



LIMONEIRA®

SINCE 1893

THE LIMONEIRA FOUNDATION FUND

A DONOR-ADVISED FUND OF THE VENTURA COUNTY COMMUNITY FOUNDATION

The Limoneira Company has been building and sustaining community for almost 125 years. We fund education, health and human services, industry, community, cultural events and projects that make the areas in which we live and work more vibrant and sustainable. Since 2009, the company has given over \$2,500,000 to support schools and community and industry organizations in Ventura, Santa Barbara, San Luis Obispo, and Tulare counties, and Yuma, Arizona.

The Board of the Limoneira Foundation Fund may solicit or recommend grants outside of these funding priorities and/or with broader geographic focus.

FUNDING OPPORTUNITIES:

Qualified charitable organizations seeking program or project support and completing this application:

- Must be a 501(c)(3) not-for-profit community based organization, school, or other agency providing a public benefit.
- Must have an active Board of Directors.
- Must demonstrate financial viability and capacity to conduct the project to be funded.
- Funds will not be granted for religious activities, or for partisan or political purposes.

Non-charitable organizations seeking funding for either programs or events, and charitable organizations seeking event funding should apply through a separate application available at the Limoneira Company website at www.limoneira.com.



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HOW TO APPLY

PROPOSALS MUST INCLUDE:

A. ONE MASTER APPLICATION PACKET: 3-hole punched, not stapled, collated set of the following:

- Cover Page:** Complete on the supplied form.
- Proposal Narrative:** (The applicant may reproduce the attached Narrative form on a computer.) The narrative must be no more than 3 pages, using at least 12pt font size.
- Application Budget:** Complete on the supplied form.
- List of Board of Directors** and their community or professional affiliations.
- Copy of 501(c) (3) letter** verifying non-profit status.
- DBA Documentation:** If your organization operates under a different name than your tax ID, your DBA paperwork must be submitted.
- Fiscal Sponsorship:** If you intend to submit under a Fiscal Sponsor you must complete VCCF Grantee Fiscal Sponsorship Packet which is part of the application packet.
- Most recent annual audit.** For organizations with an annual operating budget under \$500,000 and/or without audited statements, in-house income & expense statements and a balance sheet are acceptable, but only if verified and signed by two officers of its Board of Directors.

B. FOUR ADDITIONAL COPIES: 4 paper-clipped, 3-hole punched, double sided, and collated sets of the following:

- Cover Page**
- Proposal Narrative**
- Application Budget**
- List of Board of Directors**

APPLICATIONS ARE DUE IN THE FOUNDATION'S OFFICES BY 4 P.M. ON JANUARY 12, OF EACH YEAR.

You may mail or hand deliver your complete application packet to:

Ventura County Community Foundation
ATTN: Limoneira Foundation Fund
4001 Mission Oaks Blvd., Suite A
Camarillo, CA 93012.

(Please note that postmarks are not acceptable and there are no exceptions to the due date and time.)



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COVER PAGE

Organization Name:	Organization EIN:
Address:	Telephone:
Project Name:	FAX:
Project Contact Person:	E-mail:
Executive Director:	Amount Requested:
Number of Persons Served by Organization:	Geographic Area Served by Organization:
Number of Persons Served by Proposed Project:	Geographic Area Served by Proposed Project:



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PROPOSAL NARRATIVE

(To be typed as one document of no more than three pages, using at least a 12 pt font.)

PROPOSAL NARRATIVE SHOULD PROVIDE INFORMATION ON ALL TOPICS IN THE ORDER PRESENTED BELOW:

1. **BRIEF DESCRIPTION OF GRANT PROJECT.** Include project name, plus one or two sentence description that can be used in public releases.
2. **AGENCY DESCRIPTION.** Briefly describe why the agency is an important community resource addressing well-documented needs in the community. Include information on major services and programs, number of those served, the organization's record of accomplishments (impact on community needs) and community support (board, volunteers, funding).
3. **COMMUNITY NEED.** Identify the need that the proposed program addresses and how the unmet need was documented.
4. **POPULATION TO BE SERVED.** Define and estimate number of people - include geographical areas, ethnicity and ages - that will be served by the grant project.
5. **PROJECT OBJECTIVES.** Describe intended measurable outcomes that will reduce the above-mentioned community needs, as well as how these outcomes will be measured. (Objectives should be specific, measurable in nature, and achievable within a specified time-period.)
6. **TIMETABLE AND DESCRIPTION OF ACTIVITIES.** Note steps needed to implement and/or run proposed program.
7. **EVALUATION.** Present a plan for measuring degree to which above objectives and outcomes are met *in quantitative terms* and provide the target numbers and units for measuring community benefit and how these measurements will be collected and used in reporting back to VCCF and other funders.
8. **COLLABORATION.** If this project includes referrals from or cooperation with other agencies, please define the nature of the collaboration and identify agency, city, contact name and phone number and attach one copy of letter(s) of agreement.
9. **FUTURE FUNDING PLANS.** Describe any other sources of financial support that have been identified or that are likely for this project. If you receive only partial funding from VCCF, will the project still be viable on a reduced or modified scale? If this is an existing project, what has been the funding history? What are your plans for sustaining this project beyond the grant year?



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PROJECT BUDGET

Organization Name:

Project Name:

LIST TOTAL PROJECT COSTS AND DELINEATE COSTS BEING PROPOSED FOR VCCF FUNDING.

STAFFING (List by position; include salary and personnel costs):

<u>Position</u>	<u>Hours/Salary/Benefits</u>	<u>TOTAL Cost</u>	<u>VCCF Funding</u>

EQUIPMENT/SUPPLIES (List and explain)

OTHER COSTS (List and Explain):

PROJECT BUDGET TOTAL

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OTHER FUNDING (List other funding sources and indicate whether they are secured or pending):

<u>Type</u> (grants, contracts, etc.)	<u>Source</u>	<u>Status</u>	<u>Amount</u>