



SANTA YNEZ BAND OF CHUMASH INDIANS FOUNDATION

Grant Application Documents for Requests in the Amount of \$10,000 and Greater

- 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

- Organization Financial Summary

- Organization Balance Sheet

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

Capital Grant applicants need also enclose three competitive, comparable bids for each item to be funded.

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: _____

Organization Financial Summary

Organization Name: _____ Fiscal Year Dates: _____

INCOME

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

Source	Prior Year's Actual (\$) [] (date)	Projected Annual Budget (\$)	YTD Actual (\$) [] (date)
TOTAL INCOME			

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

EXPENSES

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

Item	Prior Year's Actual (\$) [] (date)	Annual Budget (\$)	YTD Actual (\$) [] (date)
TOTAL EXPENSES			
NET PROFIT OR LOSS			

Total Capital Expenses	\$	\$	\$
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i.e., computers, vehicles ,building improvements, etc.:

Organization Balance Sheet Summary

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

<i>Net Assets</i>		
Unrestricted		
Temporarily Restricted		
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS		