

Application Process for Mini Grants

Mini Grants are for those agencies interested in applying for a grant of \$1,500 or less.

The Mini Grant will have a monthly deadline on the first Wednesday of each month (applications must be received by 5:30 p.m.).

Agencies will be notified within thirty (30) days of the review of the award status.

All materials must be sent to the SMCF through regular mail. Faxes and e-mails are not accepted. Agencies requesting Mini Grants are limited to two (2) grant awards per calendar year. An Agency may not apply for a Mini Grant during the same quarter that it is applying for a Regular Grant. However, no matching funds are required for Mini Grants.

Records/Receipts must be submitted to the SMCF no later than six (6) months from approval of the funding request unless otherwise approved by the Grant Funding Committee. **Failure to comply with the deadline will result in the grant monies (partial or full) being returned to the SMCF immediately and may impact future awards.**

A short report, one page, should accompany the receipts providing feedback to the Grant Funding Committee regarding when, how, etc. the money was spent as well as a self-evaluation of the project or program effectiveness. The Chief Officer of the agency should sign this report.

The San Marcos Community Foundation application is available at www.sanmarcoscommunityfoundation.org

To request a Mini Grant, the applicant must provide:

San Marcos Community Foundation Grant Cover Page with the following attachments:

1. Budget for request (use SMCF Budget Worksheet)
2. Annual Operating budget for the organization or unit
3. Copy of the Federal determination letter indicating 501(c)(3) tax-exempt status
Copy of the State determination letter indicating 23701(d) tax-exempt status
4. Board of Directors listing with affiliations