



## CZI Community Fund Application Guidelines

### About the Chan Zuckerberg Initiative Community Fund

The Chan Zuckerberg Initiative believes that every child should grow up in a better world, and that our mission should begin close to home. Our giving in the Bay Area is guided by the belief that those most impacted by challenges should be guiding the development of solutions. To that end, we have been working with local leaders and supporting community organizations in the San Francisco Bay Area since our founding.

While our work to-date to address some of the most pressing challenges in our backyard has focused on education and affordable housing, we are now exploring additional ways to build stronger, more equitable communities. Based on what we have learned and heard through our engagement with local residents and leaders in Belle Haven, East Palo Alto, North Fair Oaks, and Redwood City, we are launching the CZI Community Fund to support locally driven solutions.

This fund will award grants of \$25,000 to \$100,000 to respond to community needs around education, housing, homelessness, immigration, transportation, and workforce development — areas identified by local residents and leaders as top priorities. Funding requests will be evaluated in two tiers: \$25,000-\$50,000 and \$51,000-\$100,000. Eligible requests will be evaluated according to the Fund Criteria below. Final grant amounts will vary and be determined by the scale and scope of the submitted proposal, and organizational capacity, as well as the number of qualified applications submitted to the Fund.

### Fund Criteria

All applications will be evaluated based on the following criteria:

- **Alignment with Communities' Priority Issue Areas** - Preference will be given to organizations and projects tackling the issues of education, housing, homelessness, immigration, transportation, and/or workforce development within the Fund's eligible communities (Belle Haven, East Palo Alto, North Fair Oaks, Redwood City).
- **Potential for Impact** - Preference will be given to applications that clearly articulate the challenge(s) they aim to address, their strategy and implementation plan for addressing that challenge, and a definition of what success looks like.
- **Organization/Project Leadership** - Preference will be given to applicant organizations whose leadership and staff (1) show demonstrated capacity to implement the proposed project, (2) have a credible track record of successfully executing programs in the communities of Belle Haven, East Palo Alto, North Fair Oaks, or Redwood City and (3) are demographically reflective of these communities.
- **Collaboration** – Preference will be given to organizations that demonstrate a collaborative spirit through (1) an awareness of available overlapping and complementary services, (2) a desire to partner to increase impact, where appropriate, and (3) an understanding of local community context and the desire and ability to leverage existing community relationships and/or build new ones.
- **Community Engagement** - Preference will be given to organizations that intentionally and effectively engage the communities with which they aim to serve, and (2) demonstrate a long-term commitment to serving these communities.

- **Fiscal Responsibility** - Preference will be given to organizations that are able to demonstrate the ability to effectively receive and responsibly spend grant dollars.

### **Eligibility Requirements**

Applicants must be non-profit, 501(c)(3) organizations, or organizations that have a fiscal agent or a fiscal sponsor that is a 501(c)(3) organization, school, or municipality working in the Belle Haven, East Palo Alto, North Fair Oaks, or Redwood City communities. The CZI Community Fund does not accept applications from individuals or for the direct support of an individual. Applicants must not illegally discriminate on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

### **Application Process**

The CZI Community Fund will accept applications through the CZI online grants management system or by mail until 5:00 p.m. PST on December 1, 2017. To apply online (preferred), visit <http://www.apply.chanzuckerberg.com>. From there, follow the application instructions provided. Applying online will allow you to safely save and resume your application and upload your organization or project budget any time before the application deadline. You will also be able to check the status of your application once it has been successfully submitted.

To submit a hard copy version of the application, complete the application beginning on Page 3 of this document. Completed applications, along with accompanying organizational budget information, must be returned to the following address by 5:00 p.m. PST on December 1, 2017:

Silicon Valley Community Foundation  
Attn: CZI Community Fund  
2440 W El Camino, Suite 300  
Mountain View, CA 94040

Upon submission of your application, you will receive an email confirming its receipt. All applications will be reviewed and evaluated based on the eligibility requirements and fund criteria. The strongest applications will be recommended for funding. Applicants will be notified with a final decision by January 15, 2018. Approved funding requests will have a grant period of January 15, 2018 - December 30, 2018.

*If you have any questions about the CZI Community Fund application process, please email us at [community@chanzuckerberg.com](mailto:community@chanzuckerberg.com).*

### **ABOUT THE CHAN ZUCKERBERG INITIATIVE**

The Chan Zuckerberg Initiative was launched in December 2015 by Mark Zuckerberg, founder and CEO of Facebook, and his wife, Priscilla Chan, a pediatrician and founder and CEO of The Primary School in East Palo Alto. The Chan Zuckerberg Initiative is a new kind of philanthropic organization dedicated to advancing human potential and promoting equal opportunity through world class engineering, grantmaking, impact investing, policy, and advocacy work. Initial areas of focus include supporting science through basic biomedical research and education through personalized learning. CZI is also exploring ways to build stronger, more equitable communities through affordable housing and criminal justice reform. To learn more visit [www.chanzuckerberg.com](http://www.chanzuckerberg.com).



## CZI Community Fund Application

To request funding from the CZI Community Fund, please provide the following:

### I. Organizational Information—cover page

Basic details on your organization and funding request including. If using a fiscal sponsor or fiscal agent, please also provide organizational and contact information for the sponsor.

- Organization name
- Tax Status (indicate whether you are a 501(c)(3) or have a fiscal agent/fiscal sponsor)
- Tax ID # (for fiscal sponsor or fiscal agent please, provide their Tax ID#)
- Contact name, email, mailing address and phone #
- Annual operating budget (if using a fiscal agent/fiscal sponsor only include the budget for the program for which you seek funding)
- Amount of funding request (please note the CZI Community Fund will not award grants larger than \$100,000).
- Funding purpose
- Date of application

### II. Program Description—3 pages maximum. Applications exceeding 3 pages will not be accepted.

**A. Issue Area**—What issue area(s) does your request for funding address (education, homelessness, housing, immigration, transportation, workforce development, other)?

**B. Organization Overview**—Please provide an overview of your organization. What is your organization's mission? How long has your organization worked in this community?

**C. Purpose and Implementation**—Please provide an overview of your funding request by describing the problem you are trying to solve and your plan for addressing this problem.

**D. Leadership**— Please articulate the leader(s) of this work, and the experiences they have that position them well to be successful.

**E. Community Engagement**— Describe the target population(s) you aim to serve (demographics, quantity, etc) and how you intend to engage them in your work.

**F. Collaboration**— Do you have any partners in this work? Where appropriate, what are your plans to engage with other organizations and/or community assets to effectively serve your target population?

**G. Evaluation**— What does success look like in one year and how will you know that you have been successful?

### III. Attachments

**A. Financial Information**—Please provide a current expense budget for the proposed funding request, including an accounting of all sources of income committed (actual and prospective). If this funding request represents support of ongoing work towards your charitable mission, please provide an annual budget.

**B. Budget Narrative**—Please include a brief narrative of the funding sought from CZI, including: key activities, one-time vs. recurring costs, percentage of personnel cost, and plan for financial sustainability after the period funded by the grant.

Apply to the CZI Community Fund online at <http://www.apply.chanzuckerberg.com>. Completed applications can also be submitted by email at [community@chanzuckerberg.com](mailto:community@chanzuckerberg.com) or by mail at:

Silicon Valley Community Foundation

Attn: CZI Community Fund

2440 W El Camino, Suite 300

Mountain View, CA 94040

The application deadline to the CZI Community Fund is 5:00 p.m. PST on December 1, 2017.

*If you have any questions about the CZI Community Fund application process, please email us at [community@chanzuckerberg.com](mailto:community@chanzuckerberg.com).*