



HUMBOLDT AREA FOUNDATION

Community Grant Program – Guidelines & Proposal Instructions

Deadlines: February 1 or August 1 (*if date falls on holiday or weekend, first business day thereafter*)

E-mail to: grants@hafoundation.org

Or, mail to: HAF, 363 Indianola Road, Bayside, CA 95524 (*postmarked or delivered*)

About us

Our Mission: Humboldt Area Foundation (HAF) promotes and encourages generosity, leadership and inclusion to strengthen our communities.

Humboldt Area Foundation believes in communities where everyone has access and opportunity, where everyone feels that they belong, and where residents work together to craft and implement solutions to local challenges.

Grant Program Goals

The Community Grant Program's long term goal is to strengthen communities' abilities to work together to improve the lives of people in Humboldt, Del Norte, Trinity and Curry Counties. The program responds to pressing community-identified needs.

Program Details

Two types of grants are offered: One-Year Responsive and Two-Year Grants. HAF expects to award 10-15 grants annually, including up to 3 two-year awards. We generally receive approximately 45 proposals for this competitive grant program.

HAF awards up to a total of \$100,000 per year through this grant program. Most awards will range from \$5,000 - \$10,000; however, we will also make a very limited number of \$15,000 - \$20,000 grants.

Proposals are accepted two times per year: February 1 and August 1.

Notification of awards typically occurs 10 weeks after the application deadline.

Minimum Qualifications

- All proposals must demonstrate alignment with Community Grant funding priorities (*see below*).
- All proposals must serve/support communities in the Humboldt, Del Norte, Trinity, Curry County region.
- Nonprofits with a tax exempt status under Section 501(c)3 of the Internal Revenue or public schools, government agencies, Indian Tribal Governments; or community groups with a qualified [fiscal sponsor](#).
- Organizations with grant reports past due to the Humboldt Area Foundation are not eligible to apply.
- Grants will not be made for the deferred maintenance or annual operating costs of public institutions, churches, and services of special tax districts, government or cemeteries. Grants will not pay for expenses that have already been incurred prior to grant award.



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Funding Priorities

We seek to fund applications which meet one or more of the funding priorities listed below. Applicants who meet multiple priorities may have an increased chance for funding.

1. Addresses a pressing community issue
 - Improves areas such as health, wellness, creativity, culture, education and/or economic security
 - A diverse cross section of people identify a need or issue in their community as important and are coming together to create solutions around that issue
2. Makes use of collaborative relationships and partners
 - Proposal includes local expertise, leadership, youth community partners, funders, and/or businesses
 - This may include but is not limited to the development of leaders' abilities to build bridges between people of different cultures, backgrounds and beliefs
3. Improves quality of life
 - Improves community members' well-being by removing barriers that are based on social, economic or racial factors
 - Increases access to tools, resources or opportunities for those experiencing disparities to enable full participation in their communities
 - Engages people directly impacted by a particular issue so that their experiences and knowledge shape the organization's or project's understanding of related needs, opportunities, and solutions
4. Integrates and promotes leadership skill development for youth and residents
 - Strengthens the skills and abilities of residents, groups and organizations to identify, analyze, collaborate, and solve pressing community issues

One-Year Responsive Grants

These are the most common grants awarded through the Community Grants Program. HAF will consider requests for general operating support, programs, projects, collaborations and organizational capacity building.

Two-Year Grants

Two year grants are considered when the proposal meets multiple funding priorities and a two-year grant will support strategic shifts or opportunities such as i) bridge funding where a grant from HAF could support an organization while they secure additional known resources, or while an organization develops and executes a plan to scale down; ii) leveraging resources to strengthen or grow the capacity of an organization, collaborative, program or initiative; iii) developing new innovative approaches through pilot programs or further developing programs already in existence.

HAF will typically award up to three of these grants each fiscal year. Applicants are encouraged to have a recent strategic plan or equivalent (within the last three years) which supports the current vision of the organization with evidence that staff, board, and other stakeholders (if applicable) were involved in the process. Completion of a strategic plan will not guarantee funding although it will strengthen the competitiveness of an application.



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If your organization needs support to create a strategic plan, please see our Consulting Grant and consider whether that may be a better fit. If your organization does not have a strategic plan and does not plan to apply for a Consulting Grant, please explain why you are applying for a two-year grant at this juncture in your application.

Restrictions & Application Frequency

The Community Grants program is not a source of ongoing annual funding. HAF usually does not support the same request twice.

If you DO receive a Community Grant, you may not submit another proposal to the Community Grant Program for 18 months. This means you must finish your 12-month grant period and submit your grant report before you may submit a new application – the equivalent of an 18-month period. Recipients may apply for other grant programs (for example, Field of Interest Grants) through HAF during the 18-month period.

Activities Typically Not Eligible for Community Grant Funding

Explicitly applying for any of the following is discouraged:

- Events or sponsorships (either one-time or annual)
- Annual fund appeals and contributions to endowments
- Re-granting purposes
- Research or scholastic inquiry
- Religious activities
- Civil disobedience, protest, non-violent resistance or litigation
- Capital projects (construction of buildings)*
- Direct support of individuals
- Paying off deficits or existing obligations

**On very rare occasions the Community Grant Program may consider funding capital projects. Potential applicants are encouraged to speak with a Program Manager prior to starting a proposal.*

Developing a Strong Community Grant Proposal

Community Grants are highly competitive, speaking with a Program Manager prior to submitting a proposal is recommended. Please contact Amy Jester at AmyJ@hafoundation.org, or Sara Dronkers at SaraD@hafoundation.org, or call HAF at 707.442.2993.



