

# Chan Zuckerberg Initiative

## Community Fund Paper Application Guidelines

### How to submit a paper application:

- Download and print this PDF application packet
- Complete each section using the prompts in a word document or compatible format. Be sure to adhere to character limits.
- Print and attach all budget documents
- Print and attach fiscal sponsor/agent letter, if applicable
- Complete and sign the application checklist and cover sheet

### Please mail paper applications to:

Email: [community@chanzuckerberg.com](mailto:community@chanzuckerberg.com)

(or)

CZI

ATTN: Curtis Yancy

PO Box 8040

Redwood City, CA 94063

Note that we will not review letters of reference or supplemental application materials. Please only include what is asked.

## Overview

Launched in 2017, the CZI Community Fund supports local organizations that are leading work to bring increased equity, power, and opportunity to communities in and around Redwood City, where CZI is headquartered.

Through the Community Fund, CZI partners with organizations that support the economic and social well-being of marginalized communities most impacted by structural racism and inequities. These organizations are providing resources and services to support basic needs — like housing and food assistance, education, and job skills training; adapting and responding to emergent issues in our community, like COVID-19; and galvanizing community power and voice to build an inclusive, just, and healthy future for everyone.

### **The 2021 CZI Community Fund will prioritize organizations serving Belle Haven, East Palo Alto, North Fair Oaks, and Redwood City.**

The 2021 CZI Community Fund request for applications (RFA) opens on **July 20, 2020, at 10 am PT**, and closes on **August 17, 2020, at 4 pm PT**. Selected organizations will join the 2021 Community Fund grant partner cohort, receiving a one-time unrestricted or project grant **up to \$100,000**, and the opportunity to participate in a collaborative codesigned capacity building program to support leadership and organizational development.

---

## Fund Criteria

All proposals will be evaluated based on the following criteria:

- **Response to Community:** Preference will be given to organizations that support the economic and social well-being of marginalized communities including Black, Indigenous and People of Color (BIPOC); immigrants, regardless of documentation status; and people who identify as LGBTQIA+. These organizations are providing resources and services to support basic needs — like housing and food assistance, education, and job skills training — and galvanizing community power and voice to build an inclusive, just, and healthy future for everyone. These organizations should be serving the San Mateo County communities of Belle Haven, East Palo Alto, North Fair Oaks, and Redwood City.
- **Community Engagement:** Preference will be given to organizations that (1) center the voices of those with lived experience, and (2) demonstrate a long-term commitment and connection to the communities they serve.
- **Intended Impact(s):** Preference will be given to organizations that (1) demonstrate a clear and nuanced analysis of the issue(s) and the historical and local context; (2) clearly outline their approach to addressing the issue(s); (3) define what short-, medium- and long-term success looks like; and (4) identify potential challenges and possible solutions for those challenges.
- **Leadership, Staff, and Governance:** Preference will be given to organizations whose leadership, staff, and governance (1) have deep experience in the communities of Belle Haven, East Palo Alto, North Fair Oaks, and/or Redwood City; and (2) reflect the rich diversity and stories of the communities they serve.

- **Collaboration:** Preference will be given to organizations that demonstrate a collaborative spirit through (1) an awareness of available overlapping and complementary efforts and 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.
  - **Fiscal Responsibility and Sustainability:** Preference will be given to organizations that can effectively receive and responsibly spend grant dollars, as demonstrated by (1) a clear budget narrative that articulates how grant dollars will be used, as well as a plan for financial sustainability beyond the CZI Community Fund grant cycle, and (2) documentation.
- 

## Eligibility Requirements

Organizations interested in funding through the CZI Community Fund must meet the following criteria:

- **Tax status:** Organizations must be tax-exempt under section 501(c)(3) of the Internal Revenue Code; have a valid fiscal agent or sponsor that is tax-exempt under section 501(c)(3) of the Internal Revenue Code; or be a local municipality or government agency. Valid documentation must be submitted with your proposal by the proposal deadline on August 17, 2020, at 4 pm PT.
  - **Organization Budget:** Given the length of the CZI Community Fund grants (one year), funding from the Community Fund will not make up more than 25 percent of an organization's full budget.
  - **Availability for a Meeting:** Organizations that move beyond the internal review process must be willing and available to participate in a one-hour meeting with CZI staff in September 2020.
  - **Chan Zuckerberg Initiative Grantee Status:** Organizations and sponsored projects with General Support grants from the Chan Zuckerberg Initiative that end on or before December 31, 2020 are eligible to apply for funding from the 2021 CZI Community Fund. Organizations with grants from the Chan Zuckerberg Initiative that extend beyond December 31, 2020 are not eligible to apply for funding from the 2021 CZI Community Fund.
  - **Local School Districts:** CZI supports our local school districts in various ways, however, does not support them through the CZI Community Fund. Please reach out to [community@chanzuckerberg.com](mailto:community@chanzuckerberg.com) if you have questions.
- 

## Process & Timeline

Applications can be submitted online at [chanzuckerberg.com](http://chanzuckerberg.com) or through a printed application mailed to a PO Box. All proposals must be completed and submitted no later than **August 17, 2020, 4 pm PT**. Printed applications need to be postmarked no later than **August 17, 2020**.

