

GRANT APPLICATION FORM

TO: The Thornton S. Glide, Jr. and Katrina D. Glide Foundation

FROM: Agency Name _____ Contact Person _____

Address _____ Title _____

_____ Phone _____ Fax _____

Application Summary: Amount Requested _____

Proposed use of requested funds (attach additional pages if more space is needed)

A. Agency Service:

1. Briefly describe the agency service mission ((attach additional pages if more space is needed)):

2. Of the total agency service, please state what percentage falls into the following categories: (Total should be 100%.)

- a. _____% to animal protection organizations such as the Humane Society and the Society for the Prevention of Cruelty to Animals.
- b. _____% to other land and wildlife conservancy groups.
- c. _____% to the preservation of land in its natural state, including wetlands.
- d. _____% to organizations committed to agricultural purposes.
- e. _____% to opera, symphony, and other similar civic organizations.
- f. _____% to the Pacific Legal Foundation or the California Land Commission.

B. Need for Grant

If there is to be a purchase of property, what will be purchased with Grant funds? Where will the item be used and for what purpose. Will the requested funds cover the entire cost of the item and if not what will be the total cost? Please note that only agency owned real property or structures can be included in the request for funds to improve or enhance such property or structure. (attach additional pages if more space is needed)

For what other purpose is the Grant request being made? (attach additional pages if more space is needed)

What will be other source(s) of funds? _____

How will the requested item be used in relation to the Foundation's goals? (Refer to A.4. in Grant Policy Guidelines - attach additional pages if more space is needed)

When do you estimate all Grant funds to be expended? (attach additional pages if more space is needed)

APPLICATION INSTRUCTIONS

1. APPLICATION PERIOD: Applications will be accepted each calendar year from May 15 through August 15 and must be **received** within such dates. **(PLEASE NOTE THE NEW APPLICATION DATES AND NEW APPLICATION PROCEDURE AT THE END OF THIS GRANT APPLICATION)** Regular Grants are awarded within the month of December of the year in which the Grant Application is made. A separate Grant Application must be submitted for each calendar year Application Period. A Grant Application that is not acted upon in writing shall be deemed rejected and is no longer valid for any other fund cycle.
2. Answer all questions. Be brief and specific in responses to requested information. Additional pages may be used if necessary.
3. Provide a copy of your federal and state tax determination letter. For the state exemption letter we will accept form FTB 4688 (rev 5-1998) "Letter of Good Standing for Exempt Organizations."
4. A copy of your bid specifications plus sales literature describing any property to be purchased plus at least 2 bids. The lower bid will be considered unless you justify why a higher bid is better. Sometimes it is impossible to obtain competitive bids--usually because there is only one supplier. If so, explain why. Unless there are extenuating circumstances, we encourage using Sacramento area suppliers.
5. Provide a copy of your most recent full-year Financial Statement showing annual receipts and disbursements, not your annual budget.
6. Provide a list of current officers, board members and Executive Director.
7. The following Resolution must be adopted by applicant's Board of Directors. Application must be signed by an authorized officer, which will indicate that the Resolution has been adopted.

RESOLVED that the above application of this corporation to the Thornton S. Glide, Jr. and Katrina D. Glide Foundation (the "Glide Foundation") for a grant of \$_____ be used for _____ is hereby approved; and BE IT FURTHER RESOLVED that in the event said grant is made, either in whole or in part, the funds so granted will be used solely for the purpose above specified, and any funds not so expended will be returned to the Glide Foundation.

Dated:_____

Printed Name and Title of Authorized Officer _____

Signed:_____

GUIDELINES FOR REGULAR GRANTS

A. The Foundation welcomes grant applications from qualified organizations. Proposals meeting the following criteria will be considered for grants from discretionary funds:

1. Grants may be made only to tax-exempt organizations under Section 501(c)(3) or 170(c) of the Internal Revenue Code (the "Code"). None shall be made to Private Foundations under Section 509(a) of the Code.

2. Normally an organization must have been in existence for at least two years prior to application for the grant and have achieved a record of effective service.

3. Grants will normally be made only for or toward acquisition of specific capital items.

4. Grants will be made only in support of the following service purposes in order of priority:

a. to animal protection organizations such as the Humane Society and the Society for the Prevention of Cruelty to Animals.

b. to other land and wildlife conservancy groups.

c. to organizations committed to agricultural purposes.

d. to the preservation of land in its natural state, including wetlands.

e. to opera, symphony, and other similar civic organizations.

