



## **Letter of Interest and Procedure Timeline**

### **Deadlines:**

November 1<sup>st</sup> 12:00 p.m.

February 1<sup>st</sup> 12:00 p.m.

May 1<sup>st</sup> 12:00 p.m.

August 12:00 p.m.

We welcome your interest in The Boys and Girls Foundation, We encourage you to read carefully our mission statement and grant funding guidelines.

Boys and Girls Foundation is a nonprofit organization which provides funding for 501(c)(3) entities that serve at-risk youth within San Diego County.

The Foundation has developed the following procedures to help streamline our application process. Please read the instructions carefully and complete all required materials. Incomplete Letters of Interest or those exceeding 2 pages will not be considered for funding.

1. Submit Letter of Interest via email by 12:00 p.m. on deadline date. You will receive an email confirmation when your letter is received. If you do not receive an email confirmation within 48 hours you may assume that your letter has not been received.

### **Your Letter of Interest should include:**

The attached cover sheet, a narrative about your organization, details of the project for which you are requesting funding including program budget. This portion should not exceed 2 pages. A Better Giving Portrait should be completed at <http://bettergivingsd.guidestar.org>

2. The Boys and Girls Foundation Grant Committee will review Letters of Interest and notification will be made if a full application is requested.

**Letter of Interest checklist:**

- \_\_\_ Letter of Interest Cover Sheet
- \_\_\_ Better Giving Portrait
- \_\_\_ Narrative which should include: mission, details of project for which you are seeking funding, program budget, list of other funders and/or potential funders and amounts committed or requested for the specified project (2 pages maximum)

Date of Letter of Interest \_\_\_\_\_

Legal Name of Organization \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Project Name \_\_\_\_\_

Purpose of Grant \_\_\_\_\_

\_\_\_\_\_

Beginning and Ending Project Dates \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Total Project Cost \_\_\_\_\_

How will funds be used \_\_\_\_\_

\_\_\_\_\_

Is your organization an IRS 501(c)3 not-for-profit? \_\_\_\_ Yes \_\_\_\_ No

Additional information:

We require that our applicants fill out a Better Giving portrait at <http://bettergivingsd.guidestar.org>

In the right hand column click on request a portrait and follow the instructions. This process could take approximately 4-6 hours.