



Guidelines for Submitting a Request
Deadline April 1, 2004

The successful applicant must conform to the following guidelines:

1. Must be charitable organization for charitable purposes and hold an income tax exemption pursuant to 510(c)(3) of the Internal Revenue Code.
2. Generally, requests will only be considered for services to youth in the South Bay Region of San Diego. The foundation will not consider requests greater than \$10,000.
3. In rare and extreme circumstances the Foundation will consider proposals outside the guidelines mentioned in #2 above. These requests should be presented in a one to two page letter to the Foundation.
4. No distributions may be payable to or for the benefit of any private shareholder or individual.
5. No part of the activities of this trust shall be the carrying on of propaganda or otherwise attempting to influence legislation.
6. No part of the activities of this trust shall be the participation in, or intervention in (including the publishing of distributing of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.
7. In general, charitable applicants will include only charitable or educational purposes with the meaning of those terms as used in Section 501(c)(3) of the Internal Revenue Code but only such purposes as also constitute public charitable purposes under the laws of trusts of the State of California.
8. The request must be specific and include:
 - a. Cover Sheet
 - b. Two-page narrative in 12 point font or greater describing need, agency overview & mission, target population, and project description
 - c. Budget summary outlining use of grant funds
 - d. One-page current annual operating budget of the organization
 - e. IRS 501(c)(3) Tax Exempt Letter
 - f. IRS 990 or most recent audit
9. Distributions are made annually at the discretion of the Foundation in conformance with the above criteria.
10. Requests should be three hole punched, securely fastened but not stapled. Conciseness and clarity are desired. Brochures, news clippings, videos and other materials are not desired and will not be considered.
11. Requests must be postmarked by April 1, 2004 and mailed to: Bonilla Family Foundation, 296 H Street, Suite 300, Chula Vista, CA 91910



2004 Application Coversheet/Check List
Must be received by April 1, 2004

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Email: _____ Web Site: _____

Amount of Request: \$ _____

Number of Youth Served Annually: _____

Number of Youth Served Annually in the South Bay: _____

In the space below provide a brief description of the request for funds.

CHECK LIST

- Cover Sheet
- Two-page narrative in 12 point font or greater describing need, agency overview & mission, target population, project description and specific use of funds
- Budget summary outlining use of grant funds
- One-page current annual operating budget of the organization
- IRS 501(c)(3) Tax Exempt Letter
- IRS 990 or most recent audit