

Application Process for Regular Grants

Regular Grants are for those agencies interested in applying for a grant of \$1,500 to \$10,000.

A Quarterly deadline for the Regular Grants has been established for the first Wednesday of the months of January, April, July and October (applications must be received by 5:30 p.m.).

Upon review of the application, the Grant Funding Committee will determine if additional information is needed and whether or not an agency visit is warranted. The applicant may also be requested to present its proposal to the full Board at its next regularly scheduled meeting as determined by the Grant Funding Committee.

Agencies will be notified within thirty (30) days of the quarterly Board meeting of the award status.

All materials must be sent to the SMCF through regular mail. Faxes and e-mails are not accepted. Agencies requesting Regular Grants are limited to two (2) grant awards per calendar year. An Agency may not apply for a Regular Grant during the same quarter that it is applying for a Mini Grant. Whether or not matching funds are required for a Regular Grant is at the discretion of the Board depending upon the specifics of the request.

At the time of the funding, the Board will establish the timing of the reporting process. All records/receipts must be submitted to the SMCF no later than the timeframe established by the Board. **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 detailed report (two pages) should accompany the receipts providing feedback to the Board 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 Regular 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
5. **Regular Grants Only:**
 - a. 1-2 page narrative
 - b. First 2 pages of Federal 990
 - c. Most recent year-end Statement or Audit including any management letters associated with Audit
 - d. Optional: Letters of Support