

SOCIAL & ENVIRONMENTAL ENTREPRENEURS (SEE)

Phone: 818-225-9150 Facsimile: 818-225-9151

www.saveourplanet.org

Dear Applicant:

Thank you for applying to SEE.

Social and Environmental Entrepreneurs (SEE) exists to encourage ecological, humanitarian activism, and education for the purpose of creating a more harmonious civilization for all. SEE is a 501(c)3 nonprofit public charity providing tax-exempt status to member groups for a 6.5% fiscal fee.

Attached is an application, a budget template and some answers to Frequently Asked Questions. To be considered for an interview, the application must be filled out completely, including a first year budget. Your answers should paint as complete a picture of your proposed project as possible. Submitting an application and budget helps us determine if the proposed activity is charitable in purpose and if there is a clear fundraising strategy.

SEE requires a start-up budget that outlines the key costs and sources of revenues you anticipate in the first 12 months. You may either use the budget template provided or, if you prefer, attach a spreadsheet with your own budget format. *Incomplete applications will not be considered.* (i.e. which do not answer every question or provide a first-year budget). Please note that upon approval after the interview, a one-time only activation fee of \$100 is required to begin your projects' sponsorship under SEE.

Take your time filling out the application and use as many additional pages as you need, along with any support materials, as a thorough application will help to facilitate the entire process. *Please type all of the answers and mail or deliver the application, as SEE does not accept proposals by facsimile or email.*

Attention: New Projects
Social & Environmental Entrepreneurs (SEE)
22231 Mulholland Hwy Suite 209
Calabasas, CA 91302

If you have any additional questions, please feel free to visit the website and contact our offices.

Sincerely,

The SEE Staff

[PROJECT NAME HERE] Proposal for SEE Sponsorship

Please type all of the answers and mail or deliver the application.

SEE does not accept proposals by facsimile or email.

Name of Contact Person:	Land Telephone:
Project Name:	Cell Telephone:
Address:	Alternate Telephone:
City/State	Facsimile:
Zip/Country	E-mail:
How did you learn of SEE? (list name of referral)	Website:

1. Project Mission Statement: (A concise one sentence mission statement).
2. Purpose: (Expand on your mission here).
3. Primary Goals: What specific programs or activities will you utilize to bring about your mission?
4. List the strategies and methods you will use to implement your mission and primary goals.
5. What is the unique contribution of your project? (How would you distinguish it from related efforts?)
6. What links does your project have with other similar efforts/movements?
7. Provide a proposed time line with a progression of dates detailing how you will carry out your project.
8. What inspired you to want to do this project? (Provide relevant history).
9. When successful, what impact will your project have on the intended community?
10. Briefly describe the work you have done to date to research, design, and/or deliver the services of the project.
11. Please outline your expectations regarding the benefit a relationship with SEE will provide your project.
12. Briefly describe where you plan to get funding. (Please list the steps you've taken, including prospective benefactors with whom you've been in contact).
13. Have you already brought in funds, and if so, where were they deposited?
14. What is the structure of the organization? (List the number of full and part time staff volunteers including an advisory committee if you have one).
15. List additional project information here:

[PROJECT NAME HERE] First Year Budget

Instructions: Please outline the key costs and sources of revenue you anticipate for the project in the next 12 months in this sample budget. You may also attach a spreadsheet reflecting projected operating expenses.

INCOME (amounts in US Dollars)	AMOUNT
Foundation Grants	_____
Government Grants	_____
Donations from individuals	_____
Donations from businesses	_____
Membership Fees	_____
Sales of Goods or Services	_____
TOTAL INCOME	_____

EXPENSE (amounts in US Dollars)	
SEE Fiscal Fees (6.5% of Total Income)	_____
Advertising	_____
Bank Charges	_____
Conferences & Meetings	_____
Consultants	_____
Equipment (what kind?)	_____
Insurance (what kind?)	_____
Internet & E-mail	_____
Legal fees	_____
Licenses & Permits	_____
Maintenance & Repairs	
Materials (non office)	_____
Meals	_____
Membership Fees	_____
Office Supplies	_____
Postage and Courier Services	_____
Printing and Copying	_____
Publications	_____
Rent	_____
Research and Documentation	_____
Storage	_____
Telephone	_____
Travel	_____
Utilities (gas, electric, telephone)	_____
Other (describe)	_____
TOTAL EXPENSE	_____

TOTAL INCOME minus EXPENSE

(Should not be negative)

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