

GRANT REQUEST FORM

The Diablo Black Men's Group (DBMG) will review and consider grant requests for education, after school care, literacy programs, and other non-profit organizations providing education support services to minority youths in Contra Costa County. Organizations wishing to be considered for DBMG grants, up to \$1,000 each - awarded bi-annually, must complete and submit their application on or before May 31st and November 30th. The formal application process and criteria is listed below:

Grant Application Process

Your organization's funding proposal should include the following:

1. A Grant Request Cover Sheet, stating the purpose of your grant, this summary should not exceed one page.
2. Your organization's name, address, telephone number, as well as the names of the president, executive director and/or person to be contacted in connection with the grant request.
3. The names and primary affiliations of the officers and directors of the organization, and an indication the proposed grant request has been approved by the governing body.
4. A brief history and a statement of the current goals and activities of the organization.
5. A description of the program or project for which funding is requested, including demonstration of need, population to be served, specific objectives and outcomes, description of staff qualifications and the method of evaluation.
6. A program/project budget showing projected income and expenses, as well as a financial statement for the organization as a whole.
7. A list of other funding sources for the program/project, as well as anticipated sources of continuing support after conclusion of the requested grant.
8. A copy of the Internal Review Service letter showing that the organization is tax exempt under section 501(c)(3) of the Internal revenue Code and is not classified as a "private foundation" as defined therein. If you are not a 501 (c) 3, please name your fiscal agent below and supply proof of 501 (c) 3 status.
 - Name of Fiscal Agent: _____
 - Contact Information of Fiscal Agent: _____
9. Any supplementary information which may significantly strengthen the application.

Submission Format

Materials submitted should include:

1. A copy of the grant request and supporting documents.
2. Two copies of any supplemental printed materials, such as pamphlets, newsletters, annual reports or other program or promotional materials that cannot be easily reproduced.
3. All documents submitted should be single-sided.

Funding Cycle

- The Grant Committee meets twice a year (usually in June, and December).
- Deadlines are the first of the month prior to the meeting month. (May 1, and November 1). Requests received after the deadline will be considered in the following grant period.
- An applicant can expect prompt notification once a decision has been reached. The names will be posted on the DBMG web site, no later than one month following the notification of the award.

Completed applications should be submitted to:

DBMG
P.O. Box 1154
Danville, CA 94526
(925) 272-8775

You may also submit your application via email by entering 'DBMG Grant Request' in the subject line of your email submission and sending it to **dbmg4ca@gmail.com**. Questions about the DBMG grant submission process should be directed to dbmg4ca@gmail.com

DBMG Mission: To promote fellowship among Black men, to help African Americans and other minorities in the Diablo Valley actualize full citizenship, including liberty, good health, social equality and economic vitality.