

Information for Grant Applicants

The decision to apply for the Everychild Foundation grant triggers an intensive application process that can take up to a year and will involve time and dedication by agency leadership and staff, strategic thinking, and thorough knowledge of agency documentation and resources.

General Information

Number of annual grants: 1

Size of grant: Up to \$1 million

Types of grants: New or expanded direct service projects. May include capital, program, or a combination of both.

Target population: Children in the greater Los Angeles area

Applications process: By invitation only

Format: Use only the Letter of Inquiry form, revised annually and given to invited applicants between September and November of each year.

Letters of Inquiry due date for 2017 grant (awarded in November 2017): First draft due December 6, 2016; Final version due January 26, 2017

Grant decision made: October of each year

Grant decision announced: November of each year

Funds available for grantee: Beginning of first quarter of the following year

Exceptions to deadlines: None

Eligibility Guidelines

Types of Grants Considered

1. New or expanded direct service projects: may include pilot, program expansion, capital or a combination of both.

2. One year or multi-year projects (4 years is the maximum allowed)

Eligibility Guidelines

The following comprise the official eligibility guidelines that are presented on the Everychild Foundation website. These are the guidelines potential grantees review before submitting an LOI. Applicant agencies must meet all of the following eligibility guidelines:

1. The agency is ideally seeking funding for an unduplicated, innovative project that targets a specific, critical, unmet, direct-service need of children in Los Angeles County.
2. The critical unmet need identified by the applicant agency can best be addressed by private philanthropy, alone or in combination with public funding. However, applicants should note that we do not consider applications for funding to replace lost dollars from other public or private sources, we do not fund operating expenses, and we do not fund the reorganization of existing services.
3. The project serves a significant proportion of the children who need the service. If the project will initially serve a small number of the total children in Los Angeles County who need the service, we would prefer the project be replicable, but it is not mandatory. If potentially replicable, the applicant must discuss how: (i) the project would be a replicable prototype and (ii) the agency would disseminate information about the prototype.
4. If the project includes services to adults, the agency must demonstrate that children are the primary population served, and adult involvement is integrated to improve those services to children.
5. A one- time grant of up to \$1 million can constitute any of the following:
 - All or a substantial part of the entire funding for the project.
 - Complete funding for a discrete portion of a larger project.
 - Final funding for a larger, otherwise fully funded project.
 - Because we make only one grant annually, we do not want our grant to be “a drop in the bucket.” The agency must demonstrate how our funding is essential to the success of the project.

6. The agency must demonstrate that it has the organizational capacity and experience to:

- Implement and sustain the project.
- Administer our grant, based on the agency's history of administering grants of comparable size.
- Develop or continue diverse fundraising strategies to sustain ongoing operations and fund this and other projects of comparable scope.

7. We fund the following types of projects:

- Pilot: The pilot project must be based on previously researched data that results in the agency believing that the pilot is feasible and the strategies for expanding the program and sustaining it as a core program of the agency are realistic.
- Expansion: If the expansion is based on a pilot, provide the specific data that reflects why the pilot is a success and why the expansion is warranted. If the expansion is required because of need, please identify the specific need that is being addressed.
- Capital: A capital project must describe the new construction or the expansion, renovation, or replacement of an existing facility. In addition, the agency will need to provide details about the programs and activities taking place in the new or renovated facility.

8. The project is already part of the agency's overall strategic plan and will be ready for implementation in the calendar year following the grant award in November. We generally do not provide lead grants, particularly for projects requiring substantial funding. For multi-year projects, we would expect to see concrete results within the first year of the grant.

9. The agency is an acknowledged leader in its field of children's services.

10. The agency's board of directors is comprised of unpaid volunteers.

11. The agency is headquartered in and its primary service is focused in Los Angeles County. It does not benefit from a national fundraising affiliation.

12. The project and agency are non-sectarian and the agency does not proselytize or target sectarian populations for services.

13. The agency is able and willing to help publicize the Everychild Foundation gift and can provide suitable donor recognition opportunities.

14. The project purpose does not duplicate the previous year's Everychild Foundation grant.

Additional Eligibility Guidelines

In the course of evaluating many LOIs, both the Grant Outreach and the Grant Screening Board have further refined some of the eligibility guidelines to take into account various issues. The following points were raised at and decided on at prior meetings and represent some of these refinements:

1. The second place agency must wait a year before re-applying for our grant.
2. We will not consider proposals that specifically duplicated a previous year's grant, but will consider proposals that fall into the same general category as a previous year's grant.
3. Projects that focus on prevention of child abuse and neglect may include parent education along with direct services to children.
4. Projects that target homeless children may include their families (e.g. temporary housing), or may provide children's services that alleviate suffering rather than dramatically changing lives (e.g. camping).
5. Projects addressing medical needs of children may include disability assistance or support services.
6. We will avoid projects that may be divisive (such as teen pregnancy), and focus on the many needs of children about which our members share common concerns. We define "children" as those who have already been born but we have supported projects that include pregnant women such as the toxic stress pilot at The Children's Clinic.

7. Projects may focus on the unmet needs of youth, up to age 24.

8. Although the GSB is always sensitive to the impact of public funding cuts on services to children, we remain committed to our mission of funding new or expanded projects. The GSB would, however, consider a reorganization grant that established the sustainability of a new program model (rather than being a stop-gap or a Band-Aid).

9. Agencies must be able to show how our grant would specifically be used to serve children. For example, a project that helps a mixed population of children and adults, where the agency claims a percentage of that population is children, would not satisfy our criteria.

10. We will only consider agencies with a prior year audit that identifies revenues of at least \$1 million. Likewise, agencies with very substantial assets or unrestricted large endowments are not per se ineligible, but will be considered on a case-by-case basis.

