



The Thursday Club Foundation

Applicant Type:

- Community
- Balboa Park

Funding Level:

- TC Tier 1 Grant (\$500 to \$15,000)
(State specific amount within range)
- TC Tier 2 Grant (\$15,001 to \$50,000+)
(State specific amount within range.
Grants are limited at the Tier 2 level.)

Benevolence Grant Application

2018-2019

The Thursday Club Foundation thanks you for your interest in our organization. We are pleased to present you with our **Benevolence Grant Application for 2018-2019**. To be considered for a grant, all candidates are required to read the enclosed guidelines and meet our criteria prior to submitting their application. The Thursday Club, The Thursday Club Juniors, and The Thursday Club Professionals Benevolence Committees will review the applications.

Applications are due with a postmark no later than July 1, 2018, via digital (email). To confirm your email delivery, please send the First Page ONLY of your completed Application in hard copy format via U.S. Postal Service. Applications must be mailed to 1224 Santa Barbara Street, San Diego, CA 92107. Indicate **TC Tier Level 1** or **TC Tier Level 2** on the mailing label, or envelope please.

Digital applications should be created and received in MSWord ONLY (we accept supplemental information in PDF format, but not the Application itself). Please apply to ONE TIER ONLY and send your completed application to the email address relevant to the tier level:

- 1) **(For TC Tier 1 requests only)** elvira.gibblings@gmail.com : Subject – [Tier 1 – Grant Applicant Name]
- 2) **(For TC Tier 2 requests only)** jenweck@gmail.com: Subject – [Tier 2 – Grant – Applicant Name]

The Thursday Club Foundation holds no responsibility for mail delivery. If there is a concern for meeting the deadline, please send your hard copy **First Page ONLY** application by certified mail to 1224 Santa Barbara Street, San Diego, CA 92107.

If the grant is awarded to your organization, funds will be distributed in May 2019.

Guidelines:

1. The Thursday Club Foundation:
 - Does not *fund individuals**, salaries, warranties/service contracts, subscriptions, user licenses, bank/investment accounts, endowments, general/reserve funds, or operating expenses.
 - Does not make general grant contributions to building funds, nor does it fund the acquisition of real estate.
 - Does not fund existing obligations, deficits, debts, leases, or reimbursements.
**exceptions may apply to the grant funding individuals such as teachers and professional persons delivering valuable mission-related services. Note: Grant Checks will not be made payable to any individual under any circumstances; all checks will be payable only to the granted non-profit entity/organization.*
2. Funded grants must be used in San Diego County to benefit the people of San Diego County.
3. All applicants approved for funding will be encouraged to volunteer with The Thursday Club and its entities by supporting its fundraising efforts.
4. All beneficiaries of The Thursday Club Foundation grant funding must provide a confirmation of spent funds within 120 days of receipt of funds.
5. Applicants who are funded in grant year 2018-2019 must wait **two** calendar years to reapply. (May, 2019-2020)
6. Applicants must have been based in San Diego County with a Federal 501(c)(3) status, and a State (23701D) tax identification charitable status, for a minimum of **two** years, prior to the date of application. Documentation is required to be submitted with this application.

Application

Please create a new document and complete the following in MSWord. Attachments such as Form 990*, 501c3 and 2701dTax Determination Letters may be in Adobe PDF format. Please remember to mail your first page as a confirmation via U.S. Postal Service.

1. Full legal name of organization:

Name of contact person responsible for this application:

Telephone number(s) (business/cell/other):

Email address:

Mailing address:

Location for site visit (*if different from mailing address*):

Number of years in operation:

Federal Tax ID Number:

Website address:

2. Please state the primary mission of your organization. Be concise, as we may use this information in The Thursday Club Foundation communications or press releases if your organization is approved for funding.
3. Who benefits most from the work your organization does within the community?
4. What are the current sources of funding for your organization?
Please include all grants, foundation gifts, benefits in the organization's honor, fundraising events, endowments, and other sources.
5. Do you have a matching funds donor? If yes, please state the maximum amount. Will Thursday Club funding meet the criteria for your match?
6. What is the size of your organization's staff? Full-time: _____ Part-time: _____
Volunteer: _____
Note: The Thursday Club Foundation policy of grant giving prohibits funding of salaried positions.
7. Is there a representative from your organization available to speak to our group if requested?

Please answer the following question options based on the grant level(s) you are seeking for your organization.

8. What specifically would the funds be used for, if you were to receive funding from The Thursday Club Foundation? Please select the level(s) of your request and provide a detailed cost breakdown (750 word limit).

TC Tier 1 Funding: \$500 to \$15,000 (State a specific dollar amount)

TC Tier 2 Funding: \$15,001 to \$50,000+ (State a specific dollar amount)

(Please note that grants funded at the Tier 2 Level are limited.)

We highly recommend attaching two professional bids where possible.

If your organization is not chosen to receive a grant from The Thursday Club Foundation, would you benefit being the recipient of a Thursday Club Membership Gift Drive (Service Project)? If yes, what items could our membership donate to your organization to help further your mission? Examples are: gift cards, diapers and baby products, books, art supplies, etc. and in limited cases, cash funding.

9. How did you learn about The Thursday Club, The Thursday Club Professionals, and The Thursday Club Juniors?
10. Have you applied for a grant from The Thursday Club Foundation in the past? If so, what year(s) and under what name?
11. Have you been selected as a grant recipient by The Thursday Club Foundation in the past three years? If so, when and what were the amounts awarded?
12. Is there any additional information you would like to share?

Submitting the Application: Checklist

Please note that any incomplete or late submittal applications will be disqualified.

- 1.** The Thursday Club Foundation requires **one (1) full digital application** with supplemental information (emailed) and a **one (1) hard copy of the Application's First Page Only** via U.S. Postal Service to serve as a time-stamp in the unlikely event that your email Application is not received. The completed emailed application should contain all supporting documentation. If missing the requested information (the required digital application and hard copy confirmation page via U.S. Postal Service) the application will be disqualified.
- 2.** Please provide a copy of your Federal Tax Determination Letter – 501(c)(3).
**Email Application only. *Adobe PDF format is acceptable.*
- 3.** Please provide a copy of your California Franchise Tax Board Determination Letter –(23701d).
**Email Application only. *Adobe PDF format is acceptable.*
- 4.** If your non-profit organization is not listed on **Guidestar (www.guidestar.org)**, please provide the first 8 pages of your most recent copy of Form 990. **Adobe PDF format is acceptable.*

Application must be postmarked (emailed and sent via U.S. Postal Service)

no later than July 1, 2018. If you have any questions, please email the appropriate Tier or contact The Thursday Club:

Tier 1 Benevolence Chair, Elvira Gibbings at 619-224-1706 / email: elvira.gibbings@gmail.com

Tier 2 Benevolence Chair, Jen Weck at 858-229-6677 / email: jenweck@gmail.com

The Thursday Club Foundation thanks you for all you do for the San Diego community!