2026-2027 Grant Application Packet

APPLICATION DEADLINE: February 6, 2026 (please aim for 5 pm)

Checklist:

A complete application will consist of all the following documents:

Incomplete applications will not be reviewed.

●	**Grant Application (this document)**
●	**2026-2027 Budget Worksheet** ([available here](#))
●	**Partnership Agreement Letters** from **all** community and UC partners confirming their participation in the project or program. These letters must include: 1) confirmation that the individual or organization listed has agreed to participate as a project partner; and, 2) a summary of their planned participation and role.
●	Financial Documentation: a. **Please include the primary community partner's IRS 501(c)(3) designation letter**. If the lead organization is not registered as a non-profit and/or has not attained 501(c)(3) tax-exempt status by the application due date, then a fiscal sponsor must be designated. A letter from the fiscal sponsor confirming their willingness to act as the project's fiscal sponsor must be included in the grant application. b. **Please also include ONE of the following:** the primary community partner's or **fiscal sponsor's organizational budget, balance sheet;** *or* **Form 990 for the current and past fiscal year** (or indicate via checkbox on page 3 that requested information is available on Guidestar.org).

Optional Materials:

●	No more than three, one-page letters of support from community members and/or other stakeholders not listed as partners may be submitted.
●	No more than three pages of illustrations, maps, plans, project timelines and/or other relevant materials may also be included in the application packet.

Submission Instructions
- Starting with the Google Doc, copy to your Google Drive and rename (see below); OR download as Word or other editable format and rename (see below).
- Click inside the boxes to input information. They will expand as you type.
- Email your application documents to calpartnershipfund@berkeley.edu as Word & Excel; Google doc & spreadsheet; or pdf(s).

- All materials must be **received no later than February 6, 2026** (please aim for 5 pm)

Naming your application:
Please use the following naming guidelines, replacing OurProjectName with the name of the project:
- If sending one PDF containing all documents, it should be named: OurProjectName_CCPF_App2026-27
- If sending individual documents, enumerate them to match the order of the checklist above: OurProjectName1_CCPFApp; OurProjectName2_CCPFBudget; OurProjectName3_CCPFLetterOrgName; etc.
- Feel free to abbreviate your unique Project or Partnership Name.

2026-2027 Grant Application Form

Note: Click inside the boxes to input information. They will expand as you type.

I. Project Information

Project/Program Title:	
Applicant/Primary Community Partner:	
Primary University Partner:	
Total Project/Program Budget:	
Amount Requested from Chancellor's Community Partnership Fund:	

Fund Thematic Arena* applicable to your project (select one):

	Arts and Culture and Placemaking
	Community Safety, Public Health and Wellness
	Economic Development and Economic Empowerment
	Education and Youth Development
	Environmental Stewardship and Climate Resilience
	Leadership Development and Civic Engagement

Successful projects must align with and further the priorities and objectives of locally-developed and equity-driven policies and initiatives that were developed with extensive community participation For example, education-based proposals that align with the focal populations and objectives of Berkeley Youth Equity Partnership will be given priority; arts, culture and placemaking grants should align with the City of Berkeley Arts and Culture Plan 2018-2027 Update's commitment to cultural equity. See the Guidelines for more information related to these and other thematic arenas.

Project Summary: Provide a brief description of your project. This information will be used to produce informational materials about the Chancellor's Community Partnership Fund. Limit summaries to **150 words or less.**

II. Partner Information

Applicant/Primary Berkeley Community Partner Information

The **Primary Community Partner** will be responsible for implementing the proposed project and fulfilling the terms of the grant. The Primary Community Partner is based in Berkeley and serves Berkeley residents.

Name of Community Organization	
Date Founded	
Tax ID Number	
Mailing Address	
Telephone Number	
Website URL	
Contact Person's Name and Title	
Contact Person's Email Address	
Contact Person's Telephone Number	
UC Berkeley Vendor* Number	

Not all applicants will have a UC Berkeley Vendor Number. If you receive a CCPF grant, you will receive instructions to become a Vendor.

Primary University Partner Information

Please provide the following information for the **primary University partner.**

Name of Organization, Department, or Staff Unit at UC Berkeley	
Mailing Address	
Telephone Number	
Website URL	
Contact Person's Name and Title	
Contact Person's Email Address	
Contact Person's Telephone Number	

If the primary University Partner is a **student or student group**, please include the name and contact information for the **Faculty/Staff Advisor** below. A Staff or Faculty advisor is required.

Faculty/Staff Advisor (required if primary UC partner is student or student organization)	
Title, Department/Unit	
E-Mail Address	
Telephone Number	

Additional Partners Information

Strong, meaningful partnerships are a key element of funded projects. Please provide the following information for all active community and university partners. Student and student group partners should also provide contact information for their respective faculty and/or staff advisors. Projects that will take place on city property or require City of Berkeley resources should include a city partner from the relevant department. You may copy and paste additional tables if necessary.

Identification and collaboration with potential partners should take place early in the application process. UC Berkeley's Office of Local Government and Community Relations can provide assistance connecting interested applicants with potential partners.

