



**Elaine Jones Safety Net Fund
Information Session - May 15, 2025**

Napa
Valley
Community
FOUNDATION

Fund Overview

The *Who, What, When, Where, and Why* of the Elaine Jones Safety Net Fund

Three types of grant, mix-and-match:

General Operating Support Grants: Up to \$100,000 for one year, based on the organizational budget and funding gaps demonstrated.

Capacity Building Grants: One-time grants of up to \$50,000 to strengthen internal systems and sustainability.

Bridge Loans: 0% interest loans of up to \$100,000 to address temporary cash flow issues caused by delayed (but not reduced) government funding. These are one-year, no-interest loans.

Your organization may apply for one of the below options:

- Just a **general operating support grant**
- Just a **bridge loan**
- Just a **capacity building grant**
- A **general operating support grant** and a **capacity building grant**
- A **bridge loan** and a **capacity building grant**

Regardless of which option you choose, your organization must meet **all of the eligibility criteria**

Other Funding Opportunities

- NVCF awards grants through Community Impact Funds, Legacy Funds and Donor Advised Funds to a breadth of organizations of all sizes serving Napa County's needs throughout the year.
- Visit www.napavalleycf.org and click on "I'm a nonprofit".
- We'd love to hear from you!

Eligibility & Requirements:

Checklist

- ☑ We are a 501(c)(3) public charity.
- ☑ We primarily serve Napa County (at least 51% of our programs and operating budget for the past 5 years, whether fiscally-sponsored or as a standalone nonprofit).
- ☑ We work directly in the *safety net* sector — providing essential services like food, housing, healthcare, childcare, legal support, or mental health support.
- ☑ Our annual Napa County operating budget is between **\$500,000 and \$10,000,000**.
- ☑ We have experienced and can demonstrate a **decrease in funding** and/or **increase in client demand** for our Napa County programs during fiscal years ending 2025 and/or 2026.

Eligibility & Requirements:

What qualifies as “safety net”

Programs that meet essential human needs like:

- Childcare assistance
- Economic stability
- Disability assistance
- Food security
- Healthcare access
- Legal support
- Mental health support
- Rental and housing assistance
- Support for survivors of abuse

Eligibility & Requirements:

What is capacity building?

The intent of the capacity grants are to strengthen an organization's operations through activities and services like:

- Strategic planning
- Fundraising and communications planning
- Board governance improvements
- Financial, HR, or IT systems upgrades
- Leadership recruitment (e.g., ED, CFO hiring)

Investments typically involve **hiring outside consultants** or **purchasing systems/software**.

If multiple awardees select the same area of capacity building, NVCF may decide to select a consultant and provide cohort-based assistance, if appropriate.

Eligibility & Requirements:

How do I know if my funding loss and/or increased demand makes me eligible?

Because the nonprofit funding landscape is filled with uncertainty and is a changing situation, we have not arbitrarily created hard and fast rules on percentages of loss or amount of client need increases.

Your narrative and accompanying financial documents will help us understand the severity of need.

NVCF will prioritize funding according to greatest need once all applications have been received.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21	0			
2 Grants and other assistance to individuals in the United States. See Part IV, line 22	0			
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16	0			
4 Benefits paid to or for members	0			
5 Compensation of current officers, directors, trustees, and key employees	620,000.	269,000.	220,000.	131,000.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0			
7 Other salaries and wages	2,232,000.	2,084,000.	115,000.	33,000.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	315,000.	234,000.	41,000.	40,000.
9 Other employee benefits	710,000.	665,000.	36,250.	8,750.
10 Payroll taxes	185,000.	148,000.	27,750.	9,250.
11 Fees for services (non-employees):				
a Management	160,000.	160,000.		
b Legal	100,000.	90,000.	5,000.	5,000.
c Accounting	20,000.		5,000.	15,000.
d Lobbying	6,000.		6,000.	
e Professional fundraising services. See Part IV, line 17	60,000.			60,000.
f Investment management fees	30,000.		30,000.	
g Other	69,000.	39,000.	30,000.	
12 Advertising and promotion	19,000.		10,000.	9,000.
13 Office expenses	558,000.	375,000.	62,000.	121,000.
14 Information technology	81,000.	57,000.	9,000.	15,000.
15 Royalties	0			
16 Occupancy	466,000.	435,000.	20,000.	11,000.
17 Travel	0			
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	0			
19 Conferences, conventions, and meetings	55,000.	40,000.	7,000.	8,000.
20 Interest	70,000.		70,000.	
21 Payments to affiliates	0			
22 Depreciation, depletion, and amortization	390,000.	357,000.	12,000.	21,000.
23 Insurance	72,000.	54,000.	13,000.	5,000.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25 column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM SUPPLIES	2,496,000.	2,496,000.		
b OTHER EXPENSES	9,000.	4,000.	2,000.	3,000.
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	8,723,000.	7,507,000.	721,000.	495,000.

