

Thank you for taking the time to apply to THE FUND FOR SANTA BARBARA. Please use this checklist to ensure that you submit a complete application.

Required information and documentation you will need to complete your application:

- Request an authorized Board Member or Governing Body's acknowledgement and endorsement of the grant application. This is located at the **end** of the application and can be completed at any time prior to submission.
 - If your group does not have 501(c)(3)/501(c)(4) status and are applying as an unincorporated group, select a lead from the Governing Body to be the authorized representative.
- Your organization's bank account name and financial institution
 - Grant checks cannot be made out to individuals. Grant checks must be made out to an organized group with a bank account. Enter your fiscal sponsor's information if applying with one.
- Complete the Project and/or Organizational budget: Income and Expense Tables
 - General Cycle Grants: June - June (Spring), December - December (Fall)
 - Multi-Year Grants: December - December (Fall only)
 - Emerging Need Grants: 3 months from receipt of grant
- A one paragraph summary (175 words max) that addresses the following in the third person **paragraph form**:
 - 1) Start date of project
 - 2) Mission of organization
 - 3) What your proposal seeks to accomplish
 - 4) What funding would specifically pay for

Requirements for 501(c)(3) or 501(c)(4) organizations

- A list of all key participants involved with your project (include their role/title/key responsibilities)
- A list of the Board of Directors/Governing Body of your organization
- A copy of the organization's 501(c)(3)/501(c)(4) IRS determination letter
- A copy of your State of California Franchise Tax Board determination letter

Requirements for organizations applying with a fiscal sponsor

- A list of all key participants involved with your project (include their role/title/key responsibilities)
- A list of the Board of Directors/Governing Body of your organization
- Identify your group's **Fiscal Sponsor** for your project if you will require one and gather the following information:
 - A Tax ID Number

- List of the Board of Directors of the organization that is acting as fiscal sponsor
- A copy of the organization's 501(c)(3)/501(c)(4) IRS determination letter
- A copy of your State of California Franchise Tax Board determination letter

Requirements for groups applying with Unincorporated status

If your organization doesn't have 501(c)(3)/501(c)(4) status and a fiscal sponsor you may apply as **Unincorporated**, and must include the following information

- A list of all key participants involved with your project (include their role/title/key responsibilities)
- A list of the Board of Directors/Governing Body of your organization
- An Employer Identification Number (EIN)
 - You can apply for an EIN online at:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- A brief paragraph of how your group operates with a charitable purpose

Optional Attachments

- A document of your choice (i.e. a brochure, newspaper article, interview, video, flyer, etc.) that helps the Grant Making Committee understand your group/project better.