

**LOS ALTOS COMMUNITY FOUNDATION
COMMUNITY GRANTS PROGRAM
GRANT APPLICATION**

Date: _____

Organization Name _____

Contact Name(s) _____

Address, City, State, Zip _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Purpose of Grant: _____

Grant Amount Requested: _____

Please see attached sheet for additional information that should accompany your grant request.

LOS ALTOS COMMUNITY FOUNDATION INFORMATION TO ACCOMPANY GRANT REQUESTS

Please attach the following to a page containing the answers to these questions:

1. A description of the program
2. A budget showing both income and expenses

For projects and programs, please submit both a project and organization budget: include budget notes.

QUESTIONS

(Indicate if the answers can be found in the descriptive material; feel free to provide answers on attach

1. What is the mission of your organization? What are the goals of the program/project if that one of these is the subject of your request?
2. What impact on goal achievement do you expect from the use of the grant and how will the achievement be determined or measured?
3. Will an evaluation of goal achievement be written and made available to the Foundation?
4. How many people are or will be affected by the use of a grant? What percentage of Los Altos/Los Altos Hills residents is part of your constituency?
5. Do you partner with other organizations in the community, and if so, how?
6. Who and how many, if any, volunteers are involved and how many (or what percentage) are Los Altos/Los Altos Hills community residents?
7. Is this an ongoing operation/program/project or something for which you are seeking one time funding?
8. When did or will the organization/program/project start?
9. How has your organization/program/project been financed in the past (if applicable)?
10. How will it be financed in the future if it will be ongoing?
11. Who besides LACF is being asked for financing this year and what funding has already been obtained (may be shown in the budget)?
12. How will it be financed if the Foundation is not able to fund this request?
13. What is the role of fees, if any, in the achievement of your goals? Show in the budget and explain in the budget notes. If fees are not appropriate, explain why?

14. Given Los Altos Community Foundation's mission and grant making criteria, why is this a good grant for us to make?
15. How will you recognize the Foundation sponsorship?