



## SANTA YNEZ BAND OF CHUMASH INDIANS FOUNDATION

### **Grant Application for Requests in an Amount Greater Than \$1,000 and Less Than \$10,000**

- Proposal Narrative
- Board of Directors/Governing Body
  - Provide a list of your Board of Directors including affiliation/profession, board position, and years of service.
- Project Budget
- A Copy of Your IRS Final Determination 501(c)(3) Letter

Depending of the nature of the request, you may be required to submit additional information or will have specific submission instructions.

## **Proposal Narrative**

**Directions:** Limit your Proposal Narrative to **four (4) pages maximum**. 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. What need or problem does your project work to address?
2. In a short paragraph, tell us your project's (or organization's) goals and the specific outcomes you project for the grant period (i.e. numbers served, capital project completed, etc.).
3. Describe your project or the capital items requested, including:
  - Whether the project is new, ongoing or an expansion
  - Target audience, including specific demographic information
  - Activities/strategies that will be used to meet your stated outcomes
  - General timeline for the main objectives of your project
4. If this is a request for General Support, what are your organization's most pressing needs?
5. How do you plan to evaluate the effectiveness or impact of the project?
6. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. If other organizations are collaborating on this project, note which ones and in what ways.
7. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal

## Project Budget

Organization Name: \_\_\_\_\_

Name of Project (if different): \_\_\_\_\_

Budget dates for grant period: \_\_\_\_\_

### **INCOME**

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

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
TOTAL INCOME				

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 Project (\$)	This Request (\$)	Notes
TOTAL EXPENSES			