



GRANTS PROGRAM APPLICATION GUIDELINES

The Munzer Foundation's mission is to strengthen community, family and individuals through effective and focused philanthropy. Our grantmaking program is designed to be responsive and values-centered. We want to support organizations providing services for those most in-need within our identified geographic and program areas.

The following guidelines provide an overview of the Foundation's grants program, including the three core program areas, constituencies to be served, eligibility requirements, types of support, and application process.

THREE CORE PROGRAM AREAS

The Munzer Foundation supports organizations within our three core program areas:

➤ **Build Strong Family Support Systems**

Families play an integral role in the development of children. Today, families are defined broadly: single parent households, extended family support systems, foster parents, and guardians, among others. Families at low income levels face unparalleled challenges in finding affordable housing, quality childcare, safe neighborhoods, and adequate employment. Families may also face obstacles in accessing existing resources, including language and cultural barriers, discrimination, limited hours that services are offered, and health and education bureaucracies that can be challenging to navigate.

Through grants to nonprofit organizations, The Munzer Foundation seeks to strengthen the support systems that help families overcome barriers so that their children can develop in a positive and enriching environment.

We are especially interested in supporting organizations and programs that provide:

- Family counseling services
(e.g., counseling programs that support marginalized families or caregivers, mental health or substance abuse programs, wrap-around youth programs with family focus)
- Language support for parents/caregivers
(e.g., English classes for non-English speaking parents/caregivers)
- Increasing access to community resources
(e.g., outreach efforts that raise awareness about local resources and support services for families, community resource fairs)

- Social and emotional support for women and children
(e.g., employment resources for mothers/guardians, resources on parenting, domestic violence services)

➤ **Provide Educational Opportunities to the Underserved**

Education lifts people out of poverty and amplifies opportunities in life. The systems of support that surround the education system are critical to children's success in school. They provide enhanced English learning reinforcement, exposure to subjects not well covered in school curriculum, and services that support the healthy mental and social development of young people.

The Munzer Foundation seeks to strengthen this web of support, with an emphasis on programs that serve infants and children from birth through 12th grade as well as children and youth that are most in-need. This includes after-school academic or enrichment programs, programs that stimulate intellectual curiosity and expand a child's perspective, and support services focused on the acquisition of language and speech.

We seek to support organizations and programs that:

- Provide affordable and enriching childcare
(e.g., early childhood centers, daycare centers)
- Extend learning and enrichment opportunities for children after school hours
(e.g., after-school programming that focuses on the arts, recreation and physical activity, or programs that build confidence and social understanding)
- Inspire children to finish high school and look beyond
(e.g., youth mentoring programs, tutoring programs or other kind of academic support for in-need youth, college bound programs for young children)
- Promote language and literacy skills among children
(e.g., programs that support children in learning English, services that provide speech therapy or acquisition for high need populations including the disabled)
- Promote knowledge and awareness of the environment
(e.g., environmental education programs offered in school or after-school, programs that expose children to environmental stewardship and conservation, outdoor experiences, and direct engagement with nature for children)

➤ **Provide Access to Necessary Healthcare**

Despite the growth of community medical services and overall expansion of health insurance coverage, access to healthcare for children is challenging. Barriers to access include limited health service locations and hours (especially for working families), language and cultural obstacles in understanding of how to access services, and lack of knowledge of health promotion strategies and available resources for young children.

The Foundation is responsive to ever-changing healthcare needs and strategies for providing care that often span beyond the hospital. We focus on organizations and programs that provide healthcare and preventative care services to vulnerable populations with limited access to health resources. Further, we support the promotion of opportunities for underrepresented populations to enter the healthcare field, as this provides excellent career pathways and greater ethnic and cultural diversity amongst healthcare practitioners that further enhances equal access to care.

