

The Charles Schwab Bank Grants Program (Program) is designed to assist in building the capacity of non-profit organizations and public agencies in Washoe and Storey Counties, Nevada, which work to support affordable housing and community development projects in those counties.

The Grants Program seeks to increase the number and capability of organizations in Washoe and Storey Counties that include community development as part of their mission, and to increase the number and quality of community development projects in the area. Such projects might include affordable homeownership, rental, senior and special needs housing, mixed-use and mixed-income housing, child care facilities, social service facilities, and projects that create jobs for or new small businesses owned by low- and moderate-income residents of Washoe and Storey Counties.

Grant Applications of Eligible Applicants which meet the Bank's evaluation criteria as set forth in the Program Guidelines will be considered for grants under the Program. Grants will be awarded on a competitive basis to support community development efforts in the areas of Organizational Capacity-Building, Project Development, and Public Policy.

Charles Schwab Bank, opened in April 2003 and is headquartered in Reno, Nevada. The Bank is a national bank subsidiary of The Charles Schwab Corporation. It provides a full array of financial solutions, including secured loans, credit cards and FDIC-insured deposit products.

As a Reno-based bank, Charles Schwab Bank is committed to improving the quality of life and community in Washoe and Storey Counties and supporting the

vital work of mission-driven non-profit organizations in addressing community development needs in the area.

ELIGIBILITY REQUIREMENTS

Eligible Applicants: Grants will be awarded only to applicants in the following categories:

- Non-profit organizations, including faith-based groups that will use funds for non-sectarian purposes, which carry out community development activities;
- State, county or municipal public agencies operating in Washoe and Storey Counties, Nevada.

The Bank will also accept joint applications from two or more eligible organizations that wish to collaborate.

Eligible Activities: Grants will be awarded on a competitive basis to support community development efforts in the following program areas:

- **Organizational Capacity-Building**—to assist in the building of internal capacity of community development organizations in financial management, strategic planning, organizational assessment, staff and Board development, and program evaluation;
- **Project Development**—to support specific affordable housing and/or community development projects at their early stages. For instance, an organization might request funds to carry out an initial market study, or to hire a development consultant to assist in structuring a potential deal or complete a funding application; and,
- **Public Policy**—to support research and education projects in the areas of affordable housing and community development.

Ineligible Uses of Funds: Exclusions to qualified activities and uses include but are not limited to the following:

- Endowments
- Political Parties or Campaigns
- Capital Campaigns
- Fundraising Events
- General Operating Expenses
- Lobbying federal, state, county, or municipal public agencies

PROGRAM GUIDELINES

Technical Assistance: Eligible organizations may include in their grant proposal that they will retain a qualified technical assistance consultant who may be actively involved or engaged in the activities for which the grant is awarded. Applicants who choose to submit grant proposals that include use of qualified technical assistance must include information as to the consultant's qualifications, but accept sole responsibility for the quality of the consultant's work.

Grant Amount: ⁱⁱ Applicants may request grants in the range of \$5,000 to \$20,000. In submitting a request for a specific grant amount, applicants should consider the nature of the project, and the organization's capacity to carry it out.

The Bank will determine from time to time the amount of funds allocated for the Community Development Capacity Building Initiative Grants Program. The Bank, in its sole discretion, will select the applicants who will receive grants based on the Evaluation Criteria.

Actual award amounts will be determined on a case-by-case basis, at the sole discretion of Schwab Bank. The size of a grant as well as any conditions and



requirements related to the grant will be made by the Bank in its sole discretion based on the Eligibility Criteria below.

Generally, smaller grants will be awarded to support the initial feasibility work on a project—for instance, to support a first market study.

Larger grants will be awarded for projects that if successfully completed would have a greater likelihood of success, or that will have a broad impact on the community as determined by Charles Schwab Bank.

