



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:

Print Name and Title

Signature

Print Name and Title

Signature

**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.)