



San Francisco History Association

Research Gift Application

Contact Person _____ Phone _____

Name of Project _____

Name of School or Organization _____

Address _____

Supervising Teacher (for schools) _____ Phone _____

Email Address _____

To apply by mail

1. Complete this form and your project proposal
2. mail to: SFHA History Gift Program, P.O. Box 640076, San Francisco, CA 94164.

To apply online

1. Complete this form and your project proposal
2. email: vicky@sanfranciscohistory.org

To submit your Project Proposal, please provide the following:

1. **Project Description:** Tell us what you plan to do, who will be involved, and what they will do; how you will complete your project; what is the end result you expect; and how this project will help your students and/or community understand San Francisco history.
2. **Detailed Budget:** Explain how you will use the gift funds; itemize your expected costs (for example, personnel, materials, supplies, transportation, refreshments, etc.). Include with your budget any additional funds, in-kind donations, or volunteer resources that may contribute to your project.
3. **Dissemination:** Explain what you will do with the final product (for example, provide a photo display at a local venue, create a display for school students and parents, mount a neighborhood history map in your school library, etc.). Tell us about your intended audience for the final product.
4. **Teachers: Include a letter from your principal supporting this application and your project.** This letter can be sent separately.

QUESTIONS? CONTACT: Vicky Walker
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415-642-0494