

## THE ART PRATT FOUNDATION OF OLD MISSION ROTARY CLUB

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Dear Prospective Grantee:

The Art Pratt Foundation of the Old Mission Rotary Club provides two windows for grant applications. The first is between July 1<sup>st</sup> and October 31<sup>st</sup>, and the second is between January 1<sup>st</sup> and April 30<sup>th</sup>. Following receipt of a grant request, board members may contact your organization to conduct a site visit and tour of your facility. Funding decisions may be made throughout the grant cycle, but will be made no later than January 31<sup>st</sup> for the July 1<sup>st</sup> to October 31<sup>st</sup> cycle, and no later than May 31<sup>st</sup> for the January 1<sup>st</sup> to April 30<sup>th</sup> cycle.

The following grant guidelines are offered for your information:

The foundation is not restricted by its articles or bylaws to any particular type of charitable activity or grant. However, the board, by tradition and practice, has favored grants that:

- Benefit children and youth
- Benefit persons with disabilities or who are otherwise disadvantaged
- Are to organizations, not individuals
- Involve the acquisition of facilities or equipment
- Benefit the local community, especially the service area of Old Mission Rotary
- Can provide for tangible, permanent recognition of the gift by the foundation and its founder, Art Pratt

The board has not, historically, favored requests that:

- Support ongoing programs
- Would result in a gift to the same organization more often than once every three years

An original and five copies of the grant application and supplementary information must be submitted and signed by an authorized agent of your organization for consideration. The grant application should be on the organization's letterhead and present in narrative form the following information:

- A summary of proposed use of grant funds
- How the grant will contribute to and enhance the mission and programs of your organization
- The amount requested
- Contact information, including email address, for a person in the organization who will be our contact for any inquiries or to schedule a site visit

Supplementary information should include:

- Copy of the organization's mission statement
- List of officers and directors
- Copy of the IRS exemption letter
- Copy of the most recent federal tax return
- Copy of the most recent audited or compiled financial statement
- Copy of the most recent internal financial statements
- Name of the organization's five largest supporters (amounts optional)
- Tabulation of numbers of persons served by the organizations, by activity
- Complete budget of the project for which funding is requested

Upon receipt of the grant application letter and supplementary information, our board may ask for additional information before scheduling a site visit for your organization.

Please submit this information to:

Art Pratt Foundation of Old Mission Rotary  
c/o Warren E. Haviland  
402 West Broadway, Suite 400  
San Diego, CA 92101  
Telephone: (619) 233-9500  
Email: [Warren@Haviland-law.com](mailto:Warren@Haviland-law.com)