

**YES, VIRGINIA ENDOWMENT FUND GRANT GUIDELINES**  
Pasadena Community Foundation 260 S. Los Robles Ave. #119 Pasadena CA 91101  
TEL. 626/796-2097 FAX 626/583-4738 www.pasadenacf.org

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**YES, VIRGINIA ENDOWMENT FUND MISSION STATEMENT:**

The Yes, Virginia Endowment Fund, a fund of the Pasadena Community Foundation, was established in 1993 to help address the needs of our community's children. The fund provides grants to local non-profit agencies to provide toys, books and gifts for children for the holidays. "Yes, Virginia, there is a Santa Claus" to us means that no child is meant to go without. The Yes, Virginia Endowment Fund offers these gifts in an effort to help all children feel valued and supported in their lives. We are committed to our credo: *Some things have to be believed to be seen.*

There is an application form that is required to be submitted.

**GRANT AMOUNT:**

Yes, Virginia Endowment Fund Grants range from \$250 - \$1200

**GRANT CATEGORY AND TYPE:**

Grants will be made to agencies that serve children and youth. The Yes, Virginia Endowment Fund focuses its support on the needs of individual children. The types of grants typically awarded are toys, books, gifts and special experiences.

**GRANT CYCLE:**

Applications will be accepted from October 15 to November 30. Each application is reviewed by the Yes, Virginia Committee and decisions are made upon its recommendation. Funding decisions are made within the first few weeks of December.

**GEOGRAPHICAL RESTRICTION:**

Greater Pasadena area, with preference to children living in Pasadena, Altadena and Sierra Madre.

**ELIGIBILITY REQUIREMENTS:**

1. Grants may be made only to tax-exempt organizations under Section 501(c)(3) or 170(c)(1) or (2)(b) of the Internal Revenue Code. None shall be made to Private Foundations under Section 509(1) of the Code.
2. The organization must have been in existence for at least two years (based on date on IRS determination letter) prior to application for the grant and have achieved a record of effective service.
3. Yes, Virginia Endowment Fund grant projects are expected to be completed in a timely manner, according to the submitted proposal. If grant funding is not utilized within three (3) months from date of award, the grant may be rescinded at the option of the Board. Grant terms must be fulfilled before applying for further funding.

**THE PASADENA COMMUNITY FOUNDATION GENERALLY WILL NOT MAKE YES, VIRGINIA ENDOWMENT FUND GRANTS FOR:**

1. Direct aid to individuals or for scholarships.
2. Support of operational costs, such as administrative costs, general overhead, taxes, or interest payments, for retirement of debt, or for costs of capital items already acquired or implemented.
3. Expenses incurred in performance of program services.
4. Influencing legislation or elections.
5. General educational institutions or sectarian religious organizations. We will, however, consider

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requests from educational institutions and sectarian religious organizations for support of community social service oriented activities sponsored by such organizations, provided that such activities meet all other eligibility requirements.

6. Agencies not engaged in the actual performance of direct services to individuals consistent with Pasadena Community Foundation purposes.
7. In general, the Foundation does not make grants from its discretionary funds to organizations that discriminate on the basis of age, disability, ethnic origin, gender, sexual orientation, race or religion.

### **JUDGMENT CRITERIA FOR YES, VIRGINIA ENDOWMENT FUND GRANTS:**

Consistent with the above guidelines, the Yes, Virginia Endowment Fund Committee will make recommendations to the Board of Pasadena Community Foundation in its sole discretion. In awarding funds, the Committee will take into consideration the following factors:

- Quality of services provided,
- Community need for the services provided,
- Significance of the need for which the grant is requested,
- History of grants to the organization.

### **DONATIONS TO THE YES, VIRGINIA ENDOWMENT FUND**

It is from the gifts of individual community members that funds are available through the Yes, Virginia Endowment Fund. We appreciate the generosity of all who support our work-- women, men and children. It is through the cooperative efforts of the committee and the community that we work to enhance the lives of our children. If you would like to make a donation to the Yes, Virginia Endowment Fund, please send your tax deductible gift to Pasadena Community Foundation with Yes, Virginia Endowment in the reference line. Mailing address is: 260 South Los Robles Ave., #119, Pasadena, CA 91101.

Updated 6-2011