

# LINDA VISTA FOUNDATION

## Proposal Guidelines

Please review our Grant Focus Area section to determine if your non-profit organization qualifies for a grant from the Linda Vista Foundation. If you qualify, please follow these instructions:

Introduce your agency with a 1-5 page description of what you do, how long you have been doing it, where geographically your work is done, and how successful you have been at accomplishing your goals. Provide specific details regarding the subject for which you are seeking funds. Include a description of the project, when the project will begin or end, where it is, and who will benefit. Include an estimate of how many people will benefit, why these services are needed, how long you will measure the success for the program, and an assessment of the long-term benefits. Include a description of the key personnel and their qualifications.

### Attach the following supporting documents:

1. Your top-level budget for the current year showing agency revenue and expense.
2. The budget for the specific project included anticipated income and expenses.
3. A copy of your federal tax-exempt determination letter documenting 501(c)(3) status.
4. A copy of your most recent Form 990 plus current year financial statements if the financial data in the most recent tax return is more than 9 months old.
5. If you are new to the Linda Vista Foundation, please tell us about the current sources of funding for your work such as foundations or organizations currently supporting your organization, government funding, donations from individuals, etc.
6. Optional: You may include your annual report and other materials such as photographs, site maps, DVDs, etc.

Please do not mail us any material unless requested! Please email your proposal to:

**Stuart Gildred, Executive Director of the Linda Vista Foundation**

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