION TO BE SERVED.** Describe the target demographic and plans for outreach. Detail plans to assure consistent attendance.
4. **DATA COLLECTION AND EVALUATION.** Describe how data will be collected regarding program participants. Detail expected outcomes and indicators of success, including how they will be measured. Be very specific. If pre- and post-testing is conducted, please describe exactly what you are measuring.
5. **FUTURE FUNDING PLANS.** Describe how this program expansion and/or new program will be sustained beyond the grant period. If this is an existing project, what has been the funding history? Have any other sources of financial support been identified for this program? If you receive only partial funding from the Fred C. Ferro Fund, will the project still be viable on a reduced or modified scale?

**VENTURA COUNTY COMMUNITY FOUNDATION  
FRED C. FERRO FUND**

**PROGRAM BUDGET**

Organization Name: \_\_\_\_\_

Program Request: \$ \_\_\_\_\_

**INCOME:**

*Possible income sources: Government grants, foundation grants, individual contributions, events, program service fees, etc.*

Program Income Source	Total Amount	VCCF Amount	Notes
<b>TOTAL INCOME</b>			

**EXPENSES:**

*Possible expense categories: Salaries, professional fees, rent, utilities, travel, marketing, events, etc.*

Program Expense Item	Total Amount	VCCF Amount	Notes
<b>TOTAL EXPENSES</b>			

**VENTURA COUNTY COMMUNITY FOUNDATION  
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**ORGANIZATION FINANCIAL SUMMARY**

Organization Name: \_\_\_\_\_

Fiscal Year Dates: \_\_\_\_\_

**INCOME:**

*Possible income sources: Government grants, foundation grants, individual contributions, events, program service fees, etc.*

Income Source	Prior Fiscal Year Actual	Current Fiscal Year Budget	Year To Date Actual
<b>TOTAL INCOME</b>			

**EXPENSES:**

*Possible expense categories: Salaries, professional fees, rent, utilities, travel, publicity/outreach, events, etc.*

Expense Item	Prior Fiscal Year Actual	Current Fiscal Year Budget	Year To Date Actual
<b>TOTAL EXPENSES</b>			





# Ventura County Community Foundation

## VCCF POLICY ON FISCAL SPONSORSHIP

A Fiscal Sponsor is a 501(c)(3) tax-exempt organization that agrees to be responsible for the fiscal management of another organization that does not have its own tax-exemption with the Internal Revenue Service. The Ventura County Community Foundation will award a grant to an organization (henceforth, Project) that has a Fiscal Sponsor, with the following conditions:

- A. The Fiscal Sponsor fee will not exceed the greater of \$100 or up to 10% of the total funded direct costs for the grant. Please include this fee in the project budget under *Other Costs*.
- B. The Fiscal Sponsor's Letter of Determination from the IRS verifying its 501(c)(3) tax status is attached with the grant proposal. Other organizational documents requested with the specific RFP (such as financial statements, board roster's, etc.) should be included for both the Fiscal Sponsor Agency and the Sponsee. Please clearly mark which documents belong to each entity.
- C. A signed Fiscal Sponsorship Agreement outlining the role and responsibilities of the Fiscal Sponsor and the Project is submitted with the application. **This document should contain all the following information:**
  1. Date of approval by Fiscal Sponsor's Board of Directors
  2. Effective date of Fiscal Sponsorship Agreement
  3. Agreement between the Fiscal Sponsor and the Project regarding community programs, public information, fundraising events, negotiation of leases and contracts, and other activities planned by the Project
  4. Provide a detailed explanation of how the sponsored project constitutes a charitable endeavor as described in section 170(c)(2)(B) of the Internal Revenue Code. Please include a detailed description of the public benefit and an assurance that sponsored project representatives will not profit from the funded project.
  5. Agreement regarding 501(c)(3) taking full legal liability for accounting for grant income & expenses and reporting on grant activities
  6. Agreement regarding management of Project Funds, including processing and acknowledgement of cash and noncash revenue items, accounts payable and receivable, disbursement of Project funds (including grants), bookkeeping and financial audits
  7. Agreement regarding performance of Activities for Charitable Purposes with stated policies prohibiting the use of funds for political campaigns on behalf of or in opposition to any candidate for public office
  8. Conditions for Termination of Agreement





# Ventura County Community Foundation

## VENTURA COUNTY COMMUNITY FOUNDATION FISCAL SPONSOR'S INFORMATION

This form is for organizations that do not have an IRS 501(c)(3) tax-exempt status. Grants approved will be made payable to the Fiscal Sponsor as the tax-exempt organization representing the grant seeker. As Fiscal Sponsor, the organization assumes fiduciary responsibilities for this project as though it were a project of the Fiscal Sponsor.

Name of the organization: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Organization EIN: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Fiscal Sponsor must send in the following attachments:

1. On agency letterhead, letter signed by the Executive Director and Board President indicating the following information.
  - Willingness to administer the grant if awarded.
  - Duration of time and nature of the cooperative relationship between the entities.
  - List services and frequency that the fiscal sponsor will provide to the grant seeker, e.g., bookkeeping, payroll, benefits, space, grant reporting, reports to the IRS, etc.
  - Fees for services charged by the Fiscal Sponsor to the grant seeker.
2. Copy of Minutes from Board meeting approving the fiscal sponsor relationship.
3. List of Board members.
4. Copy of the Fiscal Sponsor's most recent IRS letter indicating 501(c)(3) tax-exempt status.
5. Copy of current operating budget including year-to-date financial information.
6. Copy of annual report.
7. Copy of the financial audit.
8. If the grant is awarded, it will be the Fiscal Sponsor's responsibility to ensure that all reports and submissions are provided in a timely manner to VCCF. (Reporting dates will be on the Terms of the Grant Award.)

**Fiscal sponsors and grant seekers must sign below indicating that they have read this list of requirements.**

\_\_\_\_\_  
Fiscal sponsor

\_\_\_\_\_  
Grant seeker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date