



# Ventura County Community Foundation

## **SPECIAL & URGENT NEEDS (SUN) FUND GUIDELINES & APPLICATION**

### **Purpose**

The purpose of VCCF's Special and Urgent Needs (SUN) is to respond to immediate and/or unexpected needs or special funding opportunities where a small investment will make a big difference. The SUN Fund provides a quick funding response in order to avoid the loss of a critical safety net service or opportunity where other funding sources are not available.

The SUN Fund provides one-time grants up to \$5,000 for:

- An urgent need that could not have been anticipated and where there is no other source of funding.
- Critical equipment (excluding computer equipment) that could not have been anticipated or budgeted.
- Providing the ability to take advantage of an unforeseen opportunity.

Preference is given to an applicant organization that has demonstrated its commitment to responding to the urgent need by using some of its own discretionary funds.

### **Eligibility**

To be eligible for funding applicant organizations **must**:

- Be either a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code OR a public entity (such as a public school)
- Provide programs and services directly benefiting Ventura County residents
- Demonstrate that services are open and not discriminatory

Applications for the following will **not** be considered:

- Political or partisan purposes
- Religious activities
- Grants to individuals
- Endowment funds, capital campaigns or annual fund drives
- Purchasing computer equipment
- Operating expense deficits that are not an imminent threat to continued operations of critical safety net services

### **Application Procedures**

Applications for the SUN Fund are accepted and reviewed on an on-going basis. Organizations wishing to apply must complete one copy of the attached application and budget form plus the following documentation:

- A list of the Board of Directors and their community or professional affiliations
- Copy of current 501(c)(3) letter verifying nonprofit status
- Audited financial statements **or**, if annual budget is less than \$500,000, an internally generated income & expense statement and balance sheet, signed by two board officers.
- IRS form 990 for most recently completed fiscal year
- The organization's current year operating budget
- Bids from consultants, contractors of vendors, if applicable.

Additional information may be requested once your application is reviewed. Applicants will generally be notified of decisions approximately 30-60 days after receipt of an application.

**Please submit applications to VCCF, 4001 Mission Oaks Blvd., Ste. A, Camarillo, CA 93012.**

**Applications received by fax or email will NOT be accepted.**

**Special & Urgent Needs Fund (SUN Fund)  
APPLICATION FORM**

Date of Application: \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Other Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Tax Status:

- 501(c)(3) Organization (Attach copy of IRS determination letter)
- Government Agency or Public School

Date Founded: \_\_\_\_\_ Geographic Area Served: \_\_\_\_\_

Organization's Operating Budget (current year):

1. Explain how this is an urgent or special need. Briefly describe how the requested funds will be used. If the request is related to facility/equipment repair or replacement, please state why facility/equipment maintenance funds cannot be used.

2. Briefly describe the applicant organization, its purpose, range of services, and the approximate number of people served in the past year.

3. What other resources are available or could be available to support this critical activity or need? (List the sources and amounts of funds committed on the attached project budget form.)

**NOTE:** Authorizing person(s) should be:

- Executive Director of Agency and Board President;
- Principal of School;
- Department Head of Unit of Government.

This application is authorized by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ventura County Community Foundation  
Special and Urgent Needs Fund (SUN Fund)**

**SUN FUND REQUEST BUDGET**

Name of Organization:

Project Name:

**EQUIPMENT/SUPPLIES (List and explain)**

<u>Request</u>	<u>Total Cost</u>	<u>VCCF Grant</u>

**OTHER COSTS (List and Explain):**


**PROJECT BUDGET TOTAL**

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**OTHER FUNDING (List amount and funding allocated from other sources):**

<u>Source</u>	<u>Amount Committed</u>

**TOTAL PROJECT BUDGET AND TOTAL FUNDS REQUESTED FROM VCCF: \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %**

(Please add additional line items if necessary.)



# 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