



Diamond Bar Community Foundation Grant Application

A. Organization: _____

Address of Organization: _____

B. Name of Applicant _____ Phone H: _____

Email Address _____ W: _____

Address _____ City _____ Zip _____

C Please provide the following on separate sheets of paper:

1. Description of Project /Program to be funded
2. The need for the program/project
3. Population Served
4. Desired outcome and its relationship to the City of Diamond Bar
5. Amount of Grant Request
6. Non-Profit Status 501 (c)(3)
7. A list of names of Board of Directors/Trustee and Key Staff
8. When applicable, a copy of Federal Form 990
9. Most recent list of donors including: individual, corporate and foundation donors
10. Current Budget for proposed project or program
11. Timeline – Key dates until completion
12. State how the Diamond Bar Community Foundation will be recognized for the grant (i.e. banner, press releases, news articles etc.).

APPLICATION DEADLINE: Applications are accepted twice a year. The first round of awards must be postmarked by **July 31** with award notification in **September**. The second round of awards must be postmarked by **January 31** with award notification in **March**. Those who qualify will be notified by phone, email and letter within four months.

Mail your packet to: Diamond Bar Community Foundation
Grant Review Committee
P.O. Box 4697
Diamond Bar, CA 91765



DIAMOND BAR COMMUNITY FOUNDATION GRANT AGREEMENT FORM

The initial focus of our contributions and grants will be on recreation, the arts and social/cultural diversity though our interests are fairly diverse and may lead us into other areas on an occasional basis.

Non-profit organizations that qualify for public charity status under section 501 (c)(3) of the Internal Revenue Code, public schools and libraries are eligible for grants.

For-Profit businesses are not eligible.

Unsolicited grant requests will be accepted for within the grant cycles.

Only Diamond Bar based organizations or organizations that service Diamond Bar residents are eligible.

Grants are not awarded to individuals, or for political lobbying, political campaign or voter registration purposes.

Contribution and grant amounts will vary with the maximum award being no more than \$1,000

Program/project related investments must be currently made.

Notification Method: The grant committee will notify the applicant of their award via US Mail.

Payment Method: The Diamond Bar Community Foundation Treasurer will mail a check equal to the amount of the award within 30 days of the postmarked notification.

Reason for Denial: a brief statement will accompany the notice of denial identifying the reason for denial.

The Diamond Bar Community Foundation is not currently a member of a common grant community of grant makers. All grant applications must be submitted directly to us at the contact address for consideration.

The foundation does not typically award grants for the following purposes. Requests to fund the following purposes are likely to be denied:

- Individuals for any purpose (scholarship for City program related funding)
- Political lobbying activities or other political purposes,
- Private foundations.
- Purposes outside of the foundation's funding priorities as listed above.
- Other than legal requirements, these lists are not absolute and may not always apply, but they provide some guidance about our interests.

By signing this form, I acknowledge that I am aware of the grant guidelines of the Diamond Bar Community Foundation Scholarship Program as listed above. I understand that to remain eligible for the grant I have received, that I will comply with the following terms.

1. I am responsible for turning in an application before the deadline of each cycle.
2. As a grant recipient, I am responsible for turning in a project /program status report each month until project or program is complete.
3. I understand that grant money will be paid directly to the project or program organization listed on the application.

My signing below verifies that I have read and understand and will abide by the policies of the Diamond Bar Community Foundation Grant Program.

Applicant's Signature

Date

