

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

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