PROJECT FUNDING GRANT APPLICATION   2025
DUE JANUARY 15, 2025

ESSENTIAL CRITERIA FOR FUNDING:

- Each applicant must be a 501(c)(3) non-profit community-based organization, or be affiliated with a tax-exempt organization, i.e. government agency.

- The organization must be located in Ventura County and/or the program must primarily serve Ventura County residents.

APPLICATIONS MUST INCLUDE:

A. **Two (2) stapled, 3-hole punched sets of the following:**

- Application Narrative consisting of no more than three (3) typed pages in an easily read font. Application must be signed by two members of the Board of Directors and/or the Executive Director and one Board Member. MSL Form Attached.

- Financial Information Summary and **Project** Budget. MSL Form Attached.

- Roster of organization's Board of Directors including each member's community and professional affiliations.

- Overview. MSL Form Attached.

- **NEW FOR 2025 if** applicable, provide a brief update **(outcomes)** on how the previous Meadowlark Service League grant was used.

B. **A single copy of each of the following:**

- Verification of non-profit status – 501(c)(3) letter

- Most recent **Annual Financial Statement** and current **Budget** for the organization.

C. **The Meadowlark Service League must receive applications no later than January 15, 2025.**

*Please E-mail one application to: plindeman51@gmail.com. This will allow the MSL Review Committee to contact you if there are questions about any part of your application.

*In addition, please Mail (USPS) Two (2) copies to: Meadowlark Service League

C/o Pam Lindeman
6454 Corte Tunitas
Camarillo, CA 93012

D. **Note: Funds will not be granted for budget deficits, salaries, endowments, research or expenses of national organizations.**

APPLICATION NARRATIVE - INSTRUCTIONS   2025

(To be typed as one document of no more than three pages and signed by two members of the
Board of Directors and/or the Executive Director and one Board Member.)

Organization Name: Telephone:

Address: FAX:

                                                                       Email:

Grant Application Contact: Telephone:

                                                                       Email:

Project Name:

Project Contact Person:

Executive Director:

Number of Persons Served by Organization: Number of Persons Served by Proposed
                                                                            Project:

Amount of Grant Request:

Provide information on each of the following topics:

1. **Brief description of grant request.** Project name, plus a short description.

2. **Organization description.** Briefly describe the organization and its services and the approximate number of people served in the past 2 years. (If a New Organization, please note.)

3. **Community need.** Identify the need that the proposed program addresses.

4. **Population to be served.** Define and estimate the number of people and geographical areas to be served by the project. If expanding the project, provide information on prior 2 years of project.

5. **Project objectives.** Describe intended results that will address the above community needs.

6. **Timetable and description of activities.** Note steps needed to implement and/or run the proposed project.

7. **Other funding.** List any other potential sources of financial support that are likely for this project. For existing projects, include funding history.

FINANCIAL INFORMATION SUMMARY

Report for Fiscal Year: _____

Provide the following financial information summary, as reported in the organization's most recent financial statement which is being submitted with this proposal.

Income:

Service fee, charges, tuition, program income:

Government Sources:	Grants:	_____
	Contracts/Fee for Service:	_____
Contributions:	Individuals:	_____
	Corporate/Business:	_____
	Foundations:	_____
	Other:	_____

Total: _____

Expenses:

Program Services	_____
Fundraising & financial development costs:	_____
Administrative & general office costs:	_____
Other:	_____

Total _____

Note: Funds will not be granted for budget deficits, salaries, endowments, research or expenses of national organizations.

PROJECT BUDGET

Organization Name:

Project Name:

Anticipated project costs:

	Total Cost	**MSL Grant Request**

Development Costs
(List and explain)

Equipment/Supplies
(List and explain)

Other Costs
(List and explain)
** See exclusions on page 1 (D)

Project Budget Total: _____ _____

Other Funding (List amount and source of pending funds or expected funds to be received from other sources:

Total funding from other sources: _____

TOTAL PROJECT BUDGET: _____

TOTAL GRANT REQUESTED FROM MSL: _____

OVERVIEW

Organization Name: **Years of Service/Operation:** _____

☐ **New Application**   **or** ☐ **Repeat Application**   **Amount Requested:** _____

Primary Source of Funding – insert percentage:

     _____% Fundraising   _____% Individuals/Businesses
     _____% Foundations   _____% Government (including local entities)

Value of Project Funding Request vs Total Budget.

     $_____ is _____% of total budget $_____ is _____% of **project** budget

Paid Employees vs. Volunteers:

     #_____ full-time employees   #_____ part-time employees

     #_____ contract employees   #_____ volunteers

     Is your Board an all-volunteer Board?   ☐ Yes   ☐ No

     Additional pertinent staffing information:

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Use of Funds: Be specific. Be brief. Use bullet format.
(Note: Funds will not be granted for budget deficits, salaries, endowments, research or expenses of national organizations.)
- **Project** funds will be used to:

Other Factors and Comments: May include additional pertinent information not covered in application. Use bullet format.