We seek to support organizations and programs that promote:

- Provision of basic healthcare for children
(e.g., health clinics, dental clinics, school based clinics)
- Preventative care services that promote healthy habits and lifestyles
(e.g., community outreach efforts, programs focused on nutrition or wellness, screening programs)
- Social and emotional support for families with children with chronic illness or conditions
(e.g., family centered programs, support groups or workshops)
- Careers in healthcare for underrepresented populations
(e.g., health career awareness efforts especially in middle schools or high schools)

GEOGRAPHIC FOCUS

The Munzer Foundation focuses its grantmaking at the community level. Our grantmaking is concentrated primarily in Long Beach, CA to honor our family roots and the community where our Foundation was established. The Foundation also supports select organizations in communities where our family lives and works.

Within each of the communities we serve, we strive to achieve the greatest impact by concentrating our resources to support children, families, and neighborhoods of highest needs.

FUNDING AMOUNTS AND TYPES OF SUPPORT

- **Core Grants Program:** Grants will be provided to support effective organizations and projects within our identified program areas and geographic focus. Foundation grants will range between \$10,000 and \$125,000.

We look to address high priority needs of the nonprofit organizations with whom we partner. This includes support for:

- New programs or enhancements to existing programs
- Capacity-building
- Core operating support
- Capital purchases or renovations

For information on how to apply to the core grants program, please see “Application Process” on page 4.

- **Large Grants Program:** The large grants program is by invitation only and for those organizations with an established relationship with The Munzer Foundation. Grants awarded in this category are generally in the amount of \$125,000 and above. Organizations invited to apply for the large grants program will complete a separate application provided to them by the Foundation.

All grant recipients will be required to submit a narrative and financial report at the end of the grant period.

GENERAL ELIGIBILITY

Organizations submitting requests must meet the following eligibility criteria:

- Tax exempt under IRS Section 501(c)(3)
- Provide services that address pressing needs at a community-based level
- Programs and/or services must be provided within an identified Munzer Foundation community

Ineligible

Funds will not be granted to the following:

- Individuals
- Endowments
- Private foundations
- Government agencies and institutions
- Political campaigns or lobbying

EVALUATION CRITERIA

A number of factors will be considered in determining the ultimate size of a grant including demonstration of past impact, pressing needs and potential outcomes, size of an organization’s operating budget, other committed funding streams, or ability to leverage a Munzer Foundation grant.

CORE GRANTS APPLICATION PROCESS

Organizations applying for a core grant should use the following process:

➤ **Letter of Inquiry**

The first step in the application process is submission of a Letter of Inquiry (LOI). Requirements for what should be included in the Letter of Inquiry are attached.

The deadline for submission is **February 10th, 2017** (LOIs must be postmarked by this date).

*Letters of Inquiry should be mailed to:
The Rudolph J. and Daphne A. Munzer Foundation
3450 E. Spring Street, Suite 216
Long Beach, CA 90806*

➤ **Full Proposal**

Organizations that are most aligned with our mission, values, criteria, and program goals will be invited to submit a full proposal. Requirements for the full proposal will be provided upon invitation. Proposals will be reviewed by Foundation staff and Board members, and might include a site visit.

➤ **Grant Awards**

Organizations will be notified of grant awards in October 2017.

For more information, please contact Zayda Garcia, Foundation Manager, at (562) 912-7732 or zaydagarcia@munzerfdn.org.

FREQUENTLY ASKED QUESTIONS

1. How do we apply for a grant?

The first step is to submit a Letter of Inquiry (LOI) to the Foundation. To obtain a copy of the LOI, please email the Foundation Manager at zaydagarcia@munzerfdn.org

LOI's should be submitted via US mail to our office. We are unable to accept applications via fax or email.

2. When can we apply?

The Foundation conducts one grants cycle per year. If you wish to submit an application for review, the deadline for Letters of Inquiry is **February 10, 2017** (the LOI must be postmarked by this date).

3. If I am invited to submit a full proposal, how long will the wait be before I hear a funding decision?

Applicants will receive an update on the status of their proposal after the staff and Board have reviewed, deliberated, and made recommendations regarding the request. We anticipate decisions to be announced in **October 2017**.

