

**Deadline: Applications must be postmarked no later than September 3, 2010.**

Thank you for your interest in Las Patronas. After reviewing our guidelines, please read and follow these instructions carefully. Your application will only be considered if all components are present for review. Missing items or fewer than three copies of each item requested will be disqualified.

**Please include Three (3) Copies of the following (Check each item as you include it):**

- This application form. This front page is your cover sheet; please fill it out completely
- All questions on Page 2 answered - Feel free to use more pages to answer the questions
- Be sure it has been at least **three calendar years** since you've received a **MAJOR** or **MINOR** grant from Las Patronas
- Timing of your project is such that, if approved, you will be able to provide receipts for your intended purchase within 60 days of being funded (**Please Note:** Failure to provide receipts will affect your ability to apply for a future Las Patronas grant.)
- The item(s) is a tangible capital expense with a life of at least three years
- Item will be housed and used within San Diego County
- Two bids for each item requested – Bids must be directly from the vendor (or vendor website). Please match comparative bids exactly, item for item (e.g. exact model numbers, etc.)
- Roster of your board of directors
- Your most recent (within 2 years) fiscal year-end financial statements
- Copy of your Federal Tax Determination Letter – 501c3 Letter
- Copy of your California Franchise Tax Board Tax Determination Letter – 23701d Letter or Form 990

*Las Patronas requires **three (3) copies** of all of these supporting documents in order to consider your application.*

## Contact Information

Name of Organization:   
(Also list any other names used by your organization)

Mailing Address:  Zip:

Location for Site Visit:   
(If different from mailing address)

Phone:  Fax:

Email:  Website:

Title and Name of Person to Contact:

**Request – Major Grants are for amounts over \$20,000; Minor Grants are \$20,000 and under.**

Amount Requested -  Major?  Minor?

Capital Item(s) Requested:

## About Your Organization and the Item(s) Requested

1. Give a brief (100 words or less) description of your organization. Please include:
  - Date you were established
  - What needs you fulfill in the community
  - Your reach in the community (i.e. how many people you serve – include age ranges)
  - What areas of San Diego County benefit from your organization
2. Please state your mission. Please be concise, as we may use this information in Las Patronas communications or press releases if your organization is approved for funding.
3. Please outline the specific use for the funds requested. Las Patronas only funds tangible capital items; please refer to our grant guidelines for further information. Please tell us:
  - Why the requested item(s) is a priority or urgent need critical to fulfilling your mission
  - What the timing is for your funding need
4. Please give a brief description of the specific project that will benefit from these funds.
  - How many people will be served directly or indirectly?
  - What is the scope of impact this project will have within our San Diego community?
  - How these funds will help aid in the growth or strength of your organization
5. When were you established by tax number in San Diego County? (Please be sure to include copies of your 501c3 and 23701d letters as outlined on Page 1 and in the grant guidelines.)
6. How did you learn about Las Patronas?
  - Have you applied for a Las Patronas grant in the past? If so, when and under what name?
7. Other than Las Patronas, how would you hope to finance your request?
8. If funded by Las Patronas, to whom should the check be made payable?

## Submit Your Application

Thank you for answering all items completely, and for sending three (3) copies of all supporting documents to:

Vice President / Grants  
Las Patronas  
P.O. Box 1888  
La Jolla, CA 92038-1888

Your application must be postmarked by September 3, 2010 in order to be considered.

Once your application is complete and approved for a site interview, a Las Patronas Grant Committee member will contact you to arrange the site interview as the next part of the review process.

*Questions about this application, the guidelines, or the Las Patronas grant process should be directed to Sallie Warren, 2009/2010 Vice President/Grants, 858.454.2414 or [salliewarren@warrenlawfirm.com](mailto:salliewarren@warrenlawfirm.com). After August 15, 2010, questions should be directed to Lisa Albanez, 2010-2011 Vice President/Grants, 858.945.6977 or [lalbanez9@gmail.com](mailto:lalbanez9@gmail.com).*