**Fiscal Sponsor/Fiscal Agent Information (if applicable)**

Fiscal Sponsor Name \*  
IRS Tax ID Number (EIN)  
Physical Address\*  
Mailing Address (if different than physical address)  
Organization Website (if available)

**Primary Fiscal Sponsor Contact Information**

(the person responsible for the sponsored project at the Fiscal Sponsor organization)

Salutation  
First Name\*  
Last Name\*  
Title\*  
Phone\*  
Email Address (if applicable)

**Organization Information**

Organization Name\*  
IRS Tax ID Number (EIN)  
Physical Address\*  
Mailing Address (if different than physical address)  
Organization Website (if available)

**Primary Contact**

(the person responsible for all communication related to the grant proposal)

Salutation  
First Name\*  
Last Name\*  
Title\*  
Phone\*  
Email Address (if applicable)

**Executive Director/President/CEO Contact**

(The most senior staff member in your organization)

Salutation  
First Name\*  
Last Name\*  
Title\*  
Phone\*  
Email Address (if applicable)

If you are awarded a grant, are you comfortable with your contact information being included in a directory along with other grantees?

- Yes
- No

## Proposal Form

### Communities Served

Which community (ies) does your organization directly support?\* (Select all that apply)

- Belle Haven
- East Palo Alto
- North Fair Oaks
- Redwood City

## Issue Areas

Please select your primary work framing (Asset Building vs Power Building) and primary focus area.

### Primary Work Frame

Please choose the category that most closely represents the work that your organization does.

- Asset Building (Social & Economic ): This work ensures that communities have access to the building blocks for social and economic well-being. Social and economic assets include basic needs (food security, stable housing, etc.), health, education, job/ career skills, social support, and more. This work includes direct service and intervention programming.
- Power Building: This work ensures that marginalized communities have the platform and support to shape the decisions that affect them. This work includes organizing, advocacy, political education, civic engagement, and more.

### Please select the power building activities your organization engages in.

- Community Organizing
- Advocacy
- Political Education
- Civic Engagement
- Policy Advocacy
- Other, please specify...

### Primary Focus Area (Choose One)\*

- Education
- Food Security
- Homelessness
- Housing
- Immigration
- Mental Health/Health Care
- Safety/Security
- Transportation
- Workforce Development
- Youth Development
- Other, please specify...

### Other Focus Areas

- Education
- Food Security
- Homelessness

- Housing
- Immigration
- Mental Health/ Health Care
- Safety/ Security
- Transportation
- Workforce Development
- Youth Development
- Other, please specify...

**Are you applying specifically for funding to support COVID-19 response programming? This will not affect CZI decision-making.**

- Yes
- No
- Other, please specify...

### **Section 1: Organization and/or Project Mission and Vision\***

Note: If your organization receives a grant, elements of the information below will appear on chanzuckerberg.com. Please start the mission statement with your organization name followed by what it does, for example: The San Francisco YMCA builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body.

### **Section 2a: Overview and Purpose\***

Please provide an overview of your organization and your request for support. Consider the following: How would you characterize the challenges and opportunities your organization addresses? Include any relevant root/ historical information that is relevant to the local context

### **Section 2b: Overview and Purpose Continued\***

Consider the following: Describe your organization's connection to and knowledge of the community(ies) where you operate? What is the social makeup of the community your organization serves? (race/ethnicity, social and economic status, location, etc.) How is your organization targeting its approach to reach specific communities?

### **Section 3: Community Engagement\***

How, if at all, do you regularly and consistently engage community members, including those with lived experience, to ensure strategies and solutions meet the needs of the community?

### **Section 4: Leadership, Staff, and Governance / Board**

Please tell us more about your leadership team. Consider these questions: How are members of your leadership team and governance / board uniquely positioned (e.g. given their backgrounds, experiences, etc.) to advance your organization's mission? How is your staff and leadership team reflective of the community your organization serves?

### **Section 5: Potential Impact of Funding\***

Please describe what success might look like in the short- (2-6 months), medium- (7-12 months), and long-term (beyond the grant). What are 2-4 indicators that you would use to assess your progress? What potential developments or challenges— internal or external— could make it harder for your organization to be successful?

### Section 6: Collaboration\*

How does your organization understand its place and value-add in the local social services ecosystem? Who are some of your core partners and allies (non-profits, government agencies, businesses, etc.) in your work? Where appropriate, what are your plans to engage with other organizations and/or community assets to effectively support and enhance the lives of individuals and families you serve?

### Section 7: Fiscal Responsibility and Sustainability\*

Note that in almost all cases, CZI Community Fund grants will be unrestricted, general operating support grants. Given the short-term nature of the CZI Community Fund grants, CZI will not fund more than 25% of your full organization budget.

\*Please enter your organization's or fiscal agent's/sponsor's total annual operating budget for the current fiscal year.

Please enter the total amount you are requesting (note that this request can be up to \$100,000 as long as the request is below 25% of your organization's current budget):

We place great value on an organization that has strong fiscal management and sustainability as is evidenced by adequate working capital, diversified funding sources, strong financial reporting, clear strategies for income generation, and roadmap for future direction. How would you describe your financial health and sustainability? Provide details on your strategy to sustain or improve both.

### Application Checklist

You're ALMOST done! Please complete the following checklist:

I have completed all required sections of the application

- Yes
- No

I have attached all required budget documents

- Yes
- No

Given the volume of applications, program staff at CZI will not be able to follow up on missing application materials. I understand that I will not be contacted if I am missing application materials

- Yes
- No

From time to time, other funding partners ask for information about Community Fund applicants. Are you comfortable with CZI sharing your full applications -- including your organization's name, contact information, application details, and budget documents with other funders, if asked

- Yes, please share with other funders, if prompted
- No, please do not share our application with other funders

**Submit Your Application**

The 2021 CZI Community Fund request for applications (RFA) closes on August 17, 2020, at 4 pm PT. Selected organizations will receive a one-time unrestricted or project grant up to \$100,000. Please visit our website to learn more about our work.

Thank you!