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Dear Charity:

Sonoma Wine Country Weekend is pleased to provide you with these guidelines for submitting your grant proposal. During the past nineteen years, Sonoma Valley Vintners & Growers Foundation and Sonoma County Vintners have been pleased to have provided over eight million dollars in funding to our local community charities.

Applications must be received by January 13, 2012 and the committee will notify all applicants of our decisions by February 24, 2012. The decision may be to grant, grant in part, or decline.

In considering applications, the Grant Committee expects to give priority to applications where the grant funds will be earmarked to meet a specific need.

The Committee's objective is to understand your mission and the scope of your services, how you serve the Sonoma Valley or Sonoma County Community, and how you propose to use and account for any funds that are granted to your organization. If you consider any portion of your application to be *Confidential*, please clearly mark it as such.

2012 Fund-a-Need guidelines and applications will be distributed at a later date.

Thank you for taking the time to prepare and submit your funding request. If you have any questions, please email Info@SonomaWineCountryWeekend.com.

Sincerely,

Eva Bertran, SVVGF President

Dan Wildermuth, SCV President



783 Broadway Sonoma, CA 95476 tel 707 935.0803 fax 707 935.1947

SonomaWineCountryWeekend.com

**Sonoma Wine Country Weekend
Grant Application 2011-2012
Request for Information**

Please provide us the below information about your organization and the reasons for your grant request. You can structure your response however you believe best communicates your message. If you have organization charts, budgets, or other documents that describe your legal structure, feel free to attach that information.

GENERAL INFORMATION:

1. Contact information for your organization's leaders including names and titles.
2. Your organization's legal name, legal status as a non-profit and date of incorporation.
3. The purpose of your organization and your organization's Mission Statement.
4. The history of your organization; what did your Founders wish to address; how has your original mission evolved?
5. The scope of your services; the geographic area and number of people served by your organization.
6. The percentage of your organization's service to Sonoma County and/or Sonoma Valley population.
7. Describe your method of measuring your organization's effectiveness.
8. The connection of your organization, if any, to the Sonoma County Wine Industry.

INTENDED PURPOSE OF GRANT MONIES:

Priority will be given where funds are earmarked to meet a particular need rather than a continuation of ongoing basic program services.

1. Amount of money requested.
2. Intended and specific use of these funds.
3. The goal of this project.
4. Method of monitoring accountability of this project.
5. The people / groups and geographic area affected by this project.

6. Additional sources of funding for this project.

ORGANIZATION'S FINANCIALS:

1. Your annual budget.
2. Source(s) of your funding.
3. Ratio of services provided vs. administrative expenditures.
4. Ratio and numbers of volunteers vs. paid staff; services of volunteers vs. those of paid staff
5. Provide your past three year financials.

REPORTS TO THE GRANT COMMITTEE:

1. A report of the programs' results should be made to the SWCW Grant Committee within 60 days after the program has been completed.
2. A final report must be submitted from a prior year's grant before a new grant can be considered.
3. No grant can be submitted for programs or materials that have already been completed.

Please submit 12 copies of your application to Abby Ham.

Sonoma Wine Country Weekend Office
783 Broadway, Sonoma CA.

Your application deadline is January 13, 2012.