



Grant Application Process and Guidelines

The Most Vulnerable Women & Children

The American River Bank Foundation is committed to supporting organizations that create opportunity, enhance self-esteem and provide physical and emotional well-being for the most vulnerable women and children. Since 2004, the American River Bank Foundation has donated over \$1Million to 56 different organizations. 100% of donations are granted to community organizations as the Foundation is supported in whole by American River Bank, its employees and partners.

Eligibility

The American River Bank Foundation will award grants to strengthen the capacity of local, community-based 501 (c)(3) non-profit organizations conducting charitable work to benefit the unique issues affecting women and children primarily within Sacramento, Sonoma, Placer and Amador Counties. Qualifying applicants may request grant monies to fund the general operations of an organization's mission (if the organization's annual budget is less than \$1,000,000) or for a specific program relating to women and children. Repeat programs and organizations are eligible to reapply.

Applicant organizations must meet the following criteria:

- Non-profit organization with documented proof of 501(c)(3) tax-exempt status
- Community-based organization within and providing services primarily to Sonoma, Sacramento, Placer or Amador Counties
- The applicant organization must have a governing Board of Directors and an Executive Director who is responsible for the day-to-day management of the organization. The organization's executive office and principal place of business must be located within the Foundation's stated geographic area.
- Applicants must be in good financial standing
- Administrative Expenditures may not exceed 20% of total budget
- Any reapplication must be accompanied by the fund usage report for prior grant awards

Restrictions

The Foundation prefers to fund organizations and/or programs that seek to address critical needs of the most vulnerable women and children, including but not limited to food, shelter, education and safety.

The American River Bank Foundation does not fund:

- Individuals; private foundations; and international, fraternal, social or labor organizations
- Political parties, candidates or lobbying activities
- Capital campaigns
- Advertising, benefits, raffle tickets, golf tournaments and other fund raising events involving purchase of tables, tickets, sponsorships or advertisements
- Religious organizations, unless the program is a secular community outreach program benefiting the community at large (e.g. homeless shelter, food bank, etc.)



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Application Process

Step 1: Applicants are asked to submit a grant application electronically by September 7, 2018. It is recommended you use the worksheet at the end of this application packet to prepare your answers first. Then submit your completed application via online survey. Word/PDF documents will not be accepted. It is recommended to cut and paste responses into the online survey tool here:

<https://www.surveymonkey.com/r/579V53G>

Step 2: Applications will be reviewed. If the program falls within the guidelines and current funding capability of the Foundation, applicants will be asked to submit a supplemental financial package.

Timeline of Application Process

All dates subject to change without notice

August 1, 2018	Grant applications are made available
September 7, 2018	Applications are due to the Foundation Office
December 31, 2018	Organizations are notified of grant award decisions
February 2019	Grant receptions and fund disbursement
July 1, 2019	Fund usage reports due for all grant recipients

Selection Criteria

The American River Bank Foundation welcomes proposals from organizations of different sizes, capacities and scopes of services. We seek to support organizations that:

1. Serve one (or more) of the four defined critical need areas of food, shelter, education and safety
2. Specifically describe organizational and/or program services & activities and can quantify the impact a grant would have on these
3. Tie directly to the Foundation's purpose, without creating new programs
4. Follow best practices, including clarity of purpose, engagement with the communities served, fiscal responsibility and accountability
5. Demonstrate sound planning and management and do not needlessly duplicate existing efforts
6. Actively seek other sources of funding

Grant Range

Grants may range between \$2,500 and \$15,000. The Foundation reserves the right to award grants in a lesser amount than requested. Those organizations that do not use the funding for the approved purpose stated in their applications will be required to reimburse the Foundation the full amount. Grant recipients will be required to submit a report detailing fund usage and completion is required to be eligible for re-application.

For further information about the American River Bank Foundation or its grant-making policies, please contact us at 916.231.6731 or via email at foundation@americanriverbank.com.



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Please submit via online survey at

<https://www.surveymonkey.com/r/579V53G>

by September 7, 2018

Organization Name					
Program Name <i>(if applicable)</i>					
Web site					
Mailing Address					
City		State		Zip Code	
Grant Contact Name					
Phone		Cell			
Email					
Executive Director Name					
Phone		Cell			
Email					
Amount Requested <i>(max. \$15,000)</i>					
Number of Years Requested					
Organization Budget <i>(prior FY)</i>					
Organization Budget <i>(current FY)</i>		Program Budget, if applicable <i>(current FY)</i>			
What percent (%) of organization budget is from government funding?					
What percent (%) of program budget is from government funding? <i>(if applicable)</i>					
What percent (%) of organization budget is spent on administrative expenditures?					
What percent (%) of program budget is spent on admin. expenditures? <i>(if applicable)</i>					
Geographical area served by organization: <i>(select all that apply)</i>					
Amador County		Placer County		Sacramento County	Sonoma County
Critical need area served by organization: <i>(select all that apply)</i>					
Food		Shelter		Education	Safety



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It is recommended to prepare your answers in a Word worksheet so you can copy/paste into the survey.

*Please note character count maximums *250 characters **500 characters ***1000 characters

Please submit via online survey at <https://www.surveymonkey.com/r/579V53G> by September 7, 2018.

- Please summarize the organization (or program) for which you are requesting funding. ***
- How does your organization (or program) align with the American River Bank Foundation mission (to create opportunity, enhance self-esteem, or provide physical and emotional well-being for the most vulnerable women and children)? ***
- What type of funding are you applying for?
 - Program Funding
 - General Operations
- If you are applying for funds for general operations, for what you will earmark the funds? *
- Please provide a list of specific expenditures that grant funds will be allocated toward. Include personnel expenses: **
 - Expenditure Description
 - Expenditure Estimated Cost
 - Amount Allocated from proposed Foundation Grant
- How will the remainder be funded? (if applicable) *
- What is your main challenge? **
- What are your specific objectives? **
- How do you contribute to and impact our community? **
- How do you measure impact? Include specific goals, numbers, and statistics.***
- What specific services & activities does your organization (or program) provide? **
- Please quantify the specific impact a grant would have on your services & activities. **
- What are two short stories that illustrate your impact? ***
- How is your organization (or program) structured and managed? **
- Please describe your annual planning process. **
- How do you ensure best practices are followed including clarity of purpose, engagement with the communities served, fiscal responsibility and accountability? **
- What other organizations are addressing the same issues? **
- Do you collaborate with other organizations?
 - If so, how? **



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- Do you seek to reduce duplication of efforts?
If so, how? **
- Do you seek other sources of funding?
Please describe. (if you have a sustainability certification, please include here) **
- Do you have a relationship with an American River Bank team member(s)?
Please describe. (if ARB has volunteered with your organization, please include here) **
- Have you participated in American River Bank events?
Please describe. **
- In addition to grant funding, American River Bank participates in financial literacy opportunities. Please share what opportunities may exist within (or in conjunction with) your organization. **
- In addition to grant funding, American River Bank participates in community events by hosting meetings and events in our facilities. Please share what such opportunities may exist within (or in conjunction with) your organization – i.e.) Board Meetings, Trainings, Information Sessions, Mixers, Volunteer Appreciation, etc. **
- In addition to grant funding, American River Bank participates in community events by sponsoring and/or attending. Please share the dates, names, locations and # of participants for up to five of your annual events.**
- In addition to grant funding, American River Bank participates in volunteer activities. Please share the opportunities for volunteerism at your organization.**
- Do you partner with Team Giving (www.TeamGiving.org) to distribute volunteer opportunities and secure volunteers?
- Do you have any other information you feel would help inform our grant making process? ***

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