

# Greater Conejo Valley Community 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](mailto:jlederer@conejochamber.org)

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

# Greater Conejo Valley Community Foundation

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## Fund Application Form

|                             |                             |                            |
|-----------------------------|-----------------------------|----------------------------|
| <b>ORGANIZATION CONTACT</b> | Date of Application: _____  | Amount Requested: \$ _____ |
|                             | Name of Organization: _____ | Date Founded: _____        |
|                             | Address: _____              | City: _____                |
|                             | Telephone: _____            | Website: _____             |

|                          |                           |              |
|--------------------------|---------------------------|--------------|
| <b>PERSONNEL CONTACT</b> | Executive Director: _____ | Title: _____ |
|                          | Telephone: _____          | Email: _____ |
|                          | Project Contact: _____    | Title: _____ |
|                          | Telephone: _____          | Email: _____ |

|                               |  |
|-------------------------------|--|
| <b>ABOUT THE ORGANIZATION</b> | Tax Status: <input type="checkbox"/> 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: _____<br>Briefly describe the applicant organization, its purpose, range of services: |

|                          |  |   |
|--------------------------|--|---|
| <b>ABOUT THE PROJECT</b> | 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): <input type="checkbox"/> Youth <input type="checkbox"/> Senior <input type="checkbox"/> Under-represented <input type="checkbox"/> Other _____                 |   |
|                          | This project is a (check one): <input type="checkbox"/> New Project <input type="checkbox"/> Existing Project <input type="checkbox"/> Expansion of an Existing Project<br>Briefly describe the project: |   |

|                                   |  |
|-----------------------------------|--|
| <b>HOW THE GRANT WILL BE USED</b> | Briefly describe how the requested grant will be used:                                     |
|                                   | What other resources are available or could be available to support this activity or need? |

|                   |  |                    |
|-------------------|--|--------------------|
| <b>SIGNATURES</b> | _____<br>Executive Director Name and Title (print) | _____<br>Signature |
|                   | _____<br>Board President Name and Title (print)    | _____<br>Signature |