If grant applicants believe their requests fall within our focus, the following should be considered. Eligible applicants for charitable contributions must be private, tax-exempt organization with certified 501(c)(3) status under the Internal Revenue Code. We accept and review proposals on a continuing basis. However, processing time is usually three months. Requests should be in concise letter form—preferably no more than two pages, plus attachments. **No phone solicitations will be accepted.**

The written request should include—as appropriate—the following:

**Special project request:**
- Brief description of activity or project;
- Description of need and how the project meets identified needs not being met by other community groups;
- Timetable for project implementation;
- Expected results—who will benefit and how;
- Method of evaluating project effectiveness and communicating results to donors and similar organizations;
- Project budget, including sources of financial support and amounts received, committed or pending;
- Plans for continued funding, if activity or project will be ongoing.

**General information:**
- Organization name, address, phone number and contact person;
- Brief statement of the organization’s history, goals and accomplishments;
- Geographical area and number of people served by the organization;
- Number of volunteers participating in the organization’s activities;
- A copy of the organization’s most recent IRS tax exemption 501 (c)(3) determination letter, and tax ID number;
- The names and affiliations of the organization’s governing board and brief background information on the Executive Director and key staff members;
- A copy of the organization’s most recent audited financial statement and current operating budget containing:
  - Amounts and percentages of income utilized for program, administration, fundraising and general expense;
  - List of current sources of unrestricted and restricted funds (i.e., corporations, foundations, government, federated campaigns, individual contributions);
  - A copy of the organization’s most recent Form 990, including state supplement, if applicable.

**Generally excluded from consideration are grants for:**
- Personal assistance for individuals, including grants, loans or subsidies for basic services; religious, labor, fraternal, athletic or political organizations;
- Capital funds for buildings and equipment;
- Endowment funds; conferences and seminars; organizations receiving support through the United Way;
- School-related bands and sports organizations and events;
- Sports activities (i.e., runs, races or tournaments);
- National health, medical and human service organizations specializing in research;
- Travel funds;
- Secondary funding (where funds are pooled to make contributions to others);
- Freelance films, videotapes or audio productions;
- Tickets for benefits;
- Courtesy advertising;
- Product requests.