



# Good Neighbor Application

## Eligibility Questions

Thank you for your interest in the Conrad N. Hilton Foundation's Good Neighbor program. The Foundation has created this grantmaking program to recognize the critical work being conducted in the local community near and around our offices in Westlake Village, California. Good Neighbor grants are guided by the same philosophy that guides our priority program grantmaking—addressing the needs of individuals living in poverty or experiencing disadvantage.

**Grants will be awarded to organizations providing direct services within the Conejo Valley, extending northwest to Camarillo, Oxnard, and Ventura.** Applications submitted for projects outside of the geographic focus may not receive a response.

In order to be considered for funding through the Good Neighbor Program, organizations and proposed grants must meet certain criteria. Please complete the questions below to determine whether your organization and proposed grant are eligible.

- Is your organization a public charity with tax-exempt status under section 501(c)(3), sub-section 509(a)(1) or 509(a)(2) of the Internal Revenue Code, or equivalent (i.e., a religious organization or school)?  
*Please note that funding for schools is limited to project support for Title 1 schools within the program's geographic focus areas.*
  - Yes
  - No
- Does your organization provide direct charitable services within the Conejo Valley, Camarillo, Oxnard, or Ventura?  
*The communities comprising the Conejo Valley are Agoura Hills, Newbury Park, Oak Park, Thousand Oaks, and Westlake Village.*
  - Yes
  - No
- Is the proposed grant amount \$15,000 or less?  
*The average Good Neighbor grant ranges from \$5,000 and \$10,000 (and typically does not exceed 10% of an organization's operating budget). The maximum grant award is \$15,000.*
  - Yes
  - No
- I can confirm that the proposed grant will NOT be used for influencing legislation and/or elections; for promoting voter registration; for political candidates or political campaigns?
  - Yes
  - No
- I can confirm that the proposed grant will NOT be used for temporary exhibits, travel, surveys, films or publishing activities; for endowment funds; for fundraising dinners, sponsorships, or events?
  - Yes
  - No

**If you cannot answer yes to all the above questions, your organization and/or proposed project is unfortunately outside of the program guidelines and ineligible for funding.**



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## Introduction

Welcome to the Conrad N. Hilton Foundation's Good Neighbor Program application and thank you for your interest. The following pages ask a series of questions about your organization and initial details about the proposed project.

## 2023 Application Timeline

The 2023 Good Neighbor application period will run from February 1, 2023, to September 30, 2023. Applications will be reviewed quarterly with the following deadlines:

- First Quarter Review Deadline: 3/31/23
- Second Quarter Review Deadline: 6/30/23
- Third Quarter Review Deadline: 9/30/23

Funding decisions will be communicated to applicants within one month of the review deadline.

## Contact

For questions on the Good Neighbor Program, please contact [goodneighbor@hiltonfoundation.org](mailto:goodneighbor@hiltonfoundation.org).



# Good Neighbor Application

## Organization Information

### Organization Information

- Legal Name:
- Tax ID Number (EIN):
- Address:
- Primary Phone Number:
- Website:

### Fiscal Sponsor

- Please check this box if a fiscal sponsor is required. The Foundation will be in touch to collect more information.

### History, Mission, and Principal Activities

Briefly describe your organization's history, mission, and principal activities. Suggested length is 1-3 paragraphs.

### Certification

- I certify that my organization does not discriminate against certain groups or individuals in the delivery of programs and services on the basis of race, religion, national origin, gender, age, sexual orientation or disability.



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## Contact Information

### Head of Organization

Please provide the contact information for the chief executive of the organization. This should be a staff member, not the board chair.

- Full name:
- Title:
- Email:
- Phone Number:

### Request Contact

Please indicate the person responsible for completing application. This may be the same as the head of the organization.

- Full name:
- Title:
- Email:
- Phone Number:

## Financial Information

Below, we ask for some key financial information relating to your **last two audited fiscal years**. All figures must be expressed in U.S. dollars and rounded to the nearest dollar. If the organization has not had two full years of operations, please enter one year of data.

### Previous Two Fiscal Years Data (one year required)

- Date the fiscal year ends:
  - Revenue:
  - Assets:
  - Expenses:
  - Liabilities:
  - Data Source (select one):
  - Other Data Source:
- 
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  - Revenue:
  - Assets:
  - Expenses:
  - Liabilities:
  - Data Source (select one):
  - Other Data Source:



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## **Project Information**

### **Requested Amount**

Please round to the nearest thousand. Grant requests cannot exceed \$15,000.

### **Grant Type**

Which of the following best describes the proposed grant:

### **Issue Area or Need**

What issue area or need are you planning to address with this grant? Suggested length is 1-3 paragraphs.

### **Organization Funding Sources**

Please list major sources of funding for the organization.



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## **Project Description (only required for project-support grants)**

Please explain how this project will address the needs of individuals living in poverty or experiencing disadvantage in the Conjeo Valley, or the surrounding communities of Camarillo, Oxnard, and Ventura. Suggested length is 1-3 paragraphs.

## **Project Funding Sources (only required for project-support grants)**

Please list other funding sources for the project/program. If there are no other funding sources, please enter n/a.