



SPINSTERS *of San Francisco*

Dear Charity Applicant:

On behalf of *Spinsters of San Francisco*, we would like to cordially invite you to submit an application for our 2010-2011 charity selection.

Please find some information regarding Spinsters of San Francisco, the charity selection process and our charity requirements, below.

Spinsters of San Francisco (Spinsters) is a social and philanthropic organization founded over 75 years ago, and is comprised of 175 single, college-educated, professional women from 21-35 years of age living in the Bay Area. We sponsor numerous events throughout the year to raise money for our selected charity. The funds raised throughout the year and at our Annual Patrons Reception go straight to a designated charity that is selected at the beginning of the following Spinster year in September.

Organizations selected in the past have represented a wide range of community services, including assistance for the homeless, education for at-risk youth, and recreation and support for families battling cancer. In general, we look for a charity that can provide an opportunity for *Spinsters* membership to have hands-on experience and that will greatly benefit from the funds donated by *Spinsters*.

Our selection process is rather extensive. We evaluate each application based on organizational impact, financial need and volunteer opportunities. Our goal is to ensure that each applicant is given fair consideration, and we accomplish this goal by the following process: (1) the Charity Director and her committee review all submitted applications and select six semi-finalists; (2) these six semi-finalist are then presented to the Board of Directors by the Charity Director and are narrowed down to three finalists; (3) each finalist is requested to prepare a one-page fact sheet and prepare a short presentation to be given to the *Spinsters* membership in September for a final vote; and (4) this vote determines the recipient charity for the year.

Charity support for a particular organization can be repeated up to 2 consecutive years after 1st term selected (max: 3 year partnership), as voted by our membership. If charity service is renewed, applications are kept on file until the following term to consider for charity selection.



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2010-2011 Charity Application Guidelines

Eligibility

1. The organization must be a registered non-profit organization and must submit proof thereof;
2. The following organizations are not eligible for funding:
 - a. Political organizations or a 501(c)(3) that devotes more than 5% of its staff time and resources to constituency/advocacy organizing and/or public policy development;
 - b. Lobby/special interest groups; and
 - c. Religious affiliated organizations.
3. The organization must serve, but is not limited to serving, residents of the city of San Francisco;
4. Sponsored charities are not funded for more than three years in a row and are renewed annually; and
5. Funding preference is given to specific program initiatives rather than general operating support, and to organizations that have volunteer opportunities on evenings and weekends.



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2010-2011 Charity Application

Application Content

The application should include the following information.

1. Contact Information
 - a. Organization name;
 - b. Primary contact;
 - c. Board of directors; and
 - d. Mailing address, telephone, fax, website and email address(es).
2. Description of Organization
 - a. Mission statement;
 - b. Brief history;
 - c. Organization description and major services; and
 - d. Goals of organization.
3. Impact of Organization
 - a. Community needs addressed and approximate number of people reached;
 - b. Other activities, services, and notable achievements;
 - c. Number of staff members and volunteers, and
 - d. Geographic area served (neighborhood, city, and county).
4. Request for Assistance
 - a. Description of specific program to fund and details on how funds will be used (this program can be existing or planned);
 - b. Description and demonstration of financial need;
 - c. Annual operating budget and the total expenditures for the current fiscal year (total year-to-date) and the prior fiscal year (end of the year costs); and
 - d. List of major donors and sponsors.
5. Volunteer Opportunities
 - a. Description of volunteer opportunities for Spinster membership;
 - b. Planned and/or potential events held throughout the year that require volunteer support; and
 - c. Typical day of week/time of volunteer opportunities.



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Application Format

1. The application must be submitted on organization letterhead (first page).
2. The application cannot be more than four pages total.
3. Please return your completed application to:

Spinsters of San Francisco
Attn: Charity Director
1592 Union Street. Number 102
San Francisco, CA 94123

-- or --

charity@sfspinsters.com

The application should be submitted by email or post per the address indicated in the application guidelines no later than **July 1st, 2010**. If you have any questions about our organization, or the application process, please do not hesitate to contact me. Thank you.

Sincerely,

Kristina Salcido
Charity Director 2010-2011, Spinsters of San Francisco
1592 Union Street, Number 102
San Francisco, CA 94123
Email Address: charity@sfspinsters.com