

Please complete the following funder worksheet, which assists the board in evaluating your request for funding.

Please note the following:

1. This document is shared with the foundation's board members: Please maintain the current format, font, font size etc.
2. Complete the header on the worksheet with your organization's name, proposal date, fiscal year and program name (if applicable).
3. The worksheet should be no longer than one page. If your organization or program has more funders than will fit on one page, include only the largest requests.
4. List funders for the fiscal year in which you are requesting funding. You should list general support for your organization first, then the specific program/project for which you are requesting funding (if applicable).

*\*\*If you are applying for a program/project grant and your organization receives general support that you would typically apply to that program, **do not list** the amount that you would apply to that program. Only list program/project funding that you have been awarded or pending for that specific program. \*\**

5. In the status columns, identify each request as one of the following:

**Secured** - the funder has either paid the grant or provided a confirmation letter.

**Pending** - the funder has accepted a proposal. Please also include the date you expect the decision for this request

6. Please list all secured requests first followed by your pending requests.

If you have any questions or comments regarding the funder worksheets, please contact our office at 415-561-6540.

