



Grant Application

Submission Instructions:

This form was designed with startup and smaller organizations in mind. If the Applicant already is a well-established organization, some of the items below may be inapplicable. If that is the case, please so state. If you decline to provide one or more items of information requested due to proprietary or confidentiality reasons, please so state. If more space is needed to provide information requested (e.g., your mission statement), please attach additional pages and so indicate below.

Contact Information:

Organization name:

Contact Persons*:

Position:

Email:

Phone:

About Your Organization:

Legal name of organization:

Year established:

Tax ID Number:

Mailing address:

Mission Statement:



Brief description of programs and activities:

Website (if applicable):

Grant Details:

Grant amount requested (up to \$50,000):

Purpose of the grant (a brief executive summary):



Specific project or program:

Expected Start Date, if any, and End Date of project/program (if the project/program is continuous without an end date, so state):

Target Beneficiaries: (Use additional pages if necessary, and repeat the question along with the answer).

Describe the population this project/program intends to help, including demographic information.



Describe how the project involves the community or target population in its planning, implementation, and evaluation, and why this funding is needed.

Budget and Funding:

Total project/program budget:

Funding sources (including requested grant) [List funding sources]:

Do you expect to need additional funding in order to complete the Project/Program? If so, how much and when:

How do you plan to continue the Project/Program once this funding is expended if additional grants from CalEdAssist are not available?



Metrics:

Provide clear, measurable outcomes and indicators of success, if available, in an attachment:

Previous Grant History (if any):

List any grants received from grant providers (other than individuals) in the past 3 years, including scope of work, dates and contact person's information:

Additional Information: (Use additional pages if necessary, and repeat the question along with the answer)

How will the grant be used and what impact do you expect it to have? (Max. 250 words):



Please state any relevant experience in undertaking a project/program of this nature:

Please list potential risks and challenges posed by the Project/Program and any steps you may take to mitigate the same:



Does any person employed by or affiliated with your organization or any other organization with which such person is affiliated have a financial interest in the Project/Program (other than reasonable compensation for services rendered as an employee)?

Does your organization have a written statement of ethical standards to which your officers, managers, staff, consultants and governing body is held? If so, please attach the same.

Please propose a plan for monitoring progress and evaluating the project's impact:

Attachments:

- Budget Proposal
- Project/Program Timeline
- IRS Tax-Exempt Determination Letter
- Most recent unaudited financial statements OR, if the organization's gross annual revenue for the most recent fiscal year exceeded \$2 million, then the most recent audited financial statements.
- Most recent filed Form 990.
- Any additional supporting documents, including letters of support.
- The names and contact information of any references you would like to provide:



Certification: I hereby certify that the information provided in this application is true and accurate to the best of my knowledge.

Signature:

Title:

Date:

* Please provide contact information for the person who will execute the Grant Agreement on behalf of your organization and a person whom we may contact for more information.

Please submit this completed form along with the requested attachments to Sheryl Levy, Program Director, at slevy@caledassist.org. Ms. Levy will also be available to answer any questions you might have, and she may contact you for additional information.