



Supporting Persons with Intellectual Disabilities, Cerebral Palsy, Epilepsy and Autism

FOUNDATION FOR DEVELOPMENTAL DISABILITIES Grant Request Form

The Foundation for Developmental Disabilities (Foundation) was established in 1986 to raise and distribute funds to benefit people with developmental disabilities in San Diego and Imperial Counties when funds are not available from public or private resources. The Foundation is a nonprofit corporation and works to enhance the quality of life for persons with developmental disabilities, support community integration, and increase community awareness about the needs of persons with developmental disabilities.

Annually, the Board of Directors of the Foundation determines the level of support for community programs to assist persons with developmental disabilities and their families. Grant Requests must be submitted by the close of business on the following dates of the month prior to the scheduled Foundation Board Meeting: February 12; April 10; June 12; August 14; October 9 and December 11. *Any submissions received after the due dates will be held and considered at the subsequent Board Meeting.*

SECTION I: Program Information

Name of Program/Event:

Amount Requested: \$ _____

Program/Event Description/Objectives: (Include how FDD funds would contribute to program/event)

Date of Program/Event:

Location of Program/Event:

Target Audience:

Expected Number of Attendees:

Please list any guest speakers or hosts for program/event (if applicable)

SECTION II: Requestor Information

Primary Contact Name/Title:

Primary Contact Phone/Fax/Email:

Mailing Address:

Website:

****Next, provide answers to the questions, in narrative form on the following page ****

Grant Request Form Narrative Questions

SECTION III. Supporting Information: *Please provide answers to the following questions, in narrative form. Responses should be formatted using exactly the same headings, in the same order.*

1. **What is the purpose of your organization? (Include the organization mission statement if applicable)**

2. **Briefly describe your project.**

Also address the following items (as applicable):

- A. What is the community need or problem addressed by the program/event?
- B. What are the objectives of the program/event?
- C. What is the area served (e.g., number of youth/adults, ethnic groups, geographic area)?
- D. What is the project timeline?
- E. What will be the results of this program/event when completed?

3. **Financial Information**

- A. How will grant funds be used? (Narrative description, including any plans for raising other funds.)
- B. Project Budget: Attach line-item project budget showing how Foundation funds will be utilized.
- C. Plans for On-Going Funding

List Prior Funding Received from the Foundation:

<u>YEAR</u>	<u>AMOUNT</u>	<u>PROJECT</u>
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Required Submissions (in addition to Grant Request Form):

- List of Board of Directors or Event Committee members if applicable
- A detailed program/event budget including a current operating budget, a listing of income, expenditures, and other funding sources. Please include budget information from the previous year if applicable.
- Any letters of appreciation or participant testimonials.

SECTION IV. Signatures

I certify that the above information is correct

Signature

Date

Print Name

Date

Recommended Action: (For Internal Use Only)

Signature

Date

Approve for funding for \$ _____

Denied for the following reason: _____

BUDGET FOR GRANT PROJECT

Budget Category Start-Up Expenses	Total Budget	Use of FDD Funds	Other Sources (Include amount and name of source)
a. Salaries & Wages b. Fringe Benefits c. Consultant/Contract Services/Speakers			
Total Personnel Budget			
d. Office/Facility Rent/Cleaning Fees e. Utilities – All (Electric, Gas, Phones, etc.) f. Equipment – Office g. Equipment – Program Related h. Printing i. Travel/Conferences j. Other (specify)			
Total Non-Personnel Budget			
Total Grant Budget			

Notes:

SUBMITTED BY:

Print Name

Signature

Date