

APPLICATION PROCESS

While The Parker Foundation has no formal grant request format, a request for a grant support must:

1. Specify the dollar amount of the grant requested.
2. Include verification that the charitable organization requesting the grant is at present a charitable organization under Internal Revenue Code Section 501(c)(3) **and California** Revenue & Taxation Code Section 23701d; the copy of **each** determination letter from the Internal Revenue Service and Franchise Tax Board must accompany the initial request.
3. Describe the specific use proposed for the requested funds, including a description of the project or charitable use; the degree to which, if any, the project is unique to San Diego County; the number of individuals in San Diego County directly aided or affected by the project; and any other information which you may deem relevant.
4. Provide (a) a detailed budget of your organization and the specific project, including other sources of funding, whether committed, conditional or potential; (b) a copy of your most recent annual financial statement; and (c) an income and balance sheet for the most recent quarter.
5. Provide the method by which the results of the project to be supported can be measured, and agree to provide The Parker Foundation, within six months of the grant payment, with a report on the measured outcome and results of the supported program.
6. Contain, **in addition to the original, eight** copies of the grant request, budget and financial documents. If it is not economical or practical to forward **eight** copies of some explanatory or illustrative portion of the grant request, one copy of that item will be sufficient. Conciseness and clarity are more highly regarded attributes of a grant request than elaborate (and cumbersome) notebooks or other relatively expensive formats.
7. The grant request should be signed by the Executive Director and include a list of the Board of Directors.

The Parker Foundation considers initial grant applications in written form only. If further information is desired following initial review of the request by the Board, the applicant will be contacted by a Parker Foundation representative. Although The Parker Foundation requires that this Application Process be followed when applying for a grant, a request for grant support may also include the use of the Common Grant Application provided by the San Diego Grantmakers at www.sdgrantmakers.org/grantseekers/cga.asp. Board decisions are communicated in writing, usually within 60 days of receipt of the request. The Board of Directors of The Parker Foundation meets frequently throughout the year. Deadlines for grant requests are posted on the website (TheParkerFoundation.org) under Board Schedule/Deadlines.

The Parker Foundation does not accept personal delivery of grant applications.

All grant requests and inquiries should be directed to:

Robbin C. Powell, Assistant Secretary

The Parker Foundation
2604-B El Camino Real, Suite 244
Carlsbad, CA 92008

www.TheParkerFoundation.org

APPLICATION PROCESS CHECKLIST

		<i>Total Number</i>
<i>A.</i>	<i>Narrative</i>	9
	<i>Be sure to include:</i>	
	<input type="checkbox"/> Specified amount requested	
	<input type="checkbox"/> Described use of funds/project	
	<input type="checkbox"/> Degree project unique to San Diego (<i>if applicable</i>)	
	<input type="checkbox"/> Number of individuals affected	
	<input type="checkbox"/> Provided method to support measurement of results	
	<input type="checkbox"/> Agreed to provide 6 month report	
	<input type="checkbox"/> Executive Director has signed	
 <i>B.</i>	 <i>Supporting Documents</i>	
	IRS 501(c)(3) letter	1
	FTB 23701(d) letter	1
	Board of Directors list	9
	Budget for organization	9
	Budget for project	9
	Source of funding (committed, conditional or potential)	9
	Audited Financial Statement*	9
	Financial Statement for most recent quarter (<i>Balance Sheet/Income Statement</i>)	9

* If not available, provide latest Form 990