5. If less than 50 percent of the applicant organization's services are dedicated to the foregoing purposes, Regular Grants may be considered only for items which relate directly to such purposes.

6. Regular Grants are normally limited to \$20,000.00. Commitment of future year funds (multi-year grants) will be considered only under exceptional circumstances.

GUIDELINES FOR REGULAR GRANTS

B. The Foundation generally will not make grants from discretionary funds for:

1. Programs or organizations focused primarily on a sport.
2. Direct aid to individuals or for scholarships.
3. Support of operational costs, such as administrative costs, general overhead, taxes, or interest payments, for retirement of debt, or for costs of capital items already acquired or implemented.
4. Expenses incurred in performance of program services.
5. Influencing legislation or elections.
6. General educational institutions or sectarian religious organizations at any level. This does not, however, preclude consideration of requests from educational institutions and sectarian religious.

C. Consistent with the above guidelines, the Board of Trustees of the Foundation will make grants from discretionary funds in its sole discretion. Priorities for application of funds will take into consideration such factors as the quality of services provided, community needs for the services provided, significance of the capital needs for which the grant is requested, and the history of grants to the organization.

GUIDELINES FOR MAJOR GRANTS

The Foundation's Major Grants program has been established to provide a mechanism for consideration of agency capital needs which are of such magnitude and nature that they cannot be met within limitations of one or a succession of Regular Grants. Major Grants are limited to a maximum of \$50,000.00.

Foundation Guidelines for Regular Grants will apply, with the exception of A.5 and A.6.

PURPOSE OF THE REQUESTED GRANT

To make a significant contribution towards a tangible and enduring capital need (a useful life of at least five years with reasonable care), to support a new service, a substantial expansion of an existing service, or replacement or renovation of a deteriorated capital asset.

ELIGIBILITY

1. At least 50% of the organization's services must be in support of purposes set forth in item A.4 of the Foundation Guidelines for Regular Grants.
2. Except under special circumstances in the sole discretion of the Trustees, the organization may not have received a Major Grant from the Foundation within the past three years.

JUDGEMENT CRITERIA

1. Importance of the service need relevant to the Foundation's Purposes.
2. Significance of the requested grant in meeting this need.
3. Maturity of the planning underlying the planned service and grant request.

FUNDING CYCLES

Regular Grant and Major Grant applications are accepted from May 15 through August 15 of each calendar year. Regular Grants and Major Grants are awarded within the month of December of the year in which the Grant Application is made.

Acceptance dates will be strictly observed. Hand deliveries will no longer be accepted at the Foundation's offices. If August 15 falls on a weekend the acceptance deadline will be the prior Thursday. Any application not meeting this deadline will be returned unopened to sender. **Applications must be delivered by the US Postal Service with No Signature Required.** If signatures are required, the application may not be received.

Procedural Checklist
Make sure the application is complete

If you do not complete all portions of the Grant Application or do not provide all required attachments, the Foundation will return the incomplete Grant Application to your organization. The completed application can then be resubmitted with the missing information or attachments prior to the August 15 deadline. **Please submit your application as early as possible within the Application Period to provide your organization sufficient time to correct your application if it is returned for lack of completeness.** Incomplete applications will only delay processing or possibly eliminate eligibility if received within 2 weeks of the deadline or after the August 15 deadline. Please initial each checklist item below and sign and date the bottom of this checklist.

Have you...

- ___ 1. Reviewed the Application Instructions?
- ___ 2. Reviewed the Guidelines for Regular and Major Grants to confirm you qualify for your specific grant request?
- ___ 3. Mailed your Grant Application via the **US Postal Service - No Signature Required** within the Application Period of May 15 through August 15 taking into consideration that if the deadline falls on a weekend the application is due the **Thursday** prior.
- ___ 4. Answered all questions fully and completely in the Grant Application?
- ___ 5. Provided a copy of your federal tax exemption letter?
- ___ 6. Provided a copy of your state exemption letter **or** "Letter of Good Standing for Exempt Organization" for FTB 4688 (rev 5-1998). Letters of Incorporation **will not** be accepted.
- ___ 7. If applicable, provided a copy of your bid specifications plus sales literature describing any property to be purchased plus at least two (2) bids?
- ___ 8. Provided a copy of your most recent full-year Financial Statement?
- ___ 9. Provided a list of current officers, board members and Executive Director?
- ___ 10. Provided the required executed Resolution of your Board of Directors?

Agency Name: _____

By: _____ Date: _____

Please send this checklist with the Grant