

LONG BEACH NEIGHBORHOOD FOUNDATION – GRANT PROGRAM INFORMATION

The following documentation outlines the charter and process expectations for the distribution of monies by the Long Beach Neighborhood Foundation annually. Its intent is to provide clear guidelines for the criteria by which groups and organizations are eligible to apply and be considered, and how the process and flow of information and communication will be managed.

Long Beach Neighborhood Foundation (LBNF)

The Long Beach Neighborhood Foundation, a 501c3 nonprofit organization, was founded in 2008. Net proceeds raised at its' events (including the Wrigley River Run & Tadpole Trot) are given back annually to qualifying groups and organizations within the greater Long Beach community, for the purpose of youth programs or services, in keeping with our mission.

Criteria for Eligibility of Consideration

Per our Charter, all organizations that are eligible for consideration must meet the following criteria:

1. Based in Long Beach
2. Requesting funds in support of programs or activities involving youth.
3. Provide documented detail of costing for requests. This documentation can be in the form of catalog pricing, quotes, or other.

Qualified Uses

- Grants will be considered by all qualified organizations for the following types of requests: scholarships, uniforms, equipment, special events, transportation, and related direct expenses.
- Grants will not be considered for legal fees, advertising or promotional costs, marketing or non-activity related program costs.

Other Conditions

Acceptance of monies from the LBNF will require any organization to do the following:

1. LBNF prefers, when possible, to issue checks directly to the vendor (i.e., you request uniforms, LBNF will issue a check directly to the uniform supply company on your behalf). A representative of your group or organization must appear in person to receive your award, even if the check is not being issued directly to our organization. Date and location of this will be announced when awards are given.
2. Checks not issued directly to the vendor must be deposited into an organization bank account (not a personal bank account). The endorsement on the check must be in the name of the organization (not an individual).
3. Checks must be deposited by November 5 of issuing year. Stop payment will be issued on any checks not deposited by this date. Organization will forfeit funds if this occurs.
4. LBNF must receive the "Proof of Performance" as to the use of the funds for their intended purpose as stated in the grant request and our approval. Proof can be in the form of purchase orders, invoices, contracts, photos, or other documentation that we can use to verify compliance. If this verification is not received or if the organization did not use the funds as intended, we will not accept any grant requests from that organization in the future. However,

if the intended use of funds was stipulated to not occur until early in the next calendar year and that was agreed to in our award, we will accept documentation in accordance with those exceptions.

When and Where to Submit

- You can submit a request for the 2018 Grant Program at any time. However, no requests will be reviewed or awarded until after June 30, 2018, when our next process window closes. The form is located on our website for your use.
- All applications must be received no later than June 30, 2018, to be considered and must be filled out in full and either mailed to: LBNF Grant Program, 3715 Monogram Avenue, Long Beach, CA 90808 or Emailed to: gavin@wrigleyriverrun.com. Do not paste information into Email text body. It will not be accepted.
- All applicants will be notified no later than August 6, 2018, of their grant request status of acceptance or rejection.

If you have questions, please contact us at gavin@wrigleyriverrun.com and include your phone number if you would like a return call.