

Charitable Contributions Application

Office of the District Attorney 5th Judicial District

(Please complete this submission to be eligible for Donations)

I. Proposal Summary

The Proposal Summary should be about one paragraph of 1-3 sentences and should include the mission of the organization and give the most general description of the use that will be made of the funds.

II. Organization Description and History

The Organization Description and History section should be about 1-3 pages in length and should include the history of the organization, its structure, information about office locations that will be involved with carrying out of the activities that will be funded by the donations, major accomplishments of the organization, relevant experience and accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by donations, information about prior monies received from the Office of the District Attorney, 5th Judicial District, and an explanation of how the description you provide makes your organization an appropriate recipient of these contributions.

III. Background

The Background section, of 1-3 pages in length, should provide the reader with a detailed explanation of the program that will receive donations from the Office of the District Attorney. It should provide evidence that the proposed program will positively contribute to a solution to a problem or will reduce the harmful impact of a problem in our community. It should highlight media and government publications suggesting that the problem is a high priority and that the proposed solution is one that decision-makers support and believe in. It is important that the reader know why your program should receive donations over others.

IV. Project Description (Program Narrative) (funding may not be used as “pass through” but must be based upon actual work expended by the organization)

The Project Description may vary widely in length depending on the size and scope of the program that will be impacted by any donations received. The project description should give the reader a detailed description of the program that will be financially impacted by the receipt of donations. This description should explain the duration of time during which the funds will support the project, goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about. A useful structure is to break down into component goals. Use each goal as its heading and under each goal heading, list and describe the activities that will be funded to achieve the goal and how achievement of that goal will be measure or defined. The project

description may also include information about the staff who will work on the project, their experience and qualifications to perform the activities that will be funded.

V. Update (prior recipients only)

If your organization received funding from the DA Charitable Fund during the previous funding year please summarize how the funds were utilized to meet your organizational objectives in serving/supporting victims or preventing crimes in the Fifth Judicial District.