THE STANLEY S. LANGENDORF FOUNDATION GRANT GUIDELINES

<u>Priority Funding Areas</u> – The Foundation funds organizations that directly benefit and serve community & social services, youth, primary & secondary education, and the arts.

<u>Geographical Restrictions</u> – The Foundation limits its funding to organizations operating in and/or providing the majority of their services to the residents of the City and County of San Francisco.

<u>Financial Data</u> – Asset base: \$11,000,000 <u>Average Grant</u> - \$5,000 – 10,000

<u>Grant Request Deadline</u> – <u>Letters of Intent</u>: June 1st

Proposals: July 1st

** THE FOUNDATION REQUESTS EMAIL SUBMISSIONS OF BOTH LETTERS OF INTENT AND APPLICATIONS **

Email: grants@sslfoundation.com

Letters of Intent: Please submit via email as a single PDF

Organizations that have not received a grant in the past 5 years *and/or* those who have never been funded, must submit a **Letter of Intent** with the following **three items**:

- 1. <u>One-page letter</u> describing the project and organization, including the number of clients served by major programs (if applicable) and the amount requested.
- 2. Organization budget
- 3. Project budget

Proposals: Please submit via email as a single PDF

Organizations that have been funded within the past 5 years, and those which have been otherwise invited to submit proposals, may submit a proposal containing the following items *in the order listed below*.

Submit the proposal via <u>email</u> as a <u>single PDF document</u> formatted for 8.5 by 11 inch paper and with a type face of 12pt.

PROPOSALS MUST INCLUDE THE FOLLOWING ITEMS, IN ORDER:

- 1. Grant application cover sheet
- 2. Narrative, *limited to three pages*, *signed* by your chief executive, *including*:
 - A short description of your organization
 - The exact purpose of the work for which you seek funding, the number of clients served by major programs, dollars requested, and your three largest funders and <u>amounts</u> (for the current and prior fiscal years)
- 3. List of the members of the organization's governing body
- 4. Program Budget for the project to be supported by the grant request

- 5. Current Organizational Budget for the fiscal year (*Condensed* version: 1-3 pages max.)
- Prior year actual revenue and expenses <u>compared</u> to prior year budget (Budget vs. Actual for the prior fiscal year) (Condensed version, as well)
- 7. Most recent financial statement, reviewed or audited. If your organization is new or has not been audited, this does not need to be enclosed
- 8. Copy of IRS tax exemption letter:
 - IRS 501(c)(3) letter