

## **Grant Application Guidelines**

Please read these guidelines carefully. If you have any questions, please contact [grants@laspatronas.org](mailto:grants@laspatronas.org). More information is available on the Las Patronas website at [www.laspatronas.org/grants-process](http://www.laspatronas.org/grants-process).

### **Timetable**

- The fall 2020 application deadline is **August 28, 2020** at 5:00 p.m. (Major and Minor applications). We ask that you please be thoughtful about whether the item requested is truly critical in light of the many urgent needs in our community at this time.
- **Minor Grants (\$20,000 & under)** will be selected in November 2020 and funded in December 2020.
- **Major Grants (over \$20,000)** will be selected in November 2020 and funded in **January 2022, 16 months after the original application deadline**. Funds for Major Grants are pledged from monies that will be raised in connection with the **next year's** Jewel Ball and are therefore funded in January after that Ball. **Please be sure you can wait 16 months to receive funding for your item(s) before submitting your application for a Major grant.**

For both Major and Minor Grants, funds must be spent on the requested capital item(s) within 60 days of receipt. When Las Patronas is asked to provide partial funding for an item, all additional funds required to purchase the item must be available **before** consideration of the grant request.

### **Eligibility**

- Applicants must have had Federal 501(c)(3) and State 23701d tax exempt charitable status for at least three years.
- Applicants must have been established and in operation in San Diego for at least three years.
- Previously funded beneficiaries are eligible to submit a new application three (3) calendar years from the application date of their most recently funded grant. Applicants not funded may apply again in the next cycle.
- Las Patronas will grant to only one arm of a multi-faceted or multi-programmed organization with a single tax ID number in any one grant cycle.
- Las Patronas will consider an application from a public or private school as long as the proposal addresses a critical need among a specific population attending the school. To qualify, the school must have Federal 501(c)(3) status or must have an associated foundation or group with that status through which the application is being made (i.e., PTA, Foundation, or Friends).
- Las Patronas does not fund municipalities or government agencies; it will only consider organizations with Federal 501(c)(3) status as noted above. No other form of tax-exempt status qualifies.

## **Funding Guidelines**

1. **Las Patronas will only fund specific, critically needed capital items that will have a useful life of at least three years and a significant beneficial impact on the San Diego community.** The items funded must remain with the requesting organization.
2. Please do not submit an application requesting items that are not **critically needed** for your operations or that are not **capital items**. Such applications will not be considered.
3. Las Patronas will not fund individuals, salaries, programs, training, warranties/service contracts, subscriptions, user licenses, separately purchased software, items for distribution, bank/investment accounts, endowments, general/reserve funds, operating costs or vehicle wraps.
4. Las Patronas will not make general contributions to building funds, only to rooms or buildings as part of the finished product. Las Patronas does not fund the acquisition of real estate.
5. Las Patronas will not fund existing obligations, deficits, debts, leases or reimbursements for items already purchased. Las Patronas will not fund additional amounts beyond the lowest bid submitted (for inflationary adjustments or other costs).
6. All funds must go to the requested capital item. No fees for overhead, asset management, fundraising costs or percentages to development personnel may be deducted from the funds.
7. Funded items must be used in San Diego County and benefit the inhabitants of San Diego County.
8. Beneficiaries must submit proof of purchase of the approved capital item(s) within 60 days of receipt of funds. Grant funds may only be used for items specifically approved by Las Patronas. Additional funds remaining after the approved items have been purchased must be returned to Las Patronas promptly. Failure to provide proof of purchase or return unused funds will disqualify the organization from applying for future Las Patronas grants.

## **Application Process**

The Application Form must be submitted via the Las Patronas website after attaching a single PDF with all required supporting documents. All supplementary information must be merged into a **single PDF** named “[your organization]\_supp.pdf” before beginning the upload process.

If you do not receive an acknowledgment of receipt of the application within 48 hours please contact the Las Patronas Vice President/Grants. After a review of all submitted materials, applicants who meet our guidelines and have provided all required items will be contacted by a Las Patronas grant team to schedule a site visit. Grant applications missing any requested information or documents will be disqualified.