



**P. O. Box 193809
San Francisco, CA 94119-3809**

GRANT APPLICATION PROCEDURES

The S. D. Bechtel, Jr. Foundation and the Stephen Bechtel Fund review grant applications that have been invited for consideration on an ongoing basis. Proposals received after October 1st will be reviewed in the next calendar year. The Foundation prefers to receive grant applications electronically, including scanned versions of all signed documents.

If invited to apply for a grant, please submit the following:

1. **COVER LETTER.** Provide a cover letter requesting support, signed by applicant's President or Executive Director.
2. **EXECUTIVE SUMMARY.** Provide a separate one-page overview of the project description, outcomes and evaluation, and financial information, as described in the Proposal.
3. **PROPOSAL.** Include the following information in the Proposal.
 - a. Project Description.
 - Describe the proposed work and discuss how the project strategies will impact the targeted audience or need.
 - Describe the geographic area(s) where the work will take place.
 - Include a brief statement of how the applicant's unique history, mission, and resources will contribute to the project's success.
 - If applicable, describe how the project builds upon existing assets in the field and leverages key partners such as other non-profit organizations, for-profit organizations, government entities, trade groups, etc.
 - b. Outcomes and Evaluation.
 - Discuss the anticipated project outcomes and impacts.
 - Articulate the specific benchmarks or deliverables that will be used to evaluate progress and describe the methods for collecting and reporting these metrics.
 - Include a brief explanation of risks to achieving the outcomes and describe any strategies for mitigating these risks.
 - c. Financial Information.
 - Specify the grant request amount, and the proposed grant period.
 - Provide an itemized project budget, not to exceed one to two pages.
 - Discuss additional funding sources. Please note whether each source is secured, anticipated, or requested.
 - In the case of program proposals, discuss plans for sustaining and/or scaling the project beyond the grant period.

- d. Timeline. Provide a detailed timeline that delineates project activities, deliverables, and interim reporting periods as applicable. If applicable, please attribute partner responsibility.
- e. Project Staff Information. Provide bios and contact information for all key staff members, and specify their role in the proposed work.

ORGANIZATION DOCUMENTS. Please provide the following as attachments:

- a. Board of Directors. Provide a current list of the governing board, and if relevant, any advisory boards.
- b. Organization Budget. Provide the organization's budget for the current year and, if available, for future years.
- c. Financial Statements. Provide a copy of the organization's most recent audited financial statements. If audited statements are not available, provide internal statements with a copy of the most recent 990 Form.
- d. Annual Report & Strategic Plan. If available, provide a copy of the most recent annual report and the strategic plan.

4. **NON-PROFIT DOCUMENTATION.** Please provide ALL of the following as attachments:

- a. Copy of IRS Determination Letter.
- b. Confirmation of Good Standing. Please see the attached form.
- c. Grantee Self-Designation Form. Please see the attached form.

Organizations that receive grants will be asked to sign a Grant Agreement and provide a Grant Report.