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# SUNDT FOUNDATION APPLICATION GUIDELINES

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## MISSION

The Sundt Foundation is a nonprofit 501(c)(3) corporation. Its mission is to fund activities and programs undertaken by other nonprofit organizations that improve the quality of life in the communities where Sundt has an established office

## GIVING GUIDELINES

The giving guidelines are set by the Foundation's Board of Directors and reviewed annually. The current guidelines are as follows:

The requested gift must address one of the following two areas:

- **Children's Issues:**  
Programs that improve the lives of disadvantaged children.
- **Community Issues:**  
Programs that improve the quality of life for disadvantaged adults.

Grant requests must be between \$1,000 and \$10,000.

## SUNDT CONSTRUCTION

Sundt Construction, Inc. is one of the nation's oldest and largest general contractors. The company was founded in the West in 1890, and today operates throughout the United States. Sundt builds a variety of projects for private and public clients. The company is owned entirely by its employees.

Sundt has offices in six cities: Phoenix and Tucson, Arizona; Novato, Sacramento and San Diego, California; and Dallas, Texas.

For more information about the Sundt Foundation, visit [www.sundt-foundation.org](http://www.sundt-foundation.org).

## HOW GRANTS ARE MADE

Nonprofit organizations wishing to be considered for funding must first complete the Grant Application and submit it with the required attachments to the Foundation's administrative office. The address is on the bottom of the form.

The Foundation's executive director will review the application for compliance with the giving guidelines, and if all requirements have been met, will forward the application to the appropriate grant committee for review. Committees are comprised of employees who live in cities where Sundt has an established office. Grants are reviewed by the committee closest to the address of the requesting organization. For example, the San Diego Committee reviews grant requests coming from organizations located in Southern California.

After the committee reviews the application, it may request additional information before making a recommendation to the Board of Directors. It can recommend funding (and the funding amount), recommend denial of funding, or recommend that the grant be reconsidered during the following quarter. Applications recommended for funding are placed on the agenda for the next Board of Directors meeting.

The quarterly grant application deadlines are:

- March 31
- June 30
- September 30
- December 31

Applications received after these dates will be considered during the following quarter.

## ATTACH APPROPRIATE DOCUMENTATION

A copy of the organization's current board of directors list and its 501(c)(3) Tax Exemption letter are required. Grant applications received without these documents will be returned to the organization.

## IMPORTANT REQUIREMENTS FOR THE 501(C)(3) TAX EXEMPTION LETTER.

The name and address of the requesting organization must be exactly the same on the Grant Application and the Tax Exemption letter.

- If the requesting organization is an affiliate of a national organization, it must include a letter on the parent organization's stationery that states the local agency's affiliation.
- If the applicant receives its funds through another nonprofit organization that acts as an "umbrella agency," it must include with its application a copy of the umbrella organization's tax exemption letter and a letter on the umbrella organization's stationery stating that it is authorized to accept grants for the grant applicant.