2022 COMMON GRANT APPLICATION
GUIDELINES & INSTRUCTIONS

WHAT WE FUND
Santa Ynez Valley Foundation leverages donations from our community to provide critical resources to support non-profit organizations serving the people and communities of Santa Ynez Valley and Los Alamos. Our five Focus Areas are Health & Human Services, Seniors, Children & Youth, Education, and Arts & Culture. The Foundation provides grants to 501 (c) (3) non-profit organizations for program support, operating expenses, outreach efforts, critical needs, program accessibility, and innovative programs.

WHAT GROUPS ARE ELIGIBLE FOR CONSIDERATION?
Only 501 (c) 3 tax-exempt non-pro fit organizations directly serving the Santa Ynez Valley and Los Alamos communities.

WHEN ARE GRANT APPLICATIONS DUE?
The Board of Directors reviews grant applications four times a year - in January, April, July and October. Applications are due by the first day of each of those months.

An organization may only submit one Common Grant Application each fiscal year.

ADDITIONAL INFORMATION REQUIRED BY SANTA YNEZ VALLEY FOUNDATION WITH THE APPLICATION
If your organization has previously received funding from Santa Ynez Valley Foundation, we require that you include a summary description of the most recent previous grant received from Santa Ynez Valley Foundation, how it was utilized, and what impact it had as an addendum to your Common Grant Application.

In evaluating your grant application, the Foundation's Board of Directors *may* request a site visit or additional information.

Submit Completed COMMON GRANT APPLICATIONS to:

*PLEASE only submit ONE copy and do NOT staple the pages together.

Anne Christensen, Foundation Director
Santa Ynez Valley Foundation
485 Alisal Road, Suite #272
Solvang, CA 93463

syvf@verizon.net

TECHNICAL INSTRUCTIONS

Download the Common Grant Application either in Microsoft WORD or in PDF version. The file includes instructions for completing the application and a handy checklist to be sure you have not forgotten anything.

An option for those who prefer using Excel to display their budgetary information, here are EXCEL versions of the budget summary sections of the Common Grant Application. Note that you still need to download the entire Application in the Microsoft Word version to have all the required questions.

For Microsoft WORD users

The Microsoft WORD version allows you to type your request and save the files to your computer. The Cover Sheet is provided as a WORD form and so you must choose "Read Only" when you are prompted for a password. You can fill in the form and save the document. However, if you close the Cover Sheet document and add more text at a future time, you will need to save the revised version as a separate document each time.

EXCEL for financials

Applicants who prefer to prepared the financials in Excel may download those three financial sections in Excel and substitute these for the same three financial pages included in the WORD file of the Application.

EXCEL Files of Financial Sections only

Attach

Excel Project Budget
Excel Organization Financial Summary
Excel Balance Sheet Summary

To download files onto a PC: right-click the icon to the left of the file name. In the menu window that opens, choose "Save target as" in Internet Explorer, or choose "Save link as" as in Netscape Navigator. Determine where you will save the file in your hard drive and complete the download. REPEAT these steps for each file you plan to download.

To download files on a Macintosh: hold down the Control key and click on the icon to the left of the file name and choose "Save link as". Determine where you will save the file on your computer's hard drive and complete the download. REPEAT these steps for each document.