11. Agencies with prior year (either single or multi-year) deficits are not per se ineligible, but will be considered on a case-by-case basis. These questions would be asked during the Grant Outreach process.

12. We have from time to time considered projects that involve collaborations with other agencies in the field; however, we do insist that one of the agencies is designated as the lead agency. An agency is eligible to apply for our grant even if it is collaborating with the grantee from the prior year.

13. In the past, we have funded one project in which the applicant agency intended to collaborate with a government agency (HOLA, 2006 – partnership with the Los Angeles Department of Recreation and Parks). The HOLA project was delayed significantly due to bureaucratic issues arising at the Department of Recreation and Parks. Despite this delay, it was decided at the October 2009 Policy Meeting that there would be no policy change to ban funding of projects in which agencies planned to partner with governmental agencies; rather it was determined that we should continue to analyze any such applications on a case by case basis.

14. While we do not fund traditional public schools or school districts, we will consider charter school projects and educational reform organizations.

Additional Helpful Information

1. Examine the Everychild Foundation website at www.everychildfoundation.org. Carefully review our mission and our past grantees to determine if your agency and your project are a good match for our grant.
2. Determine if your agency has the organizational capacity to implement our grant based on its history of implementing comparable grants and your agency's history and sophistication in developing diverse fundraising strategies to sustain ongoing operations and fund new projects.
3. Pay particular attention to the timing of your project. We make our grant award in November, and your project must start two months later in January.
4. We do not duplicate grants from prior years. In addition, we will only consider grants that have a different focus from the previous year's grant,
5. Carefully review the eligibility criteria.
6. Review the timeline below to be certain that your project planning will match our deadlines and that your project will need funding commensurate with the size of the grant by the end of the year.

Timeline

The Everychild Foundation grant process takes an entire calendar year. Specific due dates will be supplied to applicants as soon as the Grant Screening Board confirms its calendar. In general, the process unfolds as follows:

September – January: The Foundation's Grant Outreach Committee conducts outreach to potential grant applicants that have been identified by our members and grant consultant, provides the Letter of Inquiry format to eligible applicants, and comments on draft Letters of Inquiry to ensure that they are complete. Draft

Letters of Inquiry are due to the Grant Outreach Committee in early December and final letters are due in late January.

February: The GSB reviews Letters of Inquiry to determine which meet all eligibility requirements and address the current most pressing needs of children. Applicants are notified whether they are invited to continue with the grant review process and are asked to submit a Document Package that includes the following:

Required Documents

Applicant agencies must provide all of the following documents during the Document Review phase of Grant Screening.

1. Annual report and/or newsletters if applicable. You can also provide copies of any digital communications if you wish. If you are referring us to social media, please include a few printed copies in each set of documents.
2. Functional budget for current year (with columns showing revenue and expenses for management, fundraising, and each program, and including a line that shows any allocated administrative expenses).
3. Audited financial statements for 3 years.
4. Complete IRS Form 990 for the last year filed (including all attachments). Please subsequently forward any 990s that are filed in the next few months as soon as they are completed.
5. IRS certification of 501(c)(3) status.
6. Strategic plan and status report or other documents defining how the proposed project advances the strategic direction of the agency.
7. Organizational Chart. Please make sure that the proposed project is clearly identified on the Chart. Include names of staff in key positions.
8. CVs of key staff.

9. List of major funders over the last 5 years, including dollar amounts and years of grants.
10. Publications, evaluation reports, and accreditations.
11. News coverage, Videos/CDs/DVDs (if any).
12. Board of Directors roster with professional and community affiliations; also include Advisory Board rosters and rosters of other governance or fund raising groups, if applicable.
13. Additional board information, including frequency of board meetings, list of standing committees, frequency of board review of financial statements, length of board terms, board recruitment process, and board giving requirements.
14. List of activities and actions that demonstrate that your agency is a leader in its field of services to children.
15. Disclose information about any lawsuits, present or former leaders' criminal activities, adverse auditors' opinions, and accreditation or licensing problems.

The Foundation relies on all statements and documents that applicant agencies provide to us throughout the grant process. Accordingly, any applicant that becomes aware of any material change in its situation or in information provided to us has an obligation to communicate changes in circumstances to the Foundation immediately. The Foundation's formal Grant Agreement expressly incorporates all information that has been provided to the Foundation by the grantee throughout the application process.

March – April: GSB members review applicant document packages and meet in April to determine which applicants will go forward to site visit. Site visit questions are then distributed to each agency. Questions must be answered in writing at least one week prior to the site visit.

May: The GSB conducts its site visits to applicant agencies. Site visits include an agency presentation, discussion with the agency executive, board leaders, and pertinent staff, and a tour of the agency. Approximately 20 GSB members typically attend each site visit.

June: The GSB meets in early June to determine the two agencies to be invited to prepare final proposals and begin planning for their presentations at the Grant Hearing in September.

June – July: The two applicants work on final proposals and begin to plan their presentations, with assistance in July from designated GSB members.

End of July: Final proposals are due to the GSB.

August: The GSB prepares summaries of the projects for Foundation members based on the agencies' final proposals and all other submitted materials, as well as the GSB's site visit observations. The two final agencies work on their presentation to our members at the Grant Hearing scheduled for October

October: The Grant Hearing is held at which Everychild Foundation members meet the finalist agencies' leaders, listen to each agency's presentation on need for the proposed project, and ask any additional questions about the project.

October – November: Members cast their ballots and grant award is announced.

November – December: The GSB drafts the Grant Agreement preparatory to awarding the grant funds. Distribution of funds begins in the following calendar year in accordance with the Grant Agreement.