



**Giving time, talent, or treasure for children, military, and animals.**

## **GRANT APPLICATION**

The Rancho Santa Fe Tea3 Foundation is a 501(C)3 nonprofit corporation. Our project-based approach allows us to keep control and accountability of the funds we raise for each project and maximize net revenue contribution to our beneficiaries.

### **FUNDING CRITERIA**

- Beneficiary must be based, and funds must be spent within San Diego County
- Projects must serve children, military families and/or animals.
- Project outcome must be measurable and tangible.

If your project scope does not meet the above funding criteria, please do not continue with this application.

### **CHECKLIST:**

- Cover letter on organization's letterhead
- Contact Information at decision-making level, CEO or Board President preferred.
- Mission statement
- Funding sources
- Budget, including overhead expenses and salaries– please attach.
- IRS Non-profit Exemptions – please attach.
- Planned projects.
- Past charitable programs – 3 years
- Organization's goals
- Most recent impact reports – one or two years.
- Volunteer sources

APPLICATION INSTRUCTIONS:

Step1 – Save this form to your computer.

Step 2- Email this form with attachments to: [denujils@gmail.com](mailto:denujils@gmail.com)

Step 3- Mail one hard copy to: P. O. Box 5005 (24), Rancho Santa Fe, CA 92067

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## GRANT APPLICATION

Organization legal name:

Tax ID:

Website:

Mailing address:

Physical address: (if different from mailing)

CEO or decision-making contact:

Name:

Title

Email:

Phone

Founding date:

Founding history:

Volunteers:

Funding sources:

- Past charitable projects, including number of people served-three (3) years.
- Impact statements – one or two years
- Mission statement: project name:
- Key objectives:
- Project description:
- Who will this project serve?
- Why do you serve this population?
- How will your organization serve this population?
- What is the expected impact of you are the funds to be granted?
- What is the cost?

Support commitment from your organization to our fundraising effort – Please initial each item in the attached Project Support Commitment.

Attachments:

- Total annual budget report for preceding fiscal year and year-to-date
- Budget for specified grant requested above.
- Non-profit charitable exemption certificates – federal & state 501 (c)3
- Staff salaries
- Board of directors – member bios

I hereby certify that the statements and information in this application form are true and correct to the best of my knowledge and belief, and I authorize the Rancho Santa Fe Tea 3 Foundation, Inc. To investigate all statements or other information contained in this application form, and any attachments submitted with it, to verify its accuracy.

\_\_\_\_\_  
SIGNATURE OF CONTACT PERSON LISTED ABOVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF CONTACT PERSON LISTED ABOVE

## PROJECT SUPPORT COMMITMENT

Beneficiary shall support the Tea3 Foundation's fundraising efforts on its behalf in the following manner **(please initial all that apply)**:

- Buy or sell one table or ten (10) seats to the event /\_/\_/
- Promote the event to the beneficiary by: /\_/\_/
  - Forwarding the event press release to the board of directors /\_/\_/
  - Posting event announcements on beneficiary's social media pages /\_/\_/
  - Sharing social media posts to beneficiary's social media friends /\_/\_/
  - Soliciting beneficiary's volunteers to support the event /\_/\_/
  - Sending two e-blasts to your database, as provided by Tea3 Foundation /\_/\_/
  - Other \_\_\_\_\_ /\_/\_/

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SIGNATURE OF CEO OR RESPONSIBLE PERSON

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PRINTED NAME

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DATE