

THE STANLEY S. LANGENDORF FOUNDATION
GRANT GUIDELINES

Priority Funding Areas – The Foundation funds organizations that directly benefit and serve community & social services, youth services, and primary & secondary education.

Geographical Restrictions – The Foundation limits its funding to organizations operating in and/or providing the majority of their services to the residents of the City and County of San Francisco.

Financial Data – Asset base: \$6,000,000 **Average Grant** - \$5,000 – 10,000

Grant Request Deadline – **Letters of Intent**: June 1st
 Proposals: July 1st

**** THE FOUNDATION HAS A STRONG PREFERENCE FOR EMAIL SUBMISSIONS
OF BOTH LETTERS OF INTENT AND APPLICATIONS ****

Email: grants@sslfoundation.com

Letters of Intent: *Please submit via email as a single PDF*

Organizations that have not received a grant in the past 5 years ***and/or*** those who have never been funded, must submit a **Letter of Intent** with the following **three items**:

1. One-page letter describing the project and organization, including the number of clients served by major programs (if applicable) and the amount requested.
2. Organization budget
3. Project budget

Proposals: *Please submit via email as a single PDF*

Organizations that have been funded within the past 5 years, and those which have been otherwise invited to submit proposals, may submit a proposal containing the following items **in the order listed below**.

Submit the proposal via email as a single PDF document formatted for 8.5 by 11 inch paper and with a type face of 12pt.

PROPOSALS MUST INCLUDE THE FOLLOWING ITEMS, IN ORDER:

1. Grant application cover sheet
2. Narrative, ***limited to three pages***, signed by your chief executive, **including**:
 - A short description of your organization
 - The exact purpose of the work for which you seek funding, the number of clients served by major programs, dollars requested, and your three largest funders and amounts (for the current and prior fiscal years)

3. List of the members of the organization's governing body
4. Program Budget for the project to be supported by the grant request
5. Current Organizational Budget for the fiscal year
(*Condensed* version: 1-3 pages max.)
6. *Prior* year **actual** revenue and expenses **compared** to prior year budget
(Budget vs. Actual for the prior fiscal year) (*Condensed* version, as well)
7. Most recent financial statement, reviewed or audited. If your organization is new or has not been audited, this does not need to be enclosed
8. Copy of IRS tax exemption letter:
 - **IRS 501(c)(3) letter**