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Competitiveness

HAF awards 10-15 grants annually, including up to 3 two-year grants. We generally receive approximately 45 proposals each year for this competitive grant program.

Below are elements that make a grant proposal competitive:

1. Applicant's work is a close fit with Community Grant funding priorities
2. Community support is evident, collaboration with other organizations has been formalized
3. Organization and/or key players have a track record of effective work
4. Staffing and/or leadership reflect the population that is being served and/or the population to be served was involved in development of services to address their needs
5. Grant proposal aligns with your organization's mission, expertise and long-term goals
6. Good planning is evident in the proposed timeline, goals, staffing and potential for sustainability
7. Reach of the organization, number and/or quality of services provided

Proposal Budget

If no funding has been secured or no local support is evident, applications may not be as competitive. Proposal budgets may include the value of in-kind support (donated goods or services). Clear budgets are crucial to the success of your application.

Questions: HAF recommends speaking with the Program Director before submitting a grant. Please contact Amy Jester at AmyJ@hafoundation.org or Sara Dronkers at SaraD@hafoundation.org, or call HAF at 707.442.2993.



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Community Grant Program – Proposal Cover Sheet

Deadlines: February 1 and August 1

(if deadline falls on a holiday or weekend, then first business day thereafter)

Grant Eligibility:

Please see Community Grant Guidelines to learn if the Community Grant program is a good fit for the work you're doing. We recommend speaking with the Program Director before submitting a proposal. Please contact Amy Jester at AmyJ@hafoundation.org or Sara Dronkers at SaraD@hafoundation.org, or call HAF at 707.442.2993.

Submit: 1. This Proposal Cover Sheet completed, 2. Proposal Content, & 3. Budget Form to: grants@hafoundation.org or HAF Community Grant Program; 363 Indianola Road, Bayside, CA 95524

If you are applying for either a 1 or 2-year grant for general operating support, include your organization's most recent financials (income and expense vs budget year to date) and last year's reconciled budget (budget vs. actual).

Contact Information

Form with fields for Proposal Title, Organization Name, Primary Contact Name, Phone, Mailing Address, Executive Director or Board Chair's Name, Phone, & Email, Employer ID Number, Is this a fiscal sponsor?, Primary Contact Position, and Email.

HAF Office Use Only: Program Manager, Review Date, Grant Date, Committee, Action, Amount, Fund ID, Profile #, Grant #, Batch #, Award Package (letter, grant report, photo release & folder), Special Instructions, Program Area (ANML, COMM, ARTS, ENV, HEAL, TA, YUTH).



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Proposal Narrative

Please letter and number your responses to sections A, B, & C

A. Proposal Summary

Provide a two-sentence summary of what you plan to do with this grant. This may be shared with other funders, so please include the most important aspects of your request.

B. Organization Information (1/2 Page Max)

1. Organization mission, primary activities and when it was established.
2. Provide a summary of who you serve and why. Please provide demographic information about the populations you serve, if available.

C. Proposal Details (3 Page Max)

1. Describe what you'll be doing through this grant. Include your goals, plan and timeline.
2. How does your proposal meet funding priorities of the Community Grant Program?
3. What is the challenge or need that will be addressed and how will the community benefit?
4. Describe the communities you'll be serving, including total number of people to be served and expected impact. How were those populations prioritized? How do you know that this is a priority for those you serve or intend to impact?
5. How does this work fit your organization's long term priorities?
6. Who is responsible for the work outlined in this proposal? Briefly describe your leaders, their qualifications, their roles in the work, and how they reflect the population(s) or community(ies) you serve.
7. How will your expertise, partnerships or community connections help you effectively serve and engage the populations you will work with through this proposal? If you are working with community partners and/or collaborating with another organization what are their roles in this project, and what is their expertise? How does this proposal accomplish your shared goals? Please include partnership letters of agreement.
8. How will you track and measure the effectiveness of your work (eg: intake sheets, pre/post surveys, client questionnaires, etc.)? Over what timeframe?
9. Please describe how your work is being informed by best practices. Is this program/project based on a program that has been shown to be effective in other settings? Is it based on best practices in your field?
10. **If you are applying for a two-year grant**, please also answer the following question in your narrative:
How would a two year grant leverage strategic opportunities for your organization or this project/program?



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1-Year Proposal Budget Form

(Complete this budget form whether you are a grassroots group or organization)

	Amount
Total Program/Project Budget:	
Total Amount Requested:	

Income and Expenses

List all proposed sources of funding. You may include the value of in-kind support. Please indicate whether each income line item has been secured.

Income	Amount	Secured?
Example: Individual donations	\$6,000	\$4,000 Secured
Example: Foundation grants	\$80,000	\$50,000 Secured
Totals:		

Provide additional explanation about income here if necessary:

Please list all expenses related to this proposal:

Expenses	Amount
Example: Art Supplies	\$200.00
Total:	

Provide additional explanation about expenses here if necessary:



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2-Year Proposal Budget Form

(complete this budget form ONLY if you are applying for a 2-year grant)

	Year 1	Year 2
Total Project/Program Budget:		
Total Amount Requested:		

Income and Expenses

List all proposed sources of funding. You may include the value of in-kind support. Please indicate whether each income line item has been secured.

Income	Year 1	Year 1 Secured	Year 2	Year 2 Secured
Example: Individual donations	\$6,000	\$4,000 Secured	\$5,000	No
Example: Foundation grants	\$80,000	\$50,000 Secured	\$80,000	\$20,000 Secured
Totals:				

Provide additional explanation about income here if necessary:

Please list all expenses related to this proposal:

Expenses	Year 1	Year 2
Example: Art Supplies	\$200.00	\$1,000
Totals:		

Provide additional explanation about expenses here if necessary:

