



City of Dana Point Charitable Grant Application

33282 Golden Lantern, Dana Point, CA 92629
949.248.3505

Date: _____

Name of Organization: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip Code: _____

Telephone: _____

Email: _____ Web site: _____

Amount requested: \$ _____ Date Funding Needed: _____

Has your organization received funds from other sources for this project/event?
Yes No (If yes, please list sources and attach a separate sheet if necessary)

Has your organization applied for a City of Dana Point charitable grant in this Fiscal Year?
Yes No

Project/Event Start Date: _____

Organizational Information

Nature of the Organization: _____

Geographic area(s) served: _____

Year founded: _____ Number of paid staff: _____

Number of volunteers: _____ Volunteer hours contributed in past year: _____

Is this Organization incorporated in California as a non-profit organization?
Yes No

If yes, date of incorporation as a non-profit: _____

Federal Identification Number: _____

State Identification Number: _____

Attach a copy of your Internal Revenue Service Tax-Exemption Determination Letter.

Attach a copy of your organization's signed tax filing from last year.

Attach copies of your organization's Treasurer's Reports or financial statements for the last three years (preferably). **These statements must include detailed financial information for grants, sponsorships, contributors, fundraising and expenditures.**

Briefly describe the goals and objectives of your organization and the major community services it provides (Mission Statement and/or Business Plan):

| For Internal Use Only | | |
|--|----------|--------------|
| Organizations Required Financial Information | Included | Not Included |
| State Identification Number | | |
| Tax-Exemption Letter (Copy) | | |
| Organization's Last Year's Signed Tax Filing (Copy) | | |
| Last Three Year's Treasurer's Reports (Including Grants, Sponsorships, Contributors, Fundraising, and Expenditures) | | |
| Mission Statement and/or Business Plan | | |

PROJECT OR EVENT NEEDING CHARITABLE FUNDING:

Please provide the following pertinent information pertaining to the project or event:

- The service or project's objectives
- Number of persons served
- Area where services are provided
- Number of your volunteers involved

Please provide an **Itemized Budget** describing how the money for this event/project will be used by your organization. Be specific about your event/project. Note any equipment or services that award money would purchase and why it is needed. Include a schedule of significant activities related to this service or project. Attach a maximum of one double-spaced type written page of information if you need to expand your answer beyond this space.

Does this project directly affect Dana Point residents?

Yes No

If yes, please explain to what extent this project or event affects Dana Point residents specifically:

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|---------------------------------------|----------|--------------|
| Required Project or Event Information | Included | Not Included |
| Service or Project's Objectives | | |
| Number of Persons Served | | |
| Area Where Services Are Provided | | |
| Number of Volunteers Involved | | |
| Itemized Budget for Project/Event | | |
| Impact on Dana Point Residents | | |

This application has been authorized by the Organization's:

Executive Committee: Board of Directors: Members-at-large:

We hereby certify that the information contained in this application is true to the best of our knowledge and belief. The financial information requested above has been included in our grant application submittal.

(If same person, sign both)

Print Name of individual preparing form: Title & Date

Signature of individual preparing form: Title & Date

Print Name of Authorized Agent/Officer: Title & Date

Signature of Authorized Agent/Officer: Title & Date

Name of Organization:

Address: City, State, Zip

Telephone

Email

Web site address:

This application may also be downloaded from the City's official website at www.danapoint.org. A hard copy of this form may be obtained in the City Clerk's Office.

Return completed application to:

City of Dana Point
Attention: City Clerk
33282 Golden Lantern
Dana Point, CA 92629

Phone: (949) 248-3505
Fax: (949) 248-9920
www.danapoint.org