Name of Organization, Department, or Staff Unit	
Mailing Address	
Telephone Number	
Website URL	
Contact Person's Name and Title	
Contact Person's Email Address	
Contact Person's Telephone Number	

III. Project Description

Each applicant is required to submit a project description that includes the following three components: A) an issue statement; B) a project implementation plan, and C) a partnership summary. Project descriptions that fail to include all three components will not be considered for funding.

The total word count for the three-part Project Description should not exceed 1500 words. Below each text box we have provided an area for you to keep track of your word count. Please combine sections A+B+C and provide a total word count at the end of the Project Description section.

A. The Issue Statement and Berkeley Beneficiaries*

- Briefly explain the significant problem or need that your project or program addresses and describe how your project will benefit your target population in Berkeley.

- Based on your issue/need statement, describe your target population and the geographic area that your project will serve, including the names of neighborhoods, street boundaries, and ideally city council district. Specify the demographics of this community, including race/ethnicity, age and socio-economic status. Include how many Berkeley residents you plan to serve.

Please note: If your program also serves non-Berkeley residents, you must clarify how Partnership Fund monies will be solely dedicated to Berkeley residents.

	Issue Statement word count:

B. The Project Implementation Plan

The Fund strongly encourages well-organized, results-oriented projects and programs. Please explain the following:

- How you plan to implement your project and describe the outcomes you expect to accomplish.

- How your project outcomes and objectives are aligned with and further the priorities and objectives of locally developed and driven equity policies and initiatives that were developed with extensive community participation.

- How you deliver the desired community outcomes.

- The program strategies you will employ and why.

- If your project or program partners with UC students, please describe intended learning outcomes they will achieve through their participation.

- Include a timeline and key milestones as appropriate.

- When possible, include the measurements you will use to evaluate whether the project or program has been successful in achieving its objective(s).

	Project Implementation Plan word count:

C. The Partnership Summary

One of the main goals of the Fund is to establish and strengthen collaborative partnerships between the university and community. Use the following prompts to answer the question: What is each partner's role?

- Identify your project or program's partners and describe the extent of coordination and collaboration amongst the partners.

- What is the capacity of each partner to successfully implement this plan? You can list the partners responsible for implementing the plan and describe the experience.

- If your project or program partners with Berkeley students or UC Berkeley students, please describe intended learning outcomes they will achieve through their participation.

- How will this partnership between the Community Partner(s) and the University Partner(s) be sustained after the year-long grant? And what other benefits can be derived from the partnership?

- Is this going to take place on City of Berkeley property? If so, describe the role of your City partner and any permit or permissions needs. Additionally, if the project will require City resources be sure to indicate here and in your budget narrative.

Partnership Summary word count:	

Total Word Count for Project Description (sections A, B and C above). This is not to exceed 1500 words in total length. Longer submissions will not be read in full by the Board:

Total Project Description (A+B+C) word count:	

IV. Budget Narrative

Please expand on the budget line items from the 2026-2027 Budget Worksheet. Remember that the person(s) reviewing your budget may not be familiar with your project or program. Use this narrative as an opportunity to justify and explain the costs outlined in your budget worksheet. Expenses might include personnel, supplies and materials, fiscal sponsorship fee if applicable, etc.

Please limit your budget narrative to 500 words.

Total narrative budget word count (limit to 500 words):	

V. Financial documentation

Tax Exempt Status of the Primary Community Partner (or Applicant):
Funds will be distributed **only** to tax exempt organizations qualifying under Internal Revenue Code section 501(c)(3). An applicant that is not a 501(c)(3) organization must designate one to serve as fiscal sponsor.

Submitting for:

	The primary community partner/applicant, which is a 501(c)(3) organization.
	The primary community partner/applicant is not a 501(c)(3) organization and will provide fiscal sponsor information.

Please include in your application packet:
- the **IRS determination letter** issued to the applicant or fiscal sponsor
- *If working with a fiscal sponsor:* **and** a **letter from the fiscal sponsor** confirming its willingness to serve in that role (as appropriate) must be attached to the application.

Fiscal Sponsor Information (if applicable)

Name of Fiscal Sponsor	
Tax ID #	
Mailing Address	
Telephone Number	
Website URL	
Contact Person's Name and Title	
Contact Person's Email Address	
Contact Person's Telephone Number	

UC Berkeley Vendor Number*	

Not all applicants will have a UC Berkeley Vendor Number. If you receive a CCPF grant, you will receive instructions to become a Vendor.

Organizational financial documentation

Please indicate which *ONE* of the following forms you are submitting for the current and past fiscal year for the applicant or fiscal agent.

Submitting for:

	Applicant/Primary Community Partner
	Fiscal Sponsor

Select one of the following:

	Organizational budget
	Balance Sheet
	Form 990
	Information available at Guidestar.org

<u>Signature</u>

Please input your name, title and date in the following section.

By submitting this application and the supporting application materials, you are agreeing that: you are an authorized representative of the organization(s) identified on the Grant Application Form and that the information you have included in this document and other supporting application materials is to the best of your knowledge true and accurate.

Name: Title: Organization: Date:

Last Revised 11/2025