

Cover Page: All applicants must provide a cover page providing the following in the order listed:

- Organization name
- Mailing address
- Tax ID number
- Contact name and title
- Email address
- Phone number
- Name and contact information of staff responsible for organization communications/marketing

Proposal: Narrative must address each of the following items in the order listed below. Please include each number, and question or statement in **bold** prior to your written response. Please limit proposal narrative responses to no more than three pages.

- 1) **Grant amount requested** (Up to \$25,000)
- 2) **Organization mission and purpose.**
- 3) **Please describe the project or program and how this funding will support it.**
 - Please include the design and staffing structure of this program, how the need was determined, and if there are any collaborative efforts involved.
- 4) **Please provide a success story from another program run by your organization that demonstrates your capacity to successfully implement this new program.**
- 5) **Tell us in your own words how this grant will support the Tahoe community.**
 - Optional: submit your response to question 5 via a video. Response videos should be no more than 2-minutes in length. This should not be a marketing video and should address the question directly. Please see website for acceptable video formats.
- 6) **Please list the percentages of services provided by your organization to the following areas: (Please include any relevant data that demonstrates these percentages.)**
 - **Lake Tahoe Basin:**
 - **Truckee:**
 - **Reno/Carson Valley:**
 - **Other (please specify):**

Attachments: Please include the following attachments:

- 1) Please include your organization's most recently completed budget to actual
- 2) Please include a program budget
- 3) Please include your organization's IRS tax determination letter
- 4) Optional: A video (up to 2 minutes in length) to answer question 5.

Submission:

- **Please combine all documents (cover page, proposal narrative, and attachments) into one PDF file for submission.**
- **Upload PDF document including all application materials and optional video to the Community Foundation website by 4:00pm on Friday, May 30, 2025. Late or incomplete submissions will not go through to the evaluation process.**