

# **ANNA MAY FAMILY FOUNDATION**

## **Grant Guidelines and Application Procedures**

### **Foundation Mission:**

The Anna May Family Foundation was established in 1999 to support tax exempt organizations in southern Oregon whose programs enhance the well-being of economically disadvantaged and vulnerable people, emphasizing children, women, elders and minorities. Our mission is to help those most in need who are less able to help themselves. We are less concerned with making many grants than with making grants in response to the greatest need at any given time.

### **Primary Areas of Interest and Geographic Scope:**

Initially, the Anna May Family Foundation will make grants benefiting residents of Jackson County and targeting:

- those who are subjects of abuse;
- children who are at risk, emphasizing preschool education and recreational and cultural enrichment for youth;
- those needing emergency services, emphasizing shelter, food and medications;
- those who are economically disadvantaged and who are seeking employment and training

### **Restrictions:**

- No grants will be made to individuals or to other foundations.
- Grants for buildings, equipment and endowments will not be emphasized at this time.
- The Foundation does not make grants to support projects which have already been completed or grants for general operations.
- The Foundation avoids making more than one grant per year per organization.

### **Application Deadlines and Board Grantmaking:**

The deadline for grant applications is **FEBRUARY 15**. (When the 15<sup>th</sup> falls on a weekend or holiday, the postmark may be the following business day). *Proposals sent by fax or email cannot be accepted.*

### **Mail Completed Application to:**

Anna May Family Foundation  
1314-B Center Drive #264\*  
Medford, OR 97501

*\*This is a commercial mail service address  
which cannot receive hand-delivered mail.*

## **Application Procedures:**

The grant application should include **two sets** of the following items (in the order listed). To facilitate our copying of materials, do not use binding.

1. The Foundation's **Grant Application Cover Sheet**, completed, signed and dated by the organization's board chair **and** the executive director.
2. A grant proposal containing:
  - a. A concise statement of the need for the project, including why it is important and how the project will respond to this need.
  - b. A concise narrative to include:
    - 1) a description of the project
    - 2) the project's specific objectives and outcomes to be achieved
    - 3) the plans for accomplishing the outcomes
    - 4) the project timetable
    - 5) the capacity of the organization to carry out the plans
    - 6) how this project fits into the long-range plans of the organization
    - 7) the names and qualifications of person(s) staffing the project
    - 8) if this is a collaborative effort, the role of each partner
    - 9) a description of any community involvement
    - 10) how the project will be evaluated
  - c. A line item project budget reflecting anticipated income and expenditures (in-kind contributions should be itemized separately). If feasible, describe priority budget items.
3. Proposal attachments:
  - a. Information on the organization (in addition to that on the cover sheet, if pertinent), including staffing
  - b. Board members, including their affiliations or occupations
  - c. Organization's operating budget for the current fiscal year, including income (sources and amounts) and expenditures
  - d. The financial statement for the organization reviewed by the board at its last meeting
  - e. Financial statement, audited if available, for the most recent fiscal year; otherwise the most recent federal tax return (form 990)
  - f. Copy of the IRS 501(c)(3) determination letter
  - g. Other publicly supported entity IRS documentation if not a 501 (c) agency or school

## **Application Guidelines:**

1. Proposals that are not complete in all respects at the time they are submitted will not be considered. **BE SURE TO INCLUDE TWO COPIES OF THE APPLICATION, AS INSTRUCTED ABOVE.**
2. No receipt or acknowledgement of the receipt of your grant proposal will be sent to you.
3. During the grant proposal review process, AMFF staff may contact your organization for additional information or clarification if such contact is felt to be helpful to reviewing your proposal.
4. When the determination process has been completed, all applicants will be advised as to the outcome of their proposal requests. All decisions are final.
5. Grant awards are paid upon receipt of the signed agreement.
6. Grantees must submit an end of the grant period Final Evaluation Report (unless otherwise specified) on grant activities, outcomes realized and not, expenditures statement and other pertinent information.

*The Foundation is continually evolving and refining its processes and priorities, so please contact AMFF's Executive Director, Amy Belkin, via e-mail [anna.mayff@gmail.com](mailto:anna.mayff@gmail.com) for annual updates.*