

THE PHYLLIS C. WATTIS FOUNDATION

In the interests of balancing predictability and flexibility, the Foundation has decided to adopt a three-year grant cycle. The following procedures and guidelines will govern the Foundation's grant application and review process during the current grant cycle, which will end on December 31, 2010. The Foundation will evaluate its procedures and guidelines during the grant cycle and expects to issue revised procedures and guidelines in late 2010 for the 2011-2013 grant cycle. The Foundation reserves the right to change its guide-lines and procedures during any grant cycle.

The directors of the Phyllis C. Wattis Foundation will meet twice a year – once in the spring and once in the fall – to make decisions on grant proposals that the Foundation received at least 75 days before the nearest meeting. The first communication should be with a letter of inquiry. The deadline for Letters of Inquiry for the Fall 2009 cycle is Friday, July 10th, 2009. Proposals are due on February 15 for the spring cycle and August 15 for the fall cycle. This timeline allows the Foundation's directors sufficient time to conduct thorough evaluations of the proposals, including site visits or interviews when appropriate. Funds will be disbursed within 30 days of the meeting at which the grant is approved. The Foundation will award grants up to \$75,000. If an organization receives a grant from the Foundation, it must wait three years before applying to the Foundation for another grant. If an organization receives a multi-year grant, it must wait at least one year from the end of the multi-year period before reapplying.

The Phyllis C. Wattis Foundation will only consider proposals for support for a specific project or program. The Foundation will not consider applications for general support, operating expenses, capital expansion, endowment funds, seed grants, scholarships, awards, or research and planning.

All grant applications must include a detailed description of the project and a detailed description of how the requested funds will be used. Applicants must also submit a budget for the entire organization (to provide context for the project budget); a copy of their Internal Revenue Service determination letter, confirming their charitable status; and any press releases or articles pertaining to the organization and the specific project for which support is sought. **Please do not send any materials that must be returned. The Foundation will not be responsible for returning photos, slides, videos, original art work, original documents, and the like.**

Please submit proposals by mail or by utilizing our online grant submission form. Please do not fax grant proposals unless one of the directors has specifically authorized you to do so. Your proposal should be mailed

to:
Phyllis C. Wattis Foundation
369 Pine Street, Suite 720
San Francisco, CA 94104
ATTN: Grant Proposals

