LATINOBUSINESSASSOCIATION A FOUNDATION

**MINI-GRANT**

**APPLICATION GUIDELINES**

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The Latino Business Association (LBA) is a Non-Profit Foundation, which provides support to the community by assisting local Non-Profit Organizations, Schools, and any other Community Groups that are also providing outreach to areas of need in the community of Stanislaus County and its surroundings.

**LBA Mission**

*Our mission is to provide scholarships to students along with supporting local Non-Profits, Local Schools, and Community Groups achieve their goals along meeting the ideals of the LBA.*

Mini-grants up to $5,000 are available to local Non-Profits, Schools, and Community-based groups for service activities of all types.

**Awarded Funds may be use for program personnel, supplies, materials, equipment or transportation to a service site. Funds may not be use to replace state or local school funds, capital improvements, indirect/administrative cost.**

Applications for mini-grants may be submitted any time. Applicants will be notified about the status of their mini-grants within 60 days of each deadline.

The Latino Business Association a Non-Profit Foundation requests that a final report on the results of the project be submitted to the Foundation within 30 days of completion of the project.

**WHO MAY APPLY**

Non-Profit Organization, Schools, and Community Based Groups may apply for funding.

**APPLICATION PROCESS**

To apply, complete the following application and submit it to the Latino Business Association mail. (See guidelines below) **Please write or type your responses directly onto the form.** Provide sufficient information to allow LBA Selection Committee to have a clear understanding of your project.

Some suggestions:

* Provide all information requested, including your Federal Tax ID Number.
* Organizations coordinator, Executive Director, or who ever will be responsible for funds awarded.

**SUBMITTING AN APPLICATION**

**Please read and follow all guidelines below.**

Proposals, including application must not exceed four pages. Limit one application per organization per year. Applicants will be notified of a decision within 60 days of application deadlines. If approved, applicants should receive funds no later than 30 days.

* **After completing the application, please mail it to:**

**Juarez, Zarate & Company, CPA’s**

**Attn: Latino Business Association**

**1110 Tully Road, Suite A Modesto CA 95350**

* **Applications will only be accepted by mail. Do not e-mail. They will be returned unopened. Please make sure your e-mail address is on the application itself.**

**LATINO BUSINESS ASSOCIATION**

**MINI-GRANT APPLICATION**

Date

Organization

School District (if applicable)

Principal Federal Tax ID#

Address

City State Zip

Phone(s) Fax

Name of Project

Contact Name

E-mail

List any unique characteristics of youth involved (if applicable)

Approximate date(s) and/or time span of project

Total Cost of Project Total LBA Mini-Grant Amount Requested

Attach up to two pages including project description.

**Project Description**: Describe your project, the benefits of the project to your school, neighborhood or the greater community, and the learning goals for youth participants (if applicable). Provide sufficient information to allow LBA Selection Committee have a clear understanding of your project.

**Budget**: Provide a budget for your project, including materials, supplies, equipment, and/or transportation costs and listing quantity, unit costs and taxes. Show the total budget for your project as well as the specific amount you are requesting from the Latino Business Association.