

PALO ALTO WEEKLY HOLIDAY FUND

2011-2012 GRANT GUIDELINES AND APPLICATION PROCEDURES

ABOUT THE FUND

The Palo Alto Weekly Holiday fund is a donor-advised fund of Silicon Valley Community Foundation. The Holiday Fund was established in 1994 and has made over \$3 million in grants to community organizations in the Palo Alto area.

Each holiday season from mid-November to mid-January, the Palo Alto Weekly and Palo Alto Online conduct a community fundraising drive to raise money for the Holiday Fund. These donations are matched through matching grants generously provided by the Packard and Hewlett foundations and other major donors. Proceeds from the annual Palo Alto Weekly Moonlight Run are also contributed to the Holiday Fund. The Palo Alto Weekly absorbs all costs of administering the program, so all donated funds are available for grant-making. We anticipate granting approximately \$220,000 to \$250,000.

Grant recommendations are developed by a committee of Palo Alto Weekly employees after careful review of all applications and selected site visits. Actual grants are made in April by Silicon Valley Community Foundation.

AREAS OF FUNDING

The purpose of the Holiday Fund is to support non-profit organizations with programs serving children or families in the Palo Alto area. It does this through the following grant-making programs:

- Program support grants, generally ranging from \$500 to \$10,000
- Child care capital grants, ranging from \$500 to \$10,000, providing non-profit child care centers and preschools funds to improve playgrounds, acquire equipment or renovate facilities
- Multi-year renewable grants, ranging from \$15,000 to \$25,000 per year for up to three years in support of new program initiatives (Only one or two of these grants, if any, will be made.)

The Holiday Fund desires to support not only organizations that are providing services to families and children "in crisis," but also groups that are engaged in efforts to strengthen families, neighborhoods and community that might be considered preventative in nature.

Although not restricted as such, we prefer to fund organizations:

- with budgets less than \$3 million
- that are based in Palo Alto, Menlo Park or East Palo Alto and whose sole focus is that region
- that serve a great many people rather than provide intensive service to very few
- where our support can make a significant impact

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RESTRICTIONS

All grants must be made to 501(c)(3) tax-exempt organizations. Child care grants must be made to centers that have achieved accreditation from the National Association for the Education of Young Children (NAEYC.) Multi-year renewable grants will be made one year at a time and renewed based on our evaluation of the program's progress. Agencies may apply for both regular program grants and for multi-year grants, but separate applications are required.

APPLICATION PROCESS

Requests for funding should be initiated by completing the one-page application form. The submission deadline is 5:30 p.m. on **Friday, January 6, 2012**. They may be e-mailed to holidayfund@pawekly.com, or mailed or hand-delivered to Palo Alto Weekly Holiday Fund, 450 Cambridge Ave., Palo Alto, CA 94306.

On or before **Friday, January 27, 2012**, all applicants will be advised whether or not they have been selected for full review. It is anticipated that approximately 40 organizations will be chosen as semi-finalists and be asked to submit additional information.

For the semi-finalists, a full grant application will be due by **Monday, February 13, 2012**.

Announcement of final grant recipients will be made by **Friday, March 23, 2012**, and a reception for all grantees and donors will be held on **Monday, April 23, 2012**, at which time checks will be distributed.

For more information please contact Rachel Palmer, rpalmer@pawekly.com or 650.326-8210.