

**Deadline: Applications must be submitted no later than August 30, 2019 at 5:00 p.m.**

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 F19\_[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 F19\_[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:**

Questions should be directed via email to [grants@laspatronas.org](mailto:grants@laspatronas.org) or by phone. Prior to August 15, 2019, Kelly Kjos (phone: 858 334-5033), the current Vice President/Grants will respond to inquiries. After this date, the incoming Vice President/Grants will respond.

# Contact Information

Name of Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Organization AKA: \_\_\_\_\_ Season: Fall Year: 2019

Tax ID: \_\_\_\_\_ Date of established Tax ID: \_\_\_\_\_

### Address

### Address for the Site Visit

same as mailing address

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA

City: \_\_\_\_\_ State: CA

Zip Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(first name) (last name) (title)

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ (Minor Grants are \$20,000 and under)

Capital Item(s) Requested:

## 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 F19\_[ApplicantName]\_app.pdf) – This completed form. Do NOT scan. Please save & rename the file.  
File 2 (saved as F19\_[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 **August 30, 2019** at 5:00 p.m. in order to be considered.**

\*\*\*\*An 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).*