

# Charis Fund Grant Request Instructions



Prepare a document with all the following information and merge into one PDF with the Application Cover Sheet as page 1. If you have difficulty merging the documents, contact us at CharisFamilyFund@gmail.com and we will try to help.

- Fill out the Application Cover Sheet (this is the first page of your grant request)
  
- Provide a 1-2 page description of the program or item for which you are requesting funds, addressing the following topics along with other information you think is important:
  - What is the program or item(s) to be funded?
  - What issues or challenges does it address?
  - What are your anticipated outcomes?
  - How will this program be funded in future years (if applicable)?
  - Anything else about it that we should know?
  
- Budget information:
  - Provide a summary of your total organizational budget. Include general categories of revenue (government funding, corporate donations/donors, individual donors, fees for service for example). Expense categories include such items as rent/mortgage, personnel, fundraising, administrative, equipment and supplies. If your organizational budget shows a deficit, explain how you plan to fill the gap.

NOTE: We are looking for a summary, not excessive detail.

\*\*Do not include a copy of your 990 or other tax returns.
  - Provide a budget addressing the specific program(s) or item(s) you are requesting funds for, with more detail on revenue and expenses directly related to this/these program(s)
  
- Other items required:
  - A copy of the IRS document which indicates that your organization is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code. This document should also indicate that your organization is not a private foundation within the meaning of Section 509(a) of the Code.
  - If your organization is in California, the Franchise Tax Board of the State of California requires a document indicating that you are exempt from taxation under the provisions of Revenue and Taxation Code Section 23701(d).
  - A list of your board of directors
  
- If there is other information you wish to provide with your grant, please add another section after all these documents (please be brief).

Create one PDF with all the documents requested with the Application Cover Sheet as the first page. The name of the file being submitted should include the name of your organization! Submit the PDF of your grant request materials through our website (*Request Funding* page). Then print out one complete copy of your request and supporting documents and mail via US Postal Service to:

Charis Fund  
P.O. Box 271  
San Carlos, CA 94070-0171

**Proposal submission begins January 1 for the spring funding cycle and July 1 for the fall funding cycle.  
Charis will accept only 50 proposals each cycle.**

**Please plan to submit your proposal early as we will hit our maximum quickly.**