Note: In some instances, where the monies are used for predevelopment costs on a viable community development project, the Bank reserves the option to structure the funds as a “recoverable grant,” payable when the project closes its construction financing. The Bank is aware of the great need in Northern Nevada for “at risk” pre-development funds to support worthy non-profit projects.

Geographic Boundaries: Grants will only be awarded for public policy or community development activities in Washoe and Storey Counties, Nevada.

Grant Period: The period will depend on the nature of the proposed project.

The Bank will consider renewable grants for building organizational capacity over several grant cycles. For example, if a renewable proposal were accepted, then the Bank would make an initial grant to fund an organizational assessment by a third-party consultant. The grant applicant would then report on the activities that were funded by the initial grant. Based on the success of those activities, the Bank would then determine whether further grants would be made based upon the recommendations of the initial assessment.

At the conclusion of each grant period, the applicant will be required to submit a close-out report summarizing the grant activity and the project's success in meeting the objectives as stated in the applicant's grant application.

Evaluation Criteria: Information submitted in the grant application, in addition to any other information requested by the Bank, will form the basis of the Bank's evaluation and decision to make a grant.ⁱⁱⁱ Criteria for evaluating the proposed grants will be based on, but not limited to:

- The nature of the project.
- The likelihood of project success.
- The impact the project will or is likely to have on community development in Washoe and/or Storey Counties.
- The capacity of the organization to carry out the work.
- List of all other funds and resources other than the capacity building grant that will be used for the project.

The Bank is not obligated to consider any documentation, submission, or verbal or written information other than a written grant application that meets the requirement set forth in this Guideline. If none of the applications submitted meet the Bank's Evaluation Criteria, the Bank is not obligated to award grant funds to applicants.

Application Deadlines: Applications will be accepted twice a year. For 2008, the application deadlines will be April 7 and October 6. Applications submitted after the deadline will not be considered. A new application must be submitted for each grant cycle, except in the case of renewable grants.

Grant Application Assistance: To encourage broad participation in the grants program, and to attract smaller non-profit organizations that might not ordinarily apply, Charles Schwab Bank will provide technical assistance to a limited number of organizations in shaping their funding requests and preparing their applications. If you are interested in receiving assistance with your grant application, please contact Nancy Brown, Community Development Manager, Charles Schwab Bank at 775-689-6830. Requests for assistance must

be made at least eight weeks prior to the application due date.

APPLICATION PROCEDURE

You may submit your application electronically or submit **three (3)** hard copies of your grant request before 5:00 PM, Pacific Time, on the application deadline date to:

Electronic:

Nancy.E.Brown@schwabbank.com

Mail: Must provide three (3) copies

Nancy E. Brown
Senior Manager
Community Development
Charles Schwab Bank
5190 Neil Road, Suite 100
Reno, NV 89502-6599

Submit mail application unbound and clipped. Applications may **not** be submitted by fax.

Application Format and Components:

All applications must be submitted in the following format and contain the following information to be eligible for consideration for a Program grant.

1. Cover Letter On organization letterhead, please provide the grant amount requested, and state briefly the nature of the proposed activity and the name of the contact person and his or her phone number if questions arise during the review period. The Cover Letter must be sent electronically or signed by an authorized representative of the applicant organization.

2. Application Narrative The Application Narrative must contain the following four components (i-iv):

i. Description of Proposed Grant Activity (3 pages or less)—Please describe the proposed grant activity in the following order:

- Grant amount requested;
- Proposed use of the grant (attach a budget in the Attachments section);
- Other sources of funds for the activity including funds from the applicant;



- Duration and schedule of the proposed grant project;
- Description of how the project will be carried out, including who within the organization will be responsible for implementation;
- Description of how the project will be evaluated and measured for success;
- Expectation for next steps for your organization or for the specific project upon completion of the grant activity.

ii. Statement of Need (2 pages or less)—Please describe the community development needs in Washoe or Storey County that will be addressed through the proposed activity:

