



**Board of Directors**

November 17, 2009

President  
Rob Aragon, P.E.

To Grant Applicants:

Vice-President  
Carol Richardson

The West Sacramento Foundation is a California non-profit public benefit corporation formed in 1987 to conduct fund-raising activities for the benefit of non-profit organizations in West Sacramento. Attached is a Grant Application for your organization. Grant requests will only be considered for programs that exclusively benefit residents of West Sacramento.

Secretary  
Barbara Moore

Executive Director  
Charles Moore.

To maintain uniformity among all applicants, **you must submit your request using the enclosed format. If you fail to address each item, your application may be automatically rejected. The Board has a limited amount of time to review the information you submit and will only consider the information specifically requested.**

**Directors**

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In addition, applicants must be organizations exempt from income taxes under Internal Revenue Code Section 501 (C)(3). The Foundation does not unlawfully discriminate on the basis of race, sex, religious beliefs, creed, national origins, disability or marital status, and will not make a grant to any organization or agency that does.

Grants will generally **not be** made for or to:

- General operating funds or for events for the purpose of raising such funds;
- Annual campaigns;
- Capital campaigns;
- Endowments;
- Individuals;
- Private foundations;
- Retire existing debt or replenish resources used to retire debt;
- Periods exceeding one year.

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In determining the merits and priority of an application, particular attention will be given to the seriousness of the problem and adequacy of the proposed action, the degree of potential benefit to the community and the capability of the organization and its personnel to achieve the expected results.

Grants will be considered in the Summer and **are usually awarded for amounts in the range of \$150.00 to \$3,000.** To assure your chances of success, please:

1. Complete the two-page Application and the Budget Worksheet, attach a copy of your organization's exempt status notification letter [Form 501(C)(3)] from the Internal Revenue Service, attach a listing of the members of your organization's governing body indicating their professional, business, or community affiliations, and indicate if any board member(s) is/are paid for their services on the board or for other services provided to the agency.
2. Submit one **(1) complete package** of the application and attachments (see #1 above).
3. Submit fifteen **(15) copies of the application and budget only.**
4. Limit the description of your request to the two-page application. **Do not** submit additional literature about your organization – only the documents specifically requested will be reviewed.
5. Mail your application package (**postmarked by January 8, 2010 - no hand deliveries accepted**) to:

Grants Program  
West Sacramento Foundation  
P O Box 621  
West Sacramento, CA 95691

The Foundation reserves the right to fund no programs or to partially fund programs. Should your proposal receive approval for funding by the Foundation, a contract will be drawn between your organization and the Foundation that will include an outline of how the funds are to be spent. The Foundation will monitor monies granted to local programs and will make information available to the public upon request.

The Board will meet in July to review the grant applications. Your agency will be notified of acceptance or denial by the end of February 2010.

If you have questions, please contact Charles Moore 417-5623.

Sincerely,

Rob Aragon, President  
West Sacramento Foundation

RA/jbe  
Enclosures