

Name of Organization

**Deadline: Applications must be submitted no later than 5:00 p.m. on the due date indicated on the website.**

Thank you for your interest in Las Patronas. After reviewing our guidelines, please read and follow these instructions carefully. **Your application will only be considered if all components are present for review. Missing items will cause your application to be disqualified.**

**Please submit the following at <http://laspatronas.org/grants-process/grant-submission/>:**

**(1) This application form.**

\_\_\_ Please fill it out completely, answer all questions, and save as S18\_[ApplicantName]\_app.pdf. Please do NOT send a scanned pdf.

**(2) Supporting documentation.**

The following supporting documentation should be **combined into one pdf file in the following order** and saved as S18\_[ApplicantName]\_supp.pdf:

- \_\_\_ Detailed Project Description (optional)
- \_\_\_ A Summary Table and Comparison of bids, matching exactly item for item for each bid (e.g. exact model numbers, etc.)
- \_\_\_ Two Bids for each item requested – Bids must be directly from the vendor or vendor website.
- \_\_\_ Roster of your board of directors (include title and contact information)
- \_\_\_ Most recent (within 2 years) fiscal year-end financial statements including: 1. **Balance Sheet/Statement of Financial Position** 2. **Income Statement/Statement of Activities** 3. **Current Operating Budget**. If your organization operates under a larger entity, provide current operating budget for specific organization that would benefit from grant request.
- \_\_\_ Copy of your Federal Tax Determination Letter – 501c3 Letter
- \_\_\_ Copy of your most recently filed Federal Tax Return – Form 990
- \_\_\_ Copy of your California Franchise Tax Board Tax Determination Letter – 23701d Letter or Form 199

**Please confirm that your application complies with the following essential criteria:**

- \_\_\_ It has been at least **three calendar years** since you've received a **MAJOR** or **MINOR** grant from Las Patronas.
- \_\_\_ Timing of your project is such that, if approved, you will be able to provide receipts for your intended purchase within 60 days of being funded. (**Please Note:** Failure to provide receipts will disqualify you from applying for a future Las Patronas grant).
- \_\_\_ The item(s) is a **tangible capital expense** with a useful life of at least three years.
- \_\_\_ Item will be housed and used within San Diego County and will benefit residents of San Diego County.

**Contact Information:**

Please direct all questions to Michelle Wiseman, Vice President/Grants to [grants@laspatronas.org](mailto:grants@laspatronas.org) or 858-525-5206.

## Contact Information

Name of Organization:

Website:

Organization AKA:

Season:

Year:

Tax ID:

Date of established Tax ID:

Address

Address for the Site Visit

Street Address:

Street Address:

City:

State:

City:

State:

Zip Code:

Zip Code:

Contact Person:

(first name)

(last name)

(title)

Phone:

Cell Phone:

Fax:

Email:

Amount Requested

**Major** (Major Grant Applications are Accepted only in the Fall Grant Cycle)

Capital Item(s) Requested:

**Minor** (Minor Grants are \$20,000 and under)

### 1.About Your Organization.

Give a brief description of your organization (No more than 200 words). Please include:

- Date you were established
- What needs you fulfill in the community
- Your reach in the community (i.e. how many people you serve – include age ranges)
- What areas of San Diego County benefit from your organization

## **2. Please State The Mission Of Your Organization.**

Please be concise, as we may use this information in Las Patronas communications or press releases if your organization is approved for funding.

## **3. Please Outline The Specific Use For The Funds Requested.**

Las Patronas only funds tangible capital items; please refer to our grant guidelines for further information. Please tell us:

- Why the requested item(s) is a priority or urgent need critical to fulfilling your mission
- What the timing is for your funding need

## **4. Brief Project Description**

Provide a brief description of the specific project that will benefit from these funds.

- ##### How many people will be served directly or indirectly?
- ##### What is the scope of impact this project will have within our San Diego community?
- ##### How these funds will help aid in the growth or strength of your organization

***You may also include a detailed project description in supporting documents.***

**5. How Did You Learn About Las Patronas?** Have you applied before? List previous applications.

**6. Other Than Las Patronas, How Would You Hope To Finance Your Request?** If this grant request is for only a portion of the total need to complete your project, please provide an explanation and support of additional funding sources.

**7. If Funded By Las Patronas, To Whom Should The Check Be Made Payable?**

**Directions for electronic submission of your application:**

Submit your proposal in 2 separate pdf files at <http://laspatronas.org/grants-process/grant-submission/>

File 1 (saved as S18\_[ApplicantName]\_app.pdf) – This completed form. Do NOT scan. Please save & rename the file.

File 2 (saved as S18\_[ApplicantName]\_supp.pdf) – Supporting documents in the order described on page one.

**Your application must be submitted to <http://laspatronas.org/grants-process/grant-submission/> by 5:00 p.m. on their due date indicated on the website**

An automatic confirmation email will be sent upon successful submission. An additional acknowledgment of receipt will be sent within 48 hours. If you do not receive an acknowledgment of receipt please contact the Las Patronas Vice President/ Grants.

Once your application is complete and approved for a site interview, a Las Patronas Grant Committee member will contact you to arrange the site interview as the next part of the review process.

*Questions about this application, the guidelines, or the Las Patronas grant process should be directed to the Las Patronas Vice President, Grants at [grants@laspatronas.org](mailto:grants@laspatronas.org).*