

The 2008 Foundation Roundtable of Santa Barbara County Common Grant Application (CGA)

The Common Grant Application is designed as a labor-saving device for organizations seeking grants from multiple funders located in **Santa Barbara County**, and was developed by The Foundation Roundtable, a local regional association of grantmakers. The purpose of The Foundation Roundtable is to advance and support philanthropy. This common application format is one way of addressing our mission.

The Foundation Roundtable's Common Grant Application form is available from selected funders, on the Nonprofit Support Center's (NSC) website www.nscsb.org, or on CD from the NSC office. Training on proposal preparation and this specific application is offered by the Nonprofit Support Center in Santa Barbara: 681-1040 and in Santa Maria: 928-2503.

ALERT:

Participating funders may have additional instructions for the application.
Funder profiles/contact information is updated annually on the Nonprofit Support Center website:
www.nscsb.org/commongrant.html

YOU SHOULD RESEARCH INDIVIDUAL FUNDER REQUIREMENTS.

Participating Funders List -DO NOT SUBMIT THIS PAGE with the Common Grant Application-

Andrew H. Burnett Foundation	Outhwaite Foundation, www.outhwaitefoundation.org
James S. Bower Foundation www.bowerfoundation.org	Ridley-Tree Foundation
Crawford Idema Family Foundation	Santa Barbara Foundation, www.sbfoundation.org
Fund for Santa Barbara, www.fundforsantabarbara.org	Santa Barbara Rotary Club, www.sbrotaary.com
Goleta Valley Land Trust	Santa Ynez Chumash Foundation, www.santaynezchumash.org
Hutton Foundation, www.huttonfoundation.org	The Towbes Foundation, towbesfoundation@towbes.com
Ann Jackson Family Foundation	The Valley Foundation, syvf@verizon.net
Karuna Foundation, www.karunafoundation.org	United Way of Santa Barbara County, www.unitedwaysb.org
The Levy Family Foundation	Wharton Foundation
Wendy P. McCaw Foundation	Zannon Family Foundation, zannon@cox.net
McCune Foundation, www.mccunefoundation.org	
Samuel B. & Margaret C. Mosher Foundation	

La versión en Español está disponible de parte de "Fund for Santa Barbara", 962-9164. No todas las fundaciones aceptan esta versión. Por favor, llama antes de aplicar. The Spanish language version is available from the Fund for Santa Barbara, 962-9164. Please call the funder to confirm, before you apply in Spanish.

Application Instructions & Checklist

Ensure that you have a copy of the **most recent version** of the Common Grant Application by checking the version posted on the Nonprofit Support Center's website- www.nscsb.org. Please make sure all of the following information is submitted in the order listed and in each funder's requested format.

Strategies for Successful Grant-Seeking:

- Research the funding interests of each funder before applying, and obtain a copy of its annual report and/or guidelines.
- Familiarize yourself with the funder's application process, including timetable and preferred method of initial contact. It is important to note that some funders accept proposals only after an initial phone call, query letter or pre-application form.
- Follow the attached application format and any specific instructions from the funder, as outlined on their individual instructions.
- The Foundation Roundtable does not accept applications. All proposals should be sent to the individual funders to which you are applying. Application workshops may be required or encouraged. It is never a good idea to send out a mass mailing of proposals.

Current year's Common Grant Application (Available from www.nscsb.org)

Coversheet

This Checklist - Common Grant Application materials

Proposal Narrative provided in the requested format (up to 4 pages)

Board of Directors/Governing Body List

Program/Capital Request Budget

Organization Financial Summary

Organization Balance Sheet

A Copy of Your IRS Final Determination 501(c)(3) Letter

If your organization does not have 501(c)(3) status, check with the funders to see if they are willing to fund your organization directly or willing to fund your organization through a fiscal sponsor. Additional information may be required to do so.

Additional Items as Required by this Funder, with a checklist, (only when requested)

Participating funders may require additional information or have specific submission instructions.

I researched and, when appropriate, contacted the funder directly.

Proposal Narrative

Directions and Formatting Instructions:

Limit your Proposal Narrative to four (4) pages maximum, with no less than 0.8" margins, 12 point font or larger. Fill in each section using the specific questions below as **boldface headings** with your responses in normal text.

Background (One page or less)

1. Your organization's history and accomplishments.
2. Your current programs and activities. Include the constituency you serve, with specific demographic information. How are they actively involved in your organization and/or how do they benefit from your organization's work?
3. Your organization's relationships – both formal and informal – with other organizations working to meet the same need. In what way does your work differ from that of other organizations?

Funding Request

1. Describe your program or the capital items requested, including:
 - Whether the request is new, ongoing or for expansion
 - What needs does this request address
 - Target audience, including specific demographic information
 - General timeline for the main objectives of your request

For general support requests:

- Tell us *how* the funds will be used
 - Why *are you* seeking general support at this time?
2. In a short paragraph, tell us your organization's or program's goals and specific outcomes for the grant period (i.e. behavior or attitudes changed, numbers served, capital projects completed, etc.). What activities and strategies will be used to achieve your stated outcomes? Please indicate a timeline for the main objectives of your proposal.
 3. How do you plan to evaluate the effectiveness or impact of the grant?
 4. Summarize the skills and relevant experience of key staff/volunteers essential to your organization's or the program's success. If your organization is collaborating with other organizations, note which ones and in what ways.
 5. If full funding is not available through this request, how will you proceed? Please explain.
 6. Is there any other pertinent information you feel we should know?

Applicant name: _____

Program or Capital Budget

Note: This form is not required for general support grant requests.

Organization Name: _____

Program Name/Capital Request: _____

Budget dates for grant period: _____

Typically, total program income equals pending income+ secured income.

NOTE: _____

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Total Program (\$)	Pending (\$)	Secured (\$)	Notes
TOTAL INCOME	\$0.00	\$0.00	\$0.00	

List the In-Kind (non-cash) contributions:

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Program (\$)	This Request (\$)	Notes
TOTAL EXPENSES	\$0.00	\$0.00	

Applicant name: _____

Organization Balance Sheet Summary

Note: Check with each funder to see if this form is required.

ASSETS	MOST CURRENT (\$) [] (date)	PRIOR YEAR CLOSE (\$) [] (date)
Current Assets		
Cash and Equivalents		
Accounts Receivable		
Prepaid Expenses		
Inventory		
Grants/Pledges Receivable		
Other		
Fixed Assets (Net)		
Property		
Buildings		
Equipment		
Investments		
Endowments		
Other		
TOTAL ASSETS	\$0.00	\$0.00
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other		
Long Term Debt (over a year)		
Loan		
Other		\$0.00
TOTAL LIABILITIES	\$0.00	\$0.00
Net Assets		
Unrestricted		\$0.00
Temporarily Restricted		00.00
Permanently Restricted		\$0.00
TOTAL LIABILITIES AND NET ASSETS	\$0.00	\$0.00