



APPLICATION INSTRUCTIONS (application attached below)

Application Instructions

To apply, a proposal should include the following:

- Cover Sheet
- Stevenson School Student Philanthropy Project Application for Funding (attached)
- Project/program budget that includes income and expenses
- Organizational budget
- Copy of IRS tax exemption letter
- Program brochures, videos, or other materials related to the program, if available
- List of current and potential foundation and corporate supporters
- List of Board Members
- Most recent 990.

How to Submit:

All applications should be submitted electronically to cmink@stevensonschool.org.

More Information:

For more information or if you have any questions, email cmink@stevensonschool.org or call 831-625-8269.

All Materials Due January 12, 2024, 5:00 p.m. PT

Stevenson School Student Philanthropy Project Application for Funding

Please download, complete, and return this form along with the other items requested above.

Organizational Information (1-2 pages total)

Organization Name:_____

Contact Name:_____

Email Address:_____

Address:_____

Website:_____

Year Founded:_____ # of full-time employees:_____

Briefly describe the history, purpose, and services of your organization.

Proposal Information (2-3 pages total)

Amount requested (can be a range):_____

Organization: What is the mission of your organization?

Program: Please give an overview of the program you are requesting to fund. Can you share a success story from this program?

The Need: What is the issue you plan to address? What are the demographics and number of people you plan to serve, if applicable?

The Request: Please include the project period, funds raised to date, and other requests you have pending.

Goals for this Request: How will this grant strengthen the organization, address the issues, make improvements, or achieve success?

Evaluation: What are the anticipated results, and how will you measure your progress and impact?

Site Visit: Would you be open to an in-person site visit, if appropriate, or a Zoom interview with some of our members as a part of the review process?

We, the undersigned, if awarded a grant, agree to use it only for the purposes described above and to return any unused portion within the grant period. We further agree to report on the use of the funds and the results of the project.

CEO/Executive Director

Name: _____

Signature: _____

Date: _____

Phone number:_____

Email: _____

Grant Contact

Name:_____

Signature:_____

Date:_____

Phone number:_____

Email: _____