

# **Sun City Vistoso Community Foundation Grant Request Checklist**

President, Sun City Vistoso Community Foundation,  
1565 E. Rancho Vistoso Blvd., Oro Valley, AZ 85755-9120

The Foundation Board of Directors has determined that Parties making requests for the consideration of the Foundation could benefit from some suggested "submission guidelines". Following is a format/checklist that we think will make your request to the Board more productive for everyone.

## **Prepare a written statement:**

1. Identify the group making the request. Include the name, address, phone, position and email of the representative making the request.
2. Briefly describe the project under consideration in 25 words or less.
3. Outline the history and background that you think relevant for consideration.
4. State how you think this request fits within the mission of the Foundation (to improve the quality of life for active adults in Sun City Vistoso and surrounding areas of metropolitan Tucson through grants to support qualified health, cultural recreational, educational and charitable needs), as you understand it.
5. Explain options that have been explored relating to the project and what assets you have available.
6. Be specific about what you are requesting - the exact \$ amount, what it will be used for and when it is needed.
7. If your request will affect the property, finances or other interests of the Association, get approval from the administration before submitting the request to the Foundation. In some cases this could include the approval of Association Committees and/or the Town of Oro Valley.

## **Send this written request to the President of the Foundation Board.**

(Address above) You will be contacted by a Board member regarding your request.

## **You may be asked to make a presentation to the Foundation Board.**

Suggestions: 1. Handouts during a presentation may be helpful. 2. Keep your presentation brief and to the point - 10 minutes maximum. 3. Be prepared to answer questions from board members.

Note: This information does not need to be fancy or elaborate. Handwritten is of course permissible. Remember, the board is a friendly, informal group but a brief, clear and well organized presentation will help "you make your point". Please realize that all requests for grants cannot be approved even though the purpose is worthwhile and valid.