SONORA AREA FOUNDATION
For **good**. For **ever.**

How to Apply for a Sonora Area Foundation Grant

WE DO NOT HAVE A GRANT-APPLICATION FORM FOR YOU TO FILL OUT.

Instead, please submit a grant-application letter and attachments as outlined below:

GRANT-APPLICATION LETTER

Application letter requirements:
- Use your organization's letterhead
- **IMPORTANT:** Indicate your organization's designated grant-contact person and include his/her name, title, agency (if different from organization seeking grant), phone and email
- No more than two pages
- Submit only one copy
- Follow the guidelines in "Application letter format and content" below

Application letter format and content:

In paragraph one, clearly and concisely state:

- The amount of funding you are requesting from the Sonora Area Foundation; and
- What you want to do with the funding.

The remaining paragraphs should make a case for your proposal by furnishing the following information:

- Describe the quality and integrity of your organization, showing evidence of community support & documenting accomplishments consistent with its mission.
- Define the rationale for funding: explain how your proposal will impact the quality of life of the people for whom your organization exists.
- Describe your plan of action: sequence of activities; resources needed to carry them out, including project management; and a time frame to accomplish the project.
- Describe other sources of funding that have been pursued or secured (cash or in-kind) for use in this project that will leverage funds requested from Sonora Area Foundation.
- Describe how you will sustain the project: What resources will support this project in the future? Be as specific as possible.
- Describe how you will evaluate your project and how you will verify whether your goals have been accomplished, including who will carry out evaluation activities. (Please be aware that grant reports are required for grant awards.)

Contact information for your organization's designated grant-contact person may be included anywhere in the letter.

GRANT-APPLICATION ATTACHMENTS

Include the attachments listed in either section A or B below (as applicable):

A. NONPROFIT
If your organization has tax exempt or is a Governmental entity, include the following as attachments:

1. Mission statement
2. Project budget
3. Current organization budget (unless a governmental entity)
4. Roster of applicant's governing body, including name, address, vocation and length of time served for each member
5. Resolution of governing Board or copy of Board minutes indicating grant approval for submission, or if not feasible, a letter from the Chief Executive Officer
6. Copy of IRS Letter of Determination – 501(c)(3), if applicable
7. References/Memorandums of Understanding from collaborating organizations (if applicable)
8. 990 tax return (most recent filed)
9. Most recent, complete, audited financial statement, if available (unless a governmental entity)
10. Most recent annual report/brochure (if available)

B. FISCAL SPONSOR
If your organization does not have tax-exempt status or is not a governmental entity, another organization must serve as a fiscal sponsor. A cooperative relationship between both organizations must be clearly demonstrated. Include the following attachments from the fiscal sponsor:

1. A letter indicating the fiscal sponsor's willingness to administer the grant if awarded
2. Resolution of governing Board or copy of Board minutes indicating approval for grant submission, or if not feasible, a letter from the Chief Executive Officer
3. Roster of fiscal sponsor's governing body, including name, address, vocation and length of time served for each member
4. Copy of IRS Letter of Determination – 501(c)(3), if applicable
5. Current organization budget (unless a governmental entity)
6. 990 tax return (most recent filed)
7. Most recent, complete, audited financial statement, if available (unless a governmental entity)

SUBMIT GRANT-APPLICATION LETTER AND ATTACHMENTS

Grant-application letters and attachments may be mailed to or dropped off at:

Sonora Area Foundation
362 S. Stewart St.
Sonora, CA 95370

For more information about grant applications, contact Grants Administrator Rebecca Gorham, rebecca@sonora-area.org, (209) 533-2596.