CHILDREN'S SUPPORT LEAGUE
of the East Bay

GRANT APPLICATION INSTRUCTIONS

As of March 2016

The Children's Support League accepts full proposals only from agencies that have been invited to apply. If your agency has received an invitation to apply for the new grant cycle, please submit your grant application, including all required documents, in electronic form.

Your application must be received by CSL by April 30 of the Funding Period. CSL must receive all the required documents listed below by the due date for your grant to be reviewed. Please make sure your application packet is complete before submitting it.

CONTENTS OF APPLICATION PACKET

1. CSL Grant Application. (The form is also available on the CSL website.)
2. Program budget for the upcoming grant year (if funds are requested for a program). For program, administrative or one-time funding, include a narrative with details of how CSL funds would be used.
3. Agency operating budget for the current fiscal year (as an attachment).
4. Income statement and balance sheet for the most recently completed fiscal year – including names and amounts of grants from corporations and foundations (as an attachment).
5. Certification form (also available on the CSL website, www.wehelpkids.org) (as an attachment).
6. Copy of IRS 501(c) (3) tax determination letter if not a government agency (as an attachment).

All contents of the application package should be submitted electronically to grants@ChildrensSupportLeague.org. If electronic submission presents a problem, please contact us to make other arrangements.

When completing the Grant Application (see #1 above), please answer the questions within the space allotted using 11 pt. font. Please restrict your application to programs run directly by your agency.

Please note that grant funds are to be used during the twelve-month (July to June) period immediately following award. CSL does not give retroactive funding.

Please direct your questions, if any, to grants@ChildrensSupportLeague.org. Thank you.