



## SENIOR PROGRAMS OF SANTA BARBARA FUND

### Milton Brown Express Grants

The Senior Programs Fund makes available each year a sum of \$5,000 for its Milton Brown Express Grants, with the purpose of funding a limited number of one-per-year grants to a grantee of up to \$1,000 each. Express Grants are available for a variety of activities in the following areas: small projects, short-term opportunities and sponsorships. Collaborative applications are acceptable.

*Grant program questions:* Mary Robles, Senior Programs committee member, (805) 965-6373  
*Technical assistance:* Jessica Sanchez, Santa Barbara Foundation staff, (805) 963-1873

#### APPLICATION INSTRUCTIONS

Please submit your application via email to [seniorprograms@sbfoundation.org](mailto:seniorprograms@sbfoundation.org) using one of the following formats:

- 1. Preferred email format:** Send via email as a single, scanned document that includes all parts of the application in the order requested and signed as requested. *Please do not scan the individual pages of a document as separate files.*
- 2. Other email formats:** Save your application and other documents in standard Word or Excel format(s) and send via email. We ask that you attach all parts of the application in one email message rather than multiple emails. To comply with audit requirements for signatures, if you email unsigned files, you must also MAIL the signed Grant Application Form.

#### GRANT APPLICATION CHECKLIST

Submit **one copy** of the following Grant Application packet documents in this order:

- A completed and signed Grant Application Form – with signature of Authorized Representative (generally the organization’s executive staff member)
- A completed Project Budget Form (last page of this application)
- A copy of your most current audited financial statement
- A list of the current Board of Directors or a list of the organization’s leadership (Board Roster)
- A 501(c)(3) organization that agrees to serve as a fiscal sponsor on a grant request must provide additional forms as part of the grant application:
  - A copy of the letter of agreement entered into with the sponsored organization is required.



**SENIOR PROGRAMS**  
OF SANTA BARBARA FUND

# Milton Brown Express Grant Application

Name of Organization \_\_\_\_\_

Organization's mission statement:

Mailing address: \_\_\_\_\_

Grant contact: \_\_\_\_\_ Contact's title: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact's email: \_\_\_\_\_

Executive director: \_\_\_\_\_ Email: \_\_\_\_\_

Registered 501(c)(3) tax ID number (EIN): \_\_\_\_\_ Year established: \_\_\_\_\_

## Proposal Information

Which of the following geographic areas best describes the community your funding request will primarily serve?

Please check all that apply. (Funds are to be used in South County only.)

- Carpinteria       Santa Barbara       Goleta

Project description (in one sentence):

Amount requested: \_\_\_\_\_ Is this a new project?  Yes  No

Total project budget: \_\_\_\_\_ Expected project duration: \_\_\_\_\_

Total budget of your organization: \_\_\_\_\_ Date of project start-up (mm/dd/yyyy): \_\_\_\_\_

### Nondiscrimination statement of compliance:

The Senior Programs of Santa Barbara Committee Advised Fund supports organizations that do not discriminate in their delivery of programs and services on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law. The Senior Programs of Santa Barbara Committee Advised Fund projects of faith-based organizations, but those projects must be secular in nature and open to individuals of all faiths and/or those of no religious affiliation. Any funding request that would support an organization whose own policies run counter to the foundation's nondiscrimination policy may be denied even if the project and the requesting organization meet all of the other criteria for funding.

- Yes, our agency is in compliance.  
 No, our agency does not act in accordance with the above policy and we have included a statement of explanation (maximum one page).

### Proposal authorization:

- I certify that the Executive Director or CEO has read and approved this proposal.  
 I authorize the Senior Programs of Santa Barbara Committee Advised Fund to share this proposal information with other funders.

## Funding Request

Thank you for describing your work and your objectives through thoughtful answers to the following questions.

**1. Briefly describe your request in 3-4 sentences.** (up to 175 words)

**2. What senior issue does this project address?** (up to 175 words)

**3. What are the goals and objectives of this project?** (up to 175 words)

4. **How will the outcomes be measured and who will measure them?** (up to 175 words)

5. **If the project requires support beyond the grant period, describe plans to sustain it going forward.**  
(up to 175 words)

**ORGANIZATION AGREEMENT and SIGNATURE**

- I have read the proposed Organizational Development grant application.
- The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.
- Our Board of Directors is committed to implementing the organizational changes it represents.

Signature of authorized representative:

Name and title:

Date application submitted:

**Project Budget** – Please do not include commas in your financial figures

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Organization Name: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**INCOME**

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

| Source              | Total Project (\$) | Pending (\$)   | Secured (\$)   | Notes |
|---------------------|--------------------|----------------|----------------|-------|
|                     |                    |                |                |       |
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|                     |                    |                |                |       |
|                     |                    |                |                |       |
| <b>TOTAL INCOME</b> | <b>\$ 0.00</b>     | <b>\$ 0.00</b> | <b>\$ 0.00</b> |       |

List in Kind (non-cash) contributions

**EXPENSES**

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

| Item                  | Total Project (\$) | This Request (\$) | Notes |
|-----------------------|--------------------|-------------------|-------|
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|                       |                    |                   |       |
| <b>TOTAL EXPENSES</b> | <b>\$ 0.00</b>     | <b>\$ 0.00</b>    |       |

