



# Grant Application

## *Fillable PDF*

### Mission:

The mission of the St. Francis Foundation of Santa Barbara is to promote and support healthcare in the St. Francis tradition in the Santa Barbara South Coast community, with particular attention to those most in need.

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Due Date: April 1, 2024

Do not submit a paper application, please help save the trees!

All documents must be in a PDF format and submitted to: [grants@stfrancisfoundationsb.org](mailto:grants@stfrancisfoundationsb.org)

Questions: [info@stfrancisfoundationsb.org](mailto:info@stfrancisfoundationsb.org)

Please be sure all of the following information (*excluding this page*) is submitted in the listed order.

- Cover Sheet
- Proposal Narrative (up to 3 pages)
- Board of Directors/Governing Body List
- Project Budget
- Organization Financial Summary
- Organization Balance Sheet
- A Copy of Your IRS Final Determination 501(c)(3) Letter



# St. Francis Foundation of Santa Barbara: Grant Application

## • Cover Sheet •

Legal Name of Applicant Organization: \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Funds will pay for: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Location(s) if different from above: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tax-exempt Status: *(You must check this requirement before applying.)*

501(c)(3) Granted  Tax I.D. Number: \_\_\_\_\_ Other: \_\_\_\_\_

Type of Request:

General Support

Program Support

Capital

Multi-Year

Other: \_\_\_\_\_

This Grant Request: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Grant Period from: \_\_\_\_\_ To: \_\_\_\_\_

Total Organizational Budget for Current Year: \$ \_\_\_\_\_ Fiscal year begins: \_\_\_\_\_

Summarize the organization's mission statement (two to three sentences):

Summarize your grant request (two to three sentences):

### Proposal Authorization

We certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Directors'/Governing Body's full knowledge and endorsement:

\_\_\_\_\_  
Signature    Name & Title of Authorized Board/Governing Body Representative    Date

\_\_\_\_\_  
Signature    Name & Title of Authorized Board/Governing Body Representative    Date



# St. Francis Foundation of Santa Barbara: Grant Application

## • *Proposal Narrative* •

### Background (One page or less)

1. Your organization's history and accomplishments.
2. Your current programs and activities. Include the constituency you serve, with specific demographic information. How are they actively involved in your organization and/or how do they benefit from your organization's work?
3. Your organization's relationships, both formal and informal, with other organizations working to meet the same need. In what way does your work differ from that of other organizations?

### Funding Request

1. What need or problem does your project work to address?
2. In a short paragraph, tell us your project's (or organization's) goals and the specific outcomes you project for the grant period (i.e. numbers served, behavior or attitudes changed, capital project completed, etc.).
3. Describe your project or the capital items requested, including:
  - Whether the project is new, ongoing or an expansion
  - Target audience, including specific demographic information
  - Activities/strategies that will be used to meet your stated outcomes
  - General timeline for the main objectives of your project
4. If this is a request for General Support, what are your organization's most pressing needs?
5. Summarize the skills and relevant experience of key staff/volunteers essential to the project's success. If other organizations are collaborating on this project, note which ones and in what ways.
6. If full funding is not available, what is the contingency plan for securing additional support and/or how can you modify your proposal?



# St. Francis Foundation of Santa Barbara: Grant Application

## • *Board of Directors/Governing Body* •

**Directions:**

Attach additional sheets if necessary.

Name	City	Affiliation/Profession	Board Position	Years of Service

How often does your governing body meet?: \_\_\_\_\_



# St. Francis Foundation of Santa Barbara: Grant Application

## • Project Budget •

Organization Name: \_\_\_\_\_

Name of Project (if different): \_\_\_\_\_

Budget dates for grant period: \_\_\_\_\_

**INCOME:**

*Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.*

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
<b>TOTAL INCOME:</b>				

List the In-Kind (non-cash) contributions: \_\_\_\_\_

**EXPENSES:**

*Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.*

Item	Total Project (\$)	This Request (\$)	Notes
<b>TOTAL EXPENSES:</b>			



# St. Francis Foundation of Santa Barbara: Grant Application

## • Organizational Financial Summary •

Organization Name: \_\_\_\_\_ Fiscal Year Dates: \_\_\_\_\_

**INCOME:**

*Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.*

Source	Prior Year's Actual(\$)	Projected Annual Budget (\$)	YTD Actual (\$) as of ( )
<b>TOTAL INCOME:</b>			

List the In-Kind (non-cash) contributions: \_\_\_\_\_

**EXPENSES:**

*Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.*

Item	Prior Year's Actual(\$)	Projected Annual Budget (\$)	YTD Actual (\$) as of ( )
<b>TOTAL EXPENSE:</b>			
<b>NET PROFIT OR LOSS:</b>			
<b>Total Capital Expenses:</b>			

*i.e., computers, vehicles, building improvements, etc.*

Notes:



# St. Francis Foundation of Santa Barbara: Grant Application

## • Organizational Balance Sheet Summary •

ASSETS	MOST CURRENT (\$) as of ( )	PRIOR YEAR CLOSE ( )
<b>Current Assets</b>		
Cash and Equivalents		
Accounts Receivable		
Prepaid Expenses		
Inventory		
Grants/Pledges Receivable		
Other		
<b>Fixed Assets (Net)</b>		
Property		
Buildings		
Equipment		
Investments		
Endowments		
Other		
<b>TOTAL ASSETS</b>		

LIABILITIES	MOST CURRENT (\$) as of ( )	PRIOR YEAR CLOSE ( )
<b>Current Liabilities</b>		
Accounts Payable		
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other		
<b>Long Term Debt (over a year)</b>		
Loan		
Other		
<b>TOTAL LIABILITIES</b>		

<b>Net Assets</b>		
Unrestricted		
Temporarily Restricted		
Permanently Restricted		
<b>TOTAL LIABILITIES AND NET ASSETS</b>		