



GREATER CONEJO VALLEY COMMUNITY FOUNDATION

Foundation Donation Guidelines and Application

Purpose

The purpose of the Greater Conejo Valley Community Foundation is the promotion of social welfare by advancing the educational, civic, economic and cultural interests of the cities of Thousand Oaks, Westlake Village and Agoura Hills, California and the surrounding areas. The objective is to promote the growth of the cities by developing leadership with a dynamic and innovative vision for the future; linking the business community in partnership with educational, governmental and non-profit organizations; and serving as a vehicle for research, planning and community education.

Preference is given to applications where the organization has made its own commitment to their project through an allocation of some 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 be a public entity such as a school or recreation program,
- Provide programs and services directly benefiting Thousand Oaks, Westlake Village and/or Agoura Hills residents,
- Demonstrate that their services are open and non-discriminatory.

Funding is not provided for:

- Political or partisan purposes
- Religious activities
- Grants to individuals
- Capital projects

Application Procedures

Applications to the Greater Conejo Valley Community Foundation are accepted and reviewed on an on-going basis. The Foundation Board meets quarterly. Grant maximum is \$2,500. No more than one application per year, or three consecutive years, will be accepted. All applicants will be notified of the Foundation's decision. Organizations wishing to apply must complete the attached application 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 their non-profit status, if applicable,
- Copy of IRS Form 990.
- Organizational financial statements for the most recent fiscal year and a balance sheet,
- The current year's annual organizational budget,
- Brochures, copies of previous grant requests, and newspaper clippings, if available.

Additional information may be requested once the application is reviewed. Please submit applications (via email, preferred) to:

Jill Lederer, President/CEO
jlederer@conejochamber.org

Greater Conejo Valley Community Foundation
600 Hampshire Road, Suite 200
Westlake Village, CA 91361
T 805.370.0035 F 805.370.1083



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Fund Application Form

ORGANIZATION CONTACT

Date of Application: _____ Amount Requested: \$ _____
Name of Organization: _____ Date Founded: _____
Address: _____ City: _____
Telephone: _____ Website: _____

PERSONNEL CONTACT

Executive Director: _____ Title: _____
Telephone: _____ Email: _____
Project Contact: _____ Title: _____
Telephone: _____ Email: _____

ABOUT THE ORGANIZATION

Tax Status: 501(c)(3) (Attach IRS letter) Organization's Operating Budget (current year): \$ _____
If a non-profit, percentage used for administrative costs _____ % (if over 15%, please explain):

Number of paid staff: full-time _____ part-time _____ Number of volunteers: _____
Briefly describe the applicant organization, its purpose, range of services:

ABOUT THE PROJECT

Project Title: _____ Total Project Cost: \$ _____
Approx. number of persons served by organization _____ Number to be served by proposed project _____
Geographic area served: by the organization _____ by the project _____
Target Population (check all that apply): Youth Senior Under-represented Other _____
This project is a (check one): New Project Existing Project Expansion of an Existing Project
Briefly describe the project:

HOW THE GRANT WILL BE USED

Briefly describe how the requested grant will be used:

What other resources are available or could be available to support this activity or need?

SIGNATURES

Executive Director Name and Title (print) _____ Signature _____
Board President Name and Title (print) _____ Signature _____