

Grant Guidelines

GRANT GUIDELINES

The _____ is a private family foundation established in _____ by _____ to continue the family tradition of commitment to enhancing the quality of life of the community through grants to qualified charitable organizations.

In carrying out its mission, the Foundation considers a wide ranged of proposals within the following areas: arts, education, health, human services, environment, and public interest. Currently, the Foundation has a special interest in _____. The Foundation encourages collaborative efforts and integrated, comprehensive proposals.

FUNDING POLICIES

Grants are made only to non-profit charitable organizations which are tax exempt under Section 501 (c) (3) of the Internal Revenue Code, or to public governmental units. Generally, grants are limited to projects that benefit the citizens of _____. Occasionally, projects that benefit the state of _____ as a whole may be considered.

The Foundation prefers to support proposals for new initiatives, special projects, expansion of current programs, capital improvement or building renovation.

The Foundation does not consider support for annual campaigns, endowments, sectarian religious activities or requests under _____. Grants are not made to individuals.

Grants from the Foundation are usually awarded for one year only. For projects in those areas in which the Foundation has a special interest, requests for multi-year funding and general operating support may be considered.

Only one grant application may be submitted in any twelve-month period. Organizations receiving grants are required to complete an evaluation report within twelve months after receipt of the funds.

REVIEW PROCESS

The Board of Directors meets in the spring and fall to consider grant requests. Application must be received by March 1 or September 1 to be acted upon at the following meeting.

Applications are welcome and encouraged to discuss their proposal with the Foundation's staff either by telephone or in person. Upon receipt of the completed proposal, staff may request additional information or schedule a site visit. Members of the Board of Directors prefer not to be contacted directly.

APPLICATION PROCEDURES

To apply, submit one (1) set of the following items. Please do not staple materials or place them in a bound notebook.

1. Grant Application form completed, dated and signed by the Chief Executive Officer or Chairman of the board of the organization.
2. Proposal of not more than two pages which includes (in this order):
 - a) A short introductory paragraph with a concise statement of the purpose of the request and the amount requested;
 - b) A detailed project description covering the issue being addressed, what will be different and why it is important; the outcomes to be achieved; the plans for accomplishing the outcomes and project timetable; capacity of your organization to carryout the plans; if this is a collaborative effort, the role of each partner; how you will evaluate the success and effectiveness of the program;
 - c) A brief description of the history, mission and activities of your organization.
3. Project Budget including both anticipated sources of income and projected expenditures.
4. Organization Operating Budget for the current fiscal year including income (sources and amounts) and expenditures.
5. Board of Directors list with affiliations or occupations.
6. Financial Statement audited if available, for the most recent complete fiscal year.
7. Copy of IRS 501 (c) (3) Determination Letter.
8. Optional Materials may be submitted but are not required.