



Harbor Community COVID-19 Relief Fund Request for Grant Applications

Deadline to Submit Applications is May 26th, 2020 by 4pm PST

As the COVID-19 outbreak continues to evolve, we recognize the pandemic will have lasting impacts on our local community. During these challenging times, the Harbor Community Benefit Foundation is launching an immediate [COVID-19 Relief Fund](#) for organizations that primarily serve the communities of Wilmington and San Pedro.

Organizations are able to apply for a one-time grant with an amount **not to exceed \$3,000**. Note that HCBF reserves the right to offer grant awards for less than the requested amount based on scalability. Since HCBF is using discretionary funds not associated with the Port Community Mitigation Trust Fund (PCMTF), proposed projects are not required to relate to port impacts or mitigations.

This funding is for immediate pandemic related response efforts. Funds will support efforts related to:

- food, meals and other vital basic necessities
- technological infrastructure to help organizations follow COVID-19 guidelines (physical distancing) while also serving their mission
- ensuring equitable access to health services and information, and
- other urgent materials and services needed to help communities and organizations overcome barriers due to the pandemic.

Eligibility

Applicants must have evidence of tax-exempt status in order to apply for funding. If applicant does not have tax-exempt status, it may apply under a fiscal sponsor.

Grantee (or Fiscal Sponsor) must be a tax-exempt organization, as listed under Section 501(c)3 of the Internal Revenue Code, and not deemed a private foundation.

To qualify for Harbor Community Benefit Foundation's 2020 COVID-19 Relief Fund grant support, **your organization must:**

- Be a 501(c)(3) or have a 501(c)(3) fiscal sponsor.
- Serve vulnerable populations in Wilmington and/or San Pedro, CA, especially those disproportionately impacted by COVID-19 related hardships.
- Have a meaningful presence in the Harbor community.

How to Apply:

Your application must be submitted using the [Submittable application portal](#). The portal can be accessed by visiting "hcbf.submittable.com" and selecting "COVID-19 Relief Fund." If you have previously applied for HCBF funding, you may use an existing Submittable login, otherwise you must create a new profile.

Please follow the instruction on the form and upload the required documents.

Project Budget

The purpose of the Budget is to provide a line-item summary of how you will spend HCBF grant dollars to help communities in Wilmington and San Pedro overcome barriers due to the pandemic. The submitted budget needs to be very clear and include a description for each line-item. A successful Budget will provide the following details:

- A. **Program/Project Expenses:** This is a line-item breakdown of all expenses related to your proposed project or program.
- B. **Budget Justification:** A successful budget justification explains the basis for each of the line items listed. This helps HCBF to better understand why these costs are listed and how the requested funds will be used.

Evaluation & Timeline

Applications are due by May 26th, 2020 and they will be evaluated at the discretion of HCBF Staff. For this one-time grant round, HCBF Staff will not be providing technical assistance.

Notifications of award status will be emailed **by or before June 12th, 2020**.

Reporting

All organizations that are selected to receive funding will be required to enter into a grant agreement with HCBF. Grantees will be asked to provide a final impact report to HCBF. This report will be a short (1-page maximum) summary. More information on the content and due date of report will be determined once applicant is selected for the grant.

Please visit hcbf.org/grants for additional information.

Should you have any questions, please contact: Tamanna Rahman, Program Director via email (tamanna@hcbf.org) or phone (310-997-7116).