Note that at least 51 percent of the overall agency's safety net program work must be in Napa County. Please share the percentage of functional expenses (Row 25 column B from section IX of your IRS Form 990) that is for Napa County.

What is Not Eligible

- ❌ Grants to individuals
- ❌ Organizations that are not 501(c) public charities
- ❌ Public, private, and nonprofit K-12 schools, preschools, and colleges/universities and related programs, only childcare assistance is eligible
- ❌ Nonprofits whose safety net services are less than 50% of their work
- ❌ Nonprofits that have not worked significantly in Napa County for at least five years
- ❌ Research, fundraising or regranting organizations, including scholarships
- ❌ Capital campaigns and endowments
- ❌ Government or faith-based organizations

What Else Do I Need to Know?

When will we hear back?

We will notify organizations of our funding decisions no later than August 15, 2025.

Who makes the funding decisions?

1. Expert Ad Hoc committee
2. NVCF's Community Programs & Grants Committee, August 7, 2025
3. NVCF's Board of Directors, August 27, 2025.

What are the reporting requirements?

Grantees must submit a final report by **April 30, 2026**, detailing how funds were used and summarizing program outcomes.

Can I send my application by email?

Applications must be submitted through the AwardSpring grant portal - we'll go through the process soon.

Application Process

Proposal due date: June 20, 2025

Upload a grant proposal narrative and all supporting documents **on our online portal** no later than **June 20, 2025**. There are no word or page limits, but please be as concise and detail-oriented, as possible, and brevity is appreciated!

If you are applying for:

- **General Support Grant OR Bridge Loan only:** complete narrative questions 1-10 and STOP at the end of the first section.
- **General Support or Bridge Loan AND Capacity Building:** Submit one combined document answering the questions for both.
- **Capacity Building only:** Submit one document answering only the Capacity Building questions.

Important notes about AwardSpring:

- AwardSpring is our student scholarship application portal, we have manipulated it to work to make your application process easier. Note that the word “Scholarship” means “Application” for you, we are unable to change the terminology.
- AwardSpring will only collect basic organizational information and screening questions directly in the portal. You will receive an email when the first part (General Application) is submitted, but your full application is not actually complete or considered “submitted” until you also complete the follow-up steps to upload all of the required attachments. IMPORTANT: you will not receive another email after you complete the last steps, but if the final screen says “nothing left to complete,” you are done.
- You must prepare your narrative answers in a separate Word or PDF document following the instructions in the RFP. There are no individual narrative question fields in the portal – you will upload your completed narrative as an attachment.
- Each financial document will be uploaded as a separate file.



Napa Valley Community Foundation

Deadline is June 20!

→ Sign In

+ Register

Sign In

Email

Password

[Forgot password](#)

Sign In

DON'T HAVE AN ACCOUNT?

Register

NDATION
t Fund



Learn more: napavalleycf.org/safetynet

Live Demo of the Steps in the AwardSpring Application Process

Questions?



For questions on the Fund, eligibility, and grant focus:

Julia DeNatale

VP of Community Impact

julia@napavalleycf.org

707-254-9565 x16

Rejane Brito

Senior Director, Programs & Philanthropy

rejane@napavalleycf.org

707-254-9565 x22

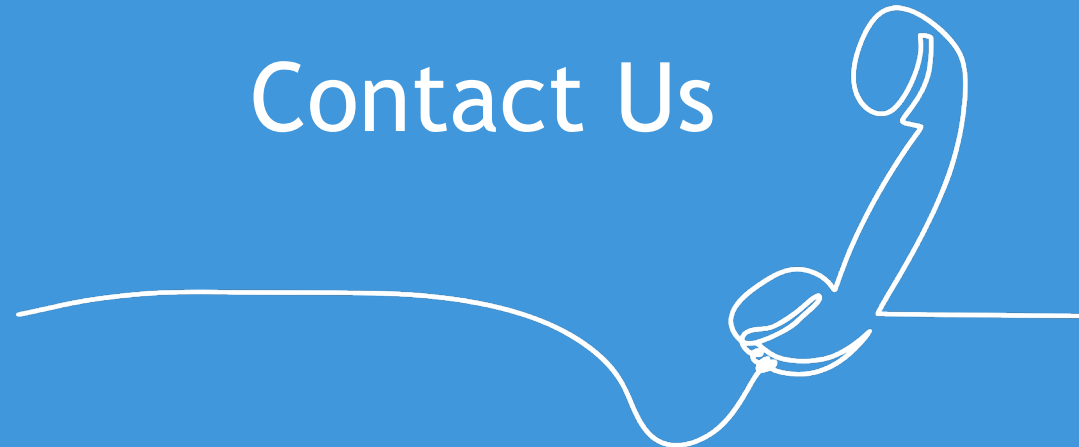
For questions on the application portal (AwardSpring):

