



DIAMOND BAR
COMMUNITY FOUNDATION

www.thedbcf1.org

Diamond Bar Community Foundation Grant Application

Organization: _____
Organization Address: _____
Tax ID# _____ **Is this a non-profit 501c(3)?** ☐ **yes** ☐ **no**
Contact Name: _____ **Title:** _____
Phone: _____ **Email Address:** _____

Organization Profile: As an attachment to this grant application, state the purpose of your organization, when it was formed, and how it benefits the City of Diamond Bar. Please provide documents that include proof of 501c(3) status (if applicable), a listing of your Board of Directors, Trustees and key Staff members, and when applicable, a copy of your Federal Form 990.

Also include a list of your most recent fiscal year donors which can include: individual, corporate and foundation donors.

Project Description: As an attachment to this grant application provide a description of the program or project to be funded. Please include in this description the population served, the need for the program/project, a timeline, a budget for the proposed project/program, and the dollar amount of this grant request. Please include a list of other funding sources, e.g. event, fundraisers, foundation, donors, etc.

Include how the Diamond Bar Foundation will be recognized for the grant (i.e. banner, press releases, news articles, etc.)

It is recommended you submit your application at least 2 months in advance of your event.

Mail your complete packet to: Diamond Bar Community Foundation

Grant Review Committee
324 S. Diamond Bar Blvd., #363
Diamond Bar, CA 91765

After mailing, call or text Gil Rivera, Grant Committee Chair, at 909-967-4525 to ensure it was received. Also, please email a copy to Tricia.dbcf@gmail.com.



DIAMOND BAR COMMUNITY FOUNDATION GRANT AGREEMENT FORM

The purpose of the Diamond Bar Community Foundation is to preserve, protect and enhance the quality of life for residents of Diamond Bar by establishing or funding programs that address the cultural, recreational and social needs of this community.

In this effort, the Diamond Bar Foundation will award grants to non-profit organizations, public schools and libraries that serve the community of Diamond Bar and focus on the cultural, recreational or social needs of the community. Grant amounts will vary with the maximum award being no more than \$1,000. Grants are not awarded to individuals, or for political lobbying, political campaign or voter registration purposes.

Please ensure you submit your application at least 2 months in advance of your event so the Committee and Foundation have sufficient time to review and respond.

The grant applicant must complete the attached application and state the case for the request, including a description of the project, the dollar amount requested, the population served, the desired outcome and its relationship to the City of Diamond Bar.

After Committee review, applicants will be notified in writing of the status of their application via US Mail or email.

If a grant is awarded, the Diamond Bar Community Foundation Treasurer will mail a check equal to the amount of the award within 30 days of the postmarked notification letter. If the grant request is denied, the applicant will receive a notice of denial which will include a brief statement identifying the reason for denial.

By signing this form, you acknowledge that you are aware of the guidelines of the Diamond Bar Community Foundation as listed above. You also understand that to remain eligible for the grant you will comply with the following terms:

1. To be considered, the grant application must be submitted before the application deadline of each cycle. Those received after the deadline will merely be considered during the subsequent cycle. There is no need to reapply.
2. If a grant is awarded, the dollars will be used as stated in the grant applications
3. If the project/program is delayed, the organization will be responsible for submitting a status report each month until the project or program is complete.
4. The Grant will be awarded to the project or program organization listed on the grant application.

My signing below verifies that I have read, understand and will abide by the policies of the Diamond Bar Community Foundation Grant Program.

Applicant's Signature

Date Submitted

Date Received & DBFB Initials