

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.

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

- Request an authorized Board Member or Governing Body's acknowledgement and endorsement of this 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
  - **Note:** Grant checks cannot be made out to individuals. Grant checks must be made out to an organized group with a bank account.
- Complete the Project and/or Organizational budget: June 2021 – May 2022 Income and Expense Tables
- 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.
- 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
- If your organization doesn't have 501(c)(3)/501(c)(4) status and you will be applying as **Unincorporated**, include the following information
  - An Employer Identification Number (EIN)
    - You can apply for an EIN online at: <http://www.irs.gov/Charities-&-Non-Profits/Obtaining-an-Employer-Identification-Number-for-an-Exempt-Organization>
  - Include 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.