

Del Mar Foundation  
Grant Request Submittal Instructions

1. Complete the Del Mar Foundation Grant Application form. This form is available at our website: [www.delmarfoundation.org](http://www.delmarfoundation.org) or it is available by contacting our office during normal business hours at 858 635-1363
2. Submit a written letter summarizing your organization and your proposed project/program. Please make sure your letter includes the following:
  - a. A description of your organization, a list of your Board members or project participants and their relevant experience to the success of the project, and a description of the demographics of those to be served by the project/program
  - b. A description of how the use of the funds will further the mission and goals of the Foundation
  - c. An organizational Budget and a description of the specifics (including budget) of the project/program. Please list any other funding sources for your project.
  - d. A description of how the requested funds are to be used and how the use of the funds will be documented
  - e. A description of how you will evaluate the results of your project/program
3. Submit a Resolution passed by your organization authorizing submission of your Grant Application package and naming the responsible party authorized to execute the Grant Agreement on your behalf should your funding request be approved.
4. Submit 5 copies of the above-outlined Grant Application package before the stated deadline either via U.S. Mail:

Del Mar Foundation  
P.O. Box 2913  
Del Mar, CA 92014  
Attn: Grant Application Review Committee

or via email to: [Grants@delmarfoundation.org](mailto:Grants@delmarfoundation.org)

Receipt of your Grant Application package will be acknowledged and you will be contacted by a member of the Grant Application Review Committee should there be any questions or need for further information regarding your request.

