

Point Richmond Gateway Foundation
Grant Application
Must Be Postmarked No Later Than
Friday, October 2, 2015

Please provide all of the following information. This is not a fill-in-the-blank application. Please list every item and put "N/A" next to an item if it is not applicable. Grant Awards may range from \$300 to \$5,000.

- 1) **Title of your project:**
- 2) **Describe your project or request** in 6 to 8 sentences. Include your **plans, activities and an estimated timeline** for completion:
- 3) **Please summarize** in 3 to 4 sentences, **why it is an important** activity, project or improvement for the **Point Richmond Community:**
- 4) **As contact person**, please provide your name, phone numbers, E-mail and mailing address:
- 5) **List those who will be involved in carrying out the plans** and activities of the project:
- 6) **Budget Information.** Please provide the information requested in the following budget categories:
This budget should include all expenses you anticipate for the entire project, not just the funding you are requesting from the Point Richmond Gateway Foundation: (Please list all items and enter a zero or N/A for any categories which are not applicable.)

| | |
|----------------------------|-------------------------------------|
| Consultants (specify) | Travel (specify) |
| Materials and Supplies | Equipment (specify) |
| Training (specify) | Advertising |
| Printing & Copying | Telephone, Fax, Postage or Delivery |
| Rent & Utilities (specify) | Other Expenses (specify) |

TOTAL EXPENCES FOR THE ENTIRE PROJECT:
- 7) **Amount you are requesting** from the Point Richmond Gateway Foundation:
- 8) **Please list other funding resources** you have or anticipate if additional funding for your project is needed:
- 9) **Previous Grant Information** - If you have previously received a grant from us, please provide a short update on the status of that grant project:
- 10) **Date and sign the application:**

Please complete the entire application. You are to list all 10 items. The entire submittal should not exceed 3 pages. No attachments are needed at this time.

Please **mail your application to:**

Margaret Morkowski
PO Box 70321
Point Richmond CA 94807

No Fax or E-mail applications will be accepted.

If you have any questions please call Margaret Morkowski at (510) **234-4219**

September 2015