

C.M. CAPITAL FOUNDATION

GRANT APPLICATION – SHORT FORM

(For Grant Requests Less Than \$1,000)

1. Organization Name: _____ Date: _____
2. Address: _____
3. City: _____ State: _____ ZIP _____
4. Contact Person & Title: _____
5. Phone # _____ E-Mail Address: _____
6. Date of Incorporation: _____
7. Tax ID Number: _____
8. **Amount Requested:** _____ Total Agency Budget: _____
9. For entire organization: Fund Raising Costs \$ _____ % _____ of total budget
Administrative Costs \$ _____ % _____ of total budget
10. Projected next years operating budget for entire organization \$ _____
11. Type of request:

_____ General/Operating support	_____ Fellowships/Scholarships
_____ Capital Endowment	_____ Research
_____ Program Development	_____ Other
12. Principal Sources of Support:

_____ % United Way	_____ % Earned Income
_____ % Government Contracts	_____ % Individual Contributors
_____ % Foundations/Corporations	
13. Have you received previous funding from the C.M. Capital Foundation? _____
14. Date of last grant you received from the C.M. Capital Foundation: _____
15. Are the majority of your constituents/clients in the San Francisco Bay Area of California? _____ Yes _____ No
If “No” Indicate geographical area your organization serves _____.

You may submit answers to the following question on a separate sheet of paper if you need more room:

16. Purpose of your request: What will the grant funds be used for? Why is it needed? Who will benefit and how many people will be served?

Please enclose the following information with this application:

501(c)(3) determination letter: The Foundation considers grant applications only from public charities as defined under the Internal Revenue Code and applicable regulations. An applicant must have obtained a **501(c)(3) determination letter** prior to submitting an application and must include a copy with this application. If the applicant is not required to have obtained a 501(c)(3) letter, it must provide a copy of an IRS letter or legal opinion certifying that the applicant is a public charity as described in Internal Revenue Code Section 509 (a) (1), (2) or (3).

Please complete this Grant Application as thoroughly as possible. Incomplete Grant Applications may not be considered or may be returned.

Please return Completed application by the dates set forth in the Grant Guidelines to:

Elizabeth Hammack
Executive Director
C.M. Capital Foundation
525 University Avenue, Suite 1400
Palo Alto, California 94301
or

liz@BrainTrustBoard.com