

March 1, 2008

To: Local Not-for-Profit and Cooperative Organizations



From: Sacramento Co-op Community Fund Committee, Sacramento Natural Foods Co-op

Re: 2008 Community Fund Micro-Grant Program Information and Instructions

The Sacramento Cooperative Community Fund (SCCF) invites applications for micro-grants from eligible not-for-profit and cooperative organizations operating in the greater Sacramento area. This year we plan to award up to \$2,000. Applications will be due **March 31, 2008**, and we anticipate announcing the results in mid-May.

Eligibility criteria for a SCCF micro-grant:

- Applicant must be a tax exempt, not-for-profit (i.e., IRS reg. 501(c)(3)) or a legally-chartered cooperative organization that is operating in the Sacramento area.
- The applicant's proposal must be for a specific project, activity, task or purchase, not for general program operations, nor for the purchase of food. (Information on how to request a food or product donation from the SNFC is available at the SNFC website www.sacfoodcoop.com.)
- The proposed project must fit one of the categories listed in the SNFC Community Sharing Policy:
 - Promoting nutrition or health
 - Supporting a healthy environment
 - Meeting basic human needs, particularly nutrition
 - Promoting the cooperative movement

Grantees are required to:

1. Abide by the SNFC's Nondiscrimination Policy, which requires you to: conduct business and serve customers/clients without regard to race, color, ethnicity, national origin, gender, sexual orientation, marital status, age, disability, veteran's status, or religious beliefs; not knowingly conduct business with or support any organization, business, group or individual who discriminates against others as listed above; prohibit discrimination and harassment (including sexual harassment) of customers/clients and employees and anyone doing business with the organization.
2. Agree not to use any of the funds for lobbying or political activities.
3. Publicize the award within your organization (e.g., your own newsletter) and by submitting press releases to the local media, and provide the SCCF with copies of the articles.
4. Upon project completion, submit a brief report to the SCCF about results achieved with the micro-grant.

Additional information:

- SCCF micro-grants typically have ranged from \$200 to \$500 but can be from \$50 to \$800 (maximum).
- The SNFC may use the information you provide in the application to publicize your organization in our newsletter, website, and/or in a press release.
- Preference will be given to organizations that have not received over \$400 of funds or product/in-kind donations from the SNFC and/or the SCCF during the past 12 months.

How to apply: Complete and sign the application form, and submit it with all required attachments by mail to the SCCF Committee c/o SNFC, 1900 Alhambra Blvd., Sacramento, CA 95816 or emailed as a pdf file to sccfcommittee@yahoo.com. **Faxed or hand-delivered applications will not be accepted. Mailed applications must be postmarked, and e-mailed applications received, no later than March 31, 2008.**

Questions? Please leave a message for the SCCF Committee at (916) 868-6348.

SCCF Micro-Grant Application Form
Sacramento Cooperative Community Fund (SCCF)
Sacramento Natural Foods Co-op
1900 Alhambra Blvd.
Sacramento CA 95816



APPLICANT INFORMATION:

Name of Organization: _____

Address: _____

Contact Person (name, title): _____

Phone #: _____ **Fax #:** _____

Email address: _____

Type of organization: ___ Tax exempt Not-for-profit ___ Cooperative

Taxpayer ID: _____ **SCCF Micro-Grant Requested: \$** _____

Category that applies to your project (check one):

- ___ Promoting nutrition or health ___ Meeting basic human needs, particularly nutrition
- ___ Supporting a healthy environment ___ Promoting the cooperative movement

ADDITIONAL REQUIRED DOCUMENTS:

All applications must include the following (in addition to this completed form):

- ___ Description of the proposed project (one page maximum, double-spaced) including how it fits your organization's mission, and the anticipated results, beneficiaries, and timeline for implementation.
- ___ Project budget (e.g., estimated resources and expenses for the project), and identify how you plan to use the SCCF micro-grant.
- ___ Description of the organization (two-page maximum, double-spaced) including its mission and accomplishments in the Sacramento area. If your organization is less than two years old, also describe its capacity to accomplish the proposed project.
- ___ A copy of your IRS 501(c)(3) exemption letter or equivalent cooperative documentation

CERTIFICATION:

I certify that I am authorized to apply for this grant on behalf of the above-named organization, and that if awarded a grant we will abide by the SNFC nondiscrimination policy and will not use the SCCF monies for lobbying or political activities. To the best of my knowledge, all of the information in this application form and attachments is accurate and complete.

Signature

Date

Printed Name and Title