



Senior Assistance
Foundation Eastbay

Grant Application Procedure

A two-step process is followed for all applications.

1. All applicants, whether prior grantees or not, must submit the completed application form as well as a Letter of Inquiry. The letter should be limited to no more than two pages and must contain a brief statement describing your need for funds with enough information for SAFE to determine whether your application falls within our program area.

Letters of Inquiry will be acknowledged upon receipt, however due to the fact that SAFE operates without a professional staff, a more detailed response may be delayed. The response may result in a denial of the request if it is unlikely to result in a proposal SAFE would be able to support.

2. Upon a positive acknowledgment of the initial application form and Letter of Inquiry, a formal Grant Proposal should be submitted. Your proposal should be in outline form, responding to the questions listed in the Grant Proposal Requirements. Although tightly written proposals are preferred, you should take the space you need to make your case.

Further information can be found on the SAFE website at www.safeeastbay.org as well as how to contact us.



Grant Proposal Requirements

Please structure your proposal to provide the following information in the order indicated. Additional information pertinent to your project may be included.

Organization Information

- Summarize your organization's history.
- State the organization's mission and goals.
- Outline current programs and activities.
- Highlight organizational accomplishments.

Purpose of Grant

- Describe the proposed program or project.
- Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
- Identify the largest population/geographic community served and how they will benefit. How will you reach this community?
- Explain how the project contributes to and/or impacts the community.
- What are the goals of the project? What methods will you use to achieve the objectives?
- Outline the key staff and volunteers' qualifications and experience critical to the project.
- Identify other organizations and/or partners participating in the project and their roles.
- Provide a timetable for the project.
- Identify long-term funding resources for the project. How will the project be sustained?

Evaluation

- Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

Attachments

- Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status.
- List of Board of Directors including affiliations, tenures and terms. What percentage of the Board of Directors financially supports the organization?
- Annual Report (if available).
- Organizational financial statements: financial statements from the last two (2) fiscal years (audited if possible) and current operating budget for the organization (expenses and income).
- Project financial statements: two-year project budget (expenses and income).
- List of other funders and/or potential funders and amounts committed or requested for the specified project.



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Grant Application

Date of Application: _____

Legal Name of Organization: _____

Executive Director: _____

Contact Person/Title

(if different from Executive Director: _____

Email: _____

Organization Website: _____ EIN: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant: _____

Beginning and Ending Project Dates: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Is your organization an IRS 501(c)3 not-for-profit? Yes No

If not, please review SAFE's guidelines to determine if your organization meets the established criteria to receive grants. Please explain: _____

Completed applications should be sent to:

info@safeastbay.org

SAFE

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