4. What level of funding should we request?

The request amount should be determined based upon your organization and program budget, as well as the overall needs of your organization or program. Grants will range from \$10,000 up to \$125,000. Please note that we typically do not provide high-level grants (\$50,000+) to organizations applying for the first time.

5. What kinds of support do you provide?

The Foundation is interested in providing the type of support that will best address the high priority needs of the nonprofit organizations with whom we partner. This includes support for programs (new programs or enhancements to existing programs), capacity-building, core operating, and capital purchases or renovations.

6. Do you consider multi-year grants?

No. However, the Foundation will consider funding requests for up to one year at a time and organizations are eligible to apply each annual funding cycle. There is no limit to the number of consecutive grants an organization can receive.

7. What time period should our project budget reflect?

The project budget should reflect a twelve-month period (or shorter if applicable) beginning anytime on or after October 1, 2017. No retroactive funding will be provided. A draft budget is acceptable, but a Board approved budget will be needed once it is available.

8. If we are a community group under a fiscal agent, are we eligible to apply for funding if our fiscal agent is also planning on applying?

Community groups with a 501(c)3 fiscal sponsor are eligible to apply. Any funds granted will be distributed to the fiscal agent.

Both the fiscally sponsored project and the nonprofit serving as the fiscal sponsor are eligible to apply for funding independently if they meet the Foundation's grantmaking interests.

9. If we have projects that fit within two of the program areas, should we submit two or more LOI's or just one?

An organization should determine the project that is best aligned with The Munzer Foundation's grantmaking focus and is of highest priority to the organization. An organization can only submit one LOI during each funding cycle.

It is preferable that the project be focused within one program area so that the organization can present the most compelling case for support including benchmarks of desired impact.

10. Is financial sustainability and a diversity of funding sources looked upon favorably?

Yes! The Foundation does not want or need to be the only funder of an effort. Please list other pledged or pending funding requests in your application and feel free to use our grant to stimulate other funders to provide support. We hope the Foundation can help you leverage other funding during the grant period or in the future.

11. What does the foundation consider when assessing impact? Are you more concerned with numbers served or with depth of services?

The application process will give organizations an opportunity to discuss projected goals and outcomes, and the Foundation will work with organizations to develop an evaluation appropriate to these goals. The Foundation wants to learn from organizations' work—what is the desired impact, how will organizations know they have been successful, and what data is being collected to record progress and outcomes.

12. Is the foundation interested in funding advocacy?

The Foundation will consider projects that address critical needs within our program areas. We prioritize service delivery efforts, but are willing to consider an advocacy effort if it is particularly well-aligned with our interests.

13. How will I know you have received our Letter of Inquiry?

We acknowledge all submissions via email.

14. Can we meet with someone to discuss our Letter of Inquiry?

The Foundation has limited staffing and is unable to accommodate requests for meetings to discuss potential applications. We encourage all interested applicants to review the Foundation's grant guidelines. If you still have questions, please feel free to reach out via phone or email to the Foundation.

15. How will the Foundation communicate with me throughout the process?

All decisions regarding Letters of Inquiry and full proposals, including confirmations of receipt, declines or grant awards, will be communicated via written materials. If more information is needed, the Foundation may also schedule a phone call or site visit with your organization.

16. Will you make a site visit?

Site visits are conducted on a case-by-case basis during the proposal review period. If applicable, our staff will contact you to schedule and provide more details.

17. Our Letter of Inquiry or proposal was declined. Can we re-apply?

Organizations that are declined are welcome to submit an application in the next year's funding cycle (e.g., if you are declined in the 2017 cycle, you can apply for the 2018 cycle).

18. If we received funding from the Foundation, when can we reapply?

Organizations are eligible to apply for funding once per year. If your organization receives a grant in 2017, it can submit a new application in the 2018 funding cycle.

19. How can I learn more about The Munzer Foundation's grants program and funding priorities?

For more information regarding the Foundation's grantmaking focus, eligibility requirements, and application guidelines, please reach out to Zayda Garcia, Foundation Manager, at (562) 912-7732 or zaydagarcia@munzerfdn.org.