



**WEST SACRAMENTO
FOUNDATION
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January 16, 2012

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**P.O. Box 621
West Sacramento, CA
95691-0621**

916-417-5623

www.westsacfoundation.org

Federal Tax ID#: 68-0163009

To Grant Applicants:

The West Sacramento Foundation is a California non-profit public benefit corporation formed in 1988 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.

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.**

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 organizations 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

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 **are usually awarded for amounts in the range of \$150.00 to \$2,000.00.** To assure your chances of success, please complete the following:

1. Complete the two-page Application and a Budget Worksheet if you feel it would be helpful to the grant committee, 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.
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 three 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 March 13, 2012 - no hand deliveries will be accepted) to:

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

The Foundation reserves the right to not fund 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 March to review the grant applications. Your agency will be notified of acceptance by the end of April.

If you have questions, please contact Charles Moore at 916-417-5623.

Sincerely,

Joe Goeden, President
West Sacramento Foundation
JG/mes
Enclosures