



1140 N. Indian Canyon Drive, Palm Springs, CA 92262
Office 760/323-6113 Fax 760/323-6509

Grant Application

Letter of Interest - Requirements

All Grant Application requests to the District must be initiated by a *Letter of Interest*. Please follow the requirements detailed below and be succinct:

- ❑ Submit a **one-page** letter on your Agency's letterhead
- ❑ Include the **Contact Person** for the Request
- ❑ Provide an **Email address**
- ❑ Specify the **Grant Dollars Desired**
- ❑ Specify **Total Program Budget**
- ❑ Select and indicate one **Grant Category**:
 - Mini Grant
 - Grant (competitive)
 - Program (sustaining – invitation only)
 - Projects
- ❑ Briefly describe the **history and purpose of your organization**
- ❑ Specify the health need (**challenge**) that the program/project will address
- ❑ Briefly describe the **program/project** in a sentence or two
- ❑ Estimate the percentage of clients served by the program/project that reside in the District's service area (*see map and zip codes attached*)
- ❑ **Important** - Attach a current **copy** of your new ruling or permanent IRS Determination Letter **501(c)(3)** or equivalent (not State tax info)
- ❑ Note: Do not send any other supporting attachments

Once you complete your agency's Letter of Interest, it needs to be emailed along with a **copy** of your agency's **Current 501(c)(3)** or equivalent IRS Determination Letter to:

Donna Craig, Chief Grants Officer
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