

S. MARK TAPER FOUNDATION

GUIDELINES for INITIAL PROPOSALS: 2009 GRANT CYCLE

Letter of Inquiry - Accepted From December 1, 2008 to February 27, 2009. (You are strongly encouraged to submit your Letter of Inquiry (LOI) well in advance of the February 27, 2009 deadline.)

Applicants are requested to **mail** an informal Letter of Inquiry, typed, maximum two-to-three pages, signed by the Executive Director or the highest-ranking staff member of the organization. In the first paragraph of the LOI, it is **essential** that applicants **include the specific amount requested**. The LOI should include basic organizational and historical information. It is highly important that contact telephone numbers be direct dial or that an extension number is listed.

If the request is for a specific project, the LOI should include the following eight items:

1. Project purpose;
2. Intended results;
3. Duration of project;
4. Amount of funding requested;
5. Sources and amounts of funding already received for project;
6. Estimate of total anticipated project costs by year;
- *7. A list of grants received for the past three years for this project; and
- *8. A list of grants received for the past three years for all other programs and/or operating support. [For items 7 and 8, the list of grants received must be in a format conforming with the sample attached on the following page. Please separate foundation/corporate grants from government grants.]

*Items 7 and 8 may be attachments to the letter and will not count as part of the 2-3 page limit.

If the request is for general operational support, please describe the reasons why an S. Mark Taper Foundation grant would benefit your organization, the specific amount you are seeking, as well as a list of grants received by your organization during the past three years. [See item 8 above and the sample on the following page regarding the list of grants.]

REQUIRED ATTACHMENTS to all LOI's: a) a list of current Board of Directors; b) a letter of determination from the Internal Revenue Service indicating 501(c)(3) status, certifying that the organization is tax exempt and is not a private foundation under Code Section 509(a); c) a short statement showing both revenue and expenses for the last complete year; and d) a projected revenue and expense budget (with up-to-date "actuals") for the current fiscal year. It is essential to include the name of the appropriate contact person at your organization including title and telephone number with an extension.

Foundation staff will review the LOI and notify the organization if the S. Mark Taper Foundation wishes to give further consideration to the request. All Letters of Inquiry and any questions or correspondence should be directed to: Raymond F. Reisler, Executive Director, S. Mark Taper Foundation, 12011 San Vicente Blvd., Suite 400, Los Angeles, CA 90049.

Due to the high volume of LOI's received by the Foundation, there will be a significant period of time (six to nine months) before you receive the Foundation's final decision about your grant request. During this interim, any additional relevant information you would like to send the Foundation regarding your organization or your proposal is welcome. (This may include but is not limited to: changes in address or staff, information regarding new programs, fundraising updates, accomplishments, etc.)

S. MARK TAPER FOUNDATION

Sample Grants List

The following is a recommended format for the grants lists referred to in items 7 and 8 on the previous page.

Within each list, please separate foundation grants, corporate grants and government grants. Be sure to include specific amounts received and the year each amount was given. If necessary, each list may be more than one page. If your organization receives significant large grants from individuals, you may add an “individual” category to the lists.

ORGANIZATION NAME			
Grants received last three years for: _____ (fill in <u>project support</u> or <u>operating support</u> , as applicable)			
Funder	Year	Year	Year
Foundation			
ABC Foundation			
PQR Foundation			
The STUV Foundation			
WXY Foundation			
... etc.			
Corporation			
IJK Corporation			
MNO, Inc.			
... etc.			
Government			
City Department of BCD			
QRS State Agency			
County ZXW Department			
... etc.			

S. Mark Taper Foundation
12011 San Vicente Blvd., Suite 400
Los Angeles, CA 90049

Phone: (310) 476-5413
Fax: (310) 471-4993
Email: questions@smtfoundation.org

Contact: Raymond F. Reisler, Executive Director

Incorporated in 1989 in California

Donor: S. Mark Taper

Foundation Type: Family

Financial data: (year ended 12/31/07): Assets, \$136,200,000; qualifying distributions, \$6,306,000, for 81 grants (high: \$400,000; low \$5,000).

Fields of interest: Arts/cultural programs; public education; environment; violence prevention; housing/shelter; hunger; children, youth and family services; homelessness; reproductive rights; the disabled; aging; women; people with AIDS; economically disadvantaged; and others.

Types of support: General operating support; specific program development; publications; seed money; building projects; innovation.

Limitations: Giving primarily in Los Angeles County and at times in other parts of Southern California. No grants to individuals.

Publications: Guidelines

Application process: Please go to www.smtfoundation.org for grant guidelines.

Initial approach: Letter of Inquiry addressed to Executive Director

Copies of proposal: 1

Deadline: February 27th

Board meeting date(s): As required

Final notification: Third quarter of each calendar year.

Officer: Janice Taper Lazarof, President

Number of staff: 5

EIN: 954245076

S. MARK TAPER FOUNDATION

The S. Mark Taper Foundation was founded in 1989 to support a variety of causes and institutions that enhance the quality of life. Grant recipients include, but are not limited to, organizations whose work focuses on: the environment, the disabled, abused women and children, community health care, hunger, the homeless, job training, AIDS, the creative arts, public school improvement, child care, youth programs, the hearing impaired and partially sighted, and the management of nonprofit organizations.

Sample grants:

- **\$1,000,000** to **Kidspace Children's Museum** for the S. Mark Taper Foundation Climbing Tower
- **\$750,000** to **VIP Community Mental Health Center** for the S. Mark Taper Foundation Family Advocacy Center
- **\$550,000** to **South Central Family Health Center** for the S. Mark Taper Foundation Building
- **\$200,000** to **Ocean Park Community Center** for the S. Mark Taper Foundation Building
- **\$185,000** to **Project GRAD** for the S. Mark Taper Foundation Scholarship Fund
- **\$150,000** to **Heal the Bay** to update their computer network and develop a Web Site
- **\$50,000** to **Center for Nonprofit Management** for the development of a *Question and Answer Book* for the leaders and managers of nonprofit organizations
- **\$25,000** to **Friends of Child Advocates** to train Court Appointed Special Advocate (CASA) volunteers who advocate in court on behalf of abused and neglected children
- **\$20,000** to **Alternative Living for the Aging** to operate a program giving low-income seniors access to affordable housing
- **\$10,000** to **Los Angeles Children's Chorus** for an after-school community chorus for low-income children

S. Mark Taper, a resident of the Los Angeles area for more than 40 years, passed away in December, 1994 at the age of 92. Mr. Taper was founder, chairman and chief executive of one of the largest savings and loan associations in the United States. He retired from that business in 1983.

The S. Mark Taper Foundation is located in Los Angeles; the executive director is Raymond F. Reisler.