



Application Coversheet

I. Applicant Information

Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____
Web Site: _____
Employer Identification Number: _____ Annual Operating Budget \$: _____
Executive Director: _____ E-mail Address: _____

II. Fiscal Sponsor

Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____
Employer Identification Number: _____ Website: _____
Contact: _____ Annual Operating Budget \$: _____

III. Proposal Information

Proposal Title: _____
Proposal Summary (brief one sentence description): _____

Proposal Contact: _____ Title: _____
E-mail Address: _____ Telephone: (____) _____
Goal: _____
Total Proposal Budget \$: _____
Total Amount Requested \$: _____ over 12 months
Primary County Served: _____ Other Counties Served: _____

Race/Ethnicity _____% Black/African American _____% Latino
 _____% White _____% Asian
 _____% Pacific Islander _____% American Indian/Native American

Languages served: _____% Spanish, _____% Chinese
 _____% other (identify all other languages with % for each)

For all requests, please provide **three** copies of the following:

- Application Coversheet (please include original with signature)
- Proposal Narrative (maximum of three pages) To include:
 - a. An overview of your organizations current status on language access
 - b. Proposed objectives
 - c. Planned activities
 - d. sustainability plan
- Line-Item Budget Request
- Line-Item Budget Narrative
- Board of Directors List (includes organizational affiliations for possible conflicts of interest and demographic
- Information demonstrating diversity and representation of the community served)
- If using a Fiscal Sponsor, please include a copy of the Memorandum of Understanding (MOU)*
- The proposal narrative should be typed on standard white paper with a minimum 12-point font size and one-inch margins. Please staple each set of the above documents together for a total of three separate sets of these application materials. *Do not use any special folders or bindings to enhance the presentation of your proposal*
- By submitting this application your organization **MUST** agree to grant MAGNUS the right to publish the findings & outcomes of this project.

Supporting Documents Required

Please provide **one copy** of the following for the applicant organization and, if applicable, the fiscal sponsor**

- IRS determination letter of 501(c)(3) status or certification of entity status if a public agency
- Current Annual Operating Budget (revenues and expenses for your organization's current fiscal year)
- Most recently filed Form 990 Tax Return with attachments (Schedule A) — Not required for public agencies
- Most recent Financial Statement (audited if available) — Not required for public agencies
- Signature of Executive Director or Board President Date

Legal Requirements – All organization types are encouraged to apply. Nonprofit organizations generally may either have a valid tax exemption status under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity or as a "private foundation" under section 509(a). Government and public agencies are also eligible for funding. We will consider grants to organizations not meeting these requirements on an individual basis. If a proposal is from an unincorporated collaboration or a community project, tax exemption verification and a letter of agreement signed by a lead applicant agency that is eligible for funding are required.

**An MOU, or Memorandum of Understanding, is an agreement between two or more collaborating organizations that states the roles and responsibilities of each agency for the duration of the project (over a specified length of time) and fees of the fiscal sponsor, if applicable.*

***If you are an unincorporated organization or a project of the fiscal sponsor, the application should be submitted under the name of the fiscal sponsor.*

Faxed or e-mailed applications will not be accepted.

Proposals will be accepted at the main office Until February 02, 2009:

Send all completed documents to:

MAGNUS

1313 N. Grand Ave., # 280

Walnut, Ca 91789