



## Share the Spirit 2017 Grant Parameters

Organizations eligible for grant funding are 501(C)3 nonprofits, schools, and other public entities located in or serving the communities in Alameda and Contra Costa Counties.

To be considered, requests must:

- Include story topic for publication in Bay Area News Group Media

Share the Spirit **WILL** consider grant requests for:

- Existing programs, expansion of program, and projects that are time-limited in nature.
- New programs/organizations that demonstrate clear and relevant goals.
- Programs and educational activities that seek to build capacity.

The Share the Spirit program generally **WILL NOT** consider grant requests for:

- Programs/projects outside the priority areas or taking place outside the Alameda and Contra Costa County area.
- Grants to individuals, businesses, or private foundations.
- Endowment, capital campaigns, or support for fundraising events.

The Share the Spirit program is interested in funding initiatives/organizations that:

- Provide excellent story topics to highlight good work of individuals and/or organizations, with special consideration given to submissions with specific program beneficiary willing to be interviewed by Bay Area News Group.
- Expose readers/influencers to community needs and specific populations; organizations with social media and digital abilities and demonstrated reach.
- Represent diverse populations and geographic areas within Alameda or Contra Costa Counties.
- Impact/create a favorable perception of the nonprofit sector.
- Create meaningful impact for residents of Alameda and Contra Costa Counties.

### SELECTION PROCESS

Applications Accepted	Review Date	Funds Released/Notification
August 1 -31, 2017 <b>OR</b> until maximum number of applications (80) received	September 2017	October 3, 2017

### FINAL REPORT

By accepting grant funds from Share the Spirit, grantee agrees to:

1. Generate story ideas regarding individual participants and organizational activities for coverage by the Bay Area News Group media outlets.
2. Collaborate with Bay Area News Group personnel in producing these stories.
3. Provide a final status report, including project photos approved for release per your organization’s policy, by the posted date. Email report to: [sharethespirit@crisis-center.org](mailto:sharethespirit@crisis-center.org)
4. Verify funds granted were used as specified in application for clients in Alameda or Contra Costa Counties.
5. Post to social media re: Share the Spirit (some content will be provided if needed) approximately 1-2 posts per week, mid-October through December.
6. Acknowledge Bay Area News Group, East Bay Times, and Contra Costa Crisis Center as a project funding source in all relevant press releases, announcements, articles, etc. In addition, Share the Spirit logo and hashtags will be used as appropriate.



Share the Spirit 2017  
SAMPLE Grant Agreement Letter  
(TO BE COMPLETED IF FUNDED)

I have reviewed and agree to the *Share the Spirit* 2017 grant requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date:

Grant Amount:

Agency Name:

Executive Director Name:

Executive Director Signature:

Address:

Telephone:

Email:

This form to be returned to:

Contra Costa Crisis Center  
Attention: Dee Dee Robillard

Email: [sharethespirit@crisis-center.org](mailto:sharethespirit@crisis-center.org)  
Street Address: 307 Lennon Lane, Walnut Creek CA, 94598  
Post Box: POB 5498, Walnut Creek, CA 94596