

APPLICATION PROCESS

While The Parker Foundation has no application form to complete, a request for grant support must:

1. In 3 pages or less (letterhead preferred):
 - (a) Describe the specific use proposed for the requested funds, including a description of the project or charitable use; the degree to which the project is beneficial 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.
 - (b) Describe 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.
 - (c) Describe other charitable organizations you partner with, outline other charitable organizations that provide similar services, if applicable (if so, how do you distinguish yourself from the other organizations), and describe source of clients.
 - (d) The grant request should be signed by the Executive Director.
2. Provide (a) a detailed current budget of your organization, (b) a detailed budget for the specific project, including other sources of funding, whether committed, conditional or potential, (c) a copy of your most recent annual financial report (audited preferred), and (d) a Balance Sheet and Income Statement (Profit/Loss) for the most recent quarter.
3. Provide a list of the Board of Directors
4. 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 23701(d); a copy of **each** determination letter from the Internal Revenue Service and the Franchise Tax board must accompany the request.
5. Complete Grant Proposal Cover Sheet (see next page)

The Parker Foundation considers initial grant proposals in written form only. Board decisions are communicated in writing, usually within 60 days of receipt of the request. The Board of Directors of The Parker Foundation meet frequently throughout the year. Deadlines for grant proposals are posted on the website (TheParkerFoundation.org) under Board Schedule/Deadlines. **The Parker Foundation does not accept personal delivery of grant proposals.**

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

GRANT PROPOSAL COVER SHEET

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

Date of application: _____
Organization name: _____
Year organization was founded: _____
Address: _____

Telephone number: _____ Fax number: _____
Website address: _____
Executive Director: _____
email: _____
Contact person (if not Executive Director): _____
title: _____
email: _____
Grant amount requested: \$ _____
Purpose of Grant: _____

CHECKLIST

Provide 1 original set of narrative and supporting documents outlined below. Please do not provide double sided copies, and do not staple, clip or bind the proposal, including any supporting documents.

A. Narrative (should not exceed 3 pages — letterhead preferred)

- ____ Describe use of funds/project
____ Degree to which project is beneficial to San Diego
____ Number of persons affected
____ Provide method to support measurement of results
____ Agree to provide 6 month report
____ Describe your universe
____ Signed by Executive Director

B. Supporting Documents

- ____ Grant Proposal Cover Sheet Completed (see above)
____ IRS 501(c)(3) letter & FTB 23701(d) letter
____ Board of Directors List
____ Budget for the Organization
____ Budget for the Project (include source of funding - committed, conditional or potential)
____ Annual Financial Report (Audited Financial Statement preferred)*
____ Financial Statement for most recent quarter
(Balance Sheet/Income Statement or Profit/Loss Statement)

*If not available, provide pertinent pages from IRS Form 990