NVCF Grants Team

GrantsTeam@napavalleycf.org

707-254-9565 x15

Contact Us



**The following slides illustrate the steps
to apply in AwardSpring.**




Register

Already have an account? [Sign in](#)

Email

Phone

 +1

201-555-0123

First Name

Last Name

Password

Confirm Password

Create Account

Strength

Weak

Requirements

- At least 7 characters
- Must have 3 of 4
 - 1 uppercase letter
 - 1 lowercase letter
 - 1 number
 - 1 special character excluding < or >

Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

☒ I agree to the AwardSpring Terms of Use and Privacy Policy.

Accept Agreement

Cancel

MENU



Dashboard



Application

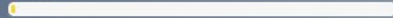
Welcome Test!

Complete Application

Fill out your application to unlock opportunities.

Once you finish the application, we will automatically match you to all opportunities you're eligible for.

Progress: 0%



APPLY

You have 1 item(s) to complete



Application

Due 6/20/2025 ⓘ

Complete



MENU

 Dashboard

 Application

Welcome Test!

Complete Application

Fill out your application to unlock opportunities.

Once you finish the application, we will automatically match you to all opportunities you're eligible for.

Progress: 50%



APPLY

You have 1 item(s) to complete

 Application

Due 6/20/2025 

Complete



MENU



Dashboard



Application

Welcome Test!

Application submitted

Explore the task section to the right to unlock more opportunities.



You have **1 item(s)** to complete




Follow-up Safety Net

You are eligible to apply but have some work to complete by 6/20/2025

Complete

MENU

 [Dashboard](#)

 [Application](#)

Scholarships ▾ Safety Net

[Submit Application](#)

Overview

About the Fund

The Fund was established to support social service nonprofit organizations that respond to the essential needs of working families and vulnerable communities in Napa County and provide programs that positively impact the social determinants of health. The catalyst for the Fund was the concurrence of local, state, and federal funding reductions or shifts, inflationary increases in costs, and rising client need. The grants are intended to ensure that essential community services continue during times of decreased funding. Grants or bridge loans will be for general operating support and may be coupled with optional capacity building/technical assistance grants designed to strengthen applicant organizations, with a maximum funding amount for all areas totaling \$150,000.

***Please note: For the purposes of this RFP, any mention of the word "Scholarship" means "Grant".**

Quick Facts



Apply by Jun 20, 2025

Apply for this Scholarship

[All proposal](#) narratives should answer the questions in the Request for Proposal documents. [CLICK HERE](#) to review the RFP guidelines to find the narrative questions on our website. If you have any questions about the application process or portal, please contact NVCFGGrantsTeam@NapaValleyCF.org.

Proposal Narrative

[Upload File](#)

[All proposals](#) must include the following documents (as PDF, Excel or Word), and these documents must validate the narrative information provided in your proposal. We have assumed a fiscal year of July 1 to June 30, but if your fiscal year differs, please substitute

Please upload your documents below:

Your annual operating budget for the current fiscal year ending June 30, 2025.

Upload File

If the organization serves areas outside of Napa County, please provide the current Napa County program budgets, as well. Include actuals as of 3/31/25 (or 4/30/25 if available).
(Optional)

Upload File

Your operating budget vs. actuals for your two most recent fiscal years (ending June 30, 2023, and June 30, 2024).

Upload File

If the organization serves areas outside of Napa County, please provide Napa County program budgets for those years, as well.
(Optional)

Upload File

The proposed or Pro Forma operation and Napa County programs budgets for next fiscal year (ending June 30, 2026).

Upload File

Audited financials for the two most recent fiscal years (years ending June 30, 2023, and June 30, 2024). If audited financials are not available, provide balance sheets and income statements for the current fiscal year (YTD).

Upload File

List of Board Members for the period July 1, 2025 to June 30, 2026.

Upload File

Additional Supporting Documents (if any) *(Optional)*

Upload File

By clicking the “Submit Application” button below, I certify all information on my application is true and correct to the best of my knowledge.

PLEASE NOTE: If the button is still *gray*, then that means you have not answered all of the required fields and uploaded the requested documents for this scholarship. Once your scholarship application is complete, the "Submit Application" button will turn *yellow* for you to click.

Submit Application



MENU



Dashboard



Application

Welcome Lupetest!

Application submitted

Stay tuned for updates!



Thank you! Nothing left to complete