- For organizational capacity-building activities, description of organization's needs that will be addressed through the grant activity, methods used to identify and document these needs, why your organization is in an appropriate position to address these needs, and whether the proposed activity could be carried out in the absence of the Bank grant;
- For real estate project-related activities, description of community development needs in Washoe or Storey County that the proposed project addresses, and whether the proposed project-related activity could be carried out in the absence of the Schwab grant. For grants for predevelopment activities, also state whether the applicant would accept a "recoverable grant," payable at construction financial closing;
- For public policy activities, description of community development needs in Washoe or Storey County that the proposed project will address, and impact the proposed public policy initiative will have on the community development environment in Washoe or Storey County.

iii. Description of Applicant Organization (2 pages or less) — Please address:

- Date of formation.

- Organization's mission.
- Programs and activities carried out by the organization.
- Service area.
- Population served.
- Organization's annual budget.
- Number and positions of staff.
- Governance structure.
- List of Board Members.

iv. Attachments—Please include the following as lettered attachments:

- Project budget—Please be as specific as possible. (If the grant constitutes a portion of a larger project budget, please include two budgets indicating: 1) the entire project budget; and 2) the specific use of the Schwab Bank grant).
- Organization's income sources—Indicate the percentage of annual income by funding source (grants, charitable donations, public subsidy, program income, real estate income, etc.). Also, list all grants received and their amounts during the most recent fiscal year.
- Audited financial statement for the most recent fiscal year. (If an audit is not available, then please provide an unaudited compilation or financial statement, including a balance sheet and profit and loss statement.)
- IRS non-profit verification letter (preferred) or other proof of non-profit or public status.
- Consultant scope of work: If the project will be using a consultant include a copy of the consultant's proposed scope of work that includes timelines and costs.
- Other relevant information—Please attach any other information relevant to this grant request, such as a fee proposal from a technical assistance provider for which the funds are being requested; an organizational assessment verifying the need for specific technical assistance; or a parcel map, architectural drawings,

or other documents related to the proposed project.

Application Review Procedures: The Bank will review and evaluate Applications pursuant to the Evaluation Criteria set forth in the Guidelines.^{iv} Awards will be announced approximately one month after the application deadline. Funds should be disbursed soon after. At the Bank's discretion, the grant funds may be made as a lump sum payment or in installments.

For more information, contact:

Nancy E. Brown
Community Development Manager
Charles Schwab Bank
5190 Neil Road, Suite 300
Reno, NV 89502-6599
775-689-6830 phone
Nancy.E.Brown@schwabbank.com

ⁱ Community development means: (a) Affordable housing (including multifamily rental housing) for low- or moderate-income individuals; (b) Community services targeted to low- or moderate-income individuals; (c) Activities that promote economic development by financing businesses or farms that meet the size eligibility standards of the Small Business Administration's Development Company or Small Business Investment Company programs (13 CFR 121.301) or have gross annual revenues of \$1 million or less; or (d) Activities that revitalize or stabilize low- or moderate-income geographies.

ⁱⁱ Charles Schwab Bank reserves the right to determine the amount and timing of the grants and any related conditions and requirements. The Bank also reserves the right to determine how many grants to make during any one grant cycle and/or as part of the entire Program. The Bank may determine not to make any grants in any grant cycle or through the Program or to terminate the Program or change any aspect of the Program at any time as described in the Program Guidelines.

ⁱⁱⁱ Charles Schwab Bank reserves the right in its sole discretion and for any reason whatsoever, to accept, reject, or terminate consideration at any time of any proposed grant without explanation. The Bank may make such determination on the initial grant application without further discussion.

^{iv} Applications received under the Program become the property of Charles Schwab Bank N.A. and will not be returned. The Bank may use information from the applications.

Note: The Charles Schwab Bank Community Development Capacity Building Initiative Grants Program is offered at the sole discretion of Charles Schwab Bank, N.A. The program may be withdrawn at any time.

