

# Sundt Foundation Grant Application Guidelines

## **OVERVIEW**

The Sundt Foundation is a 501(c)(3) charitable corporation founded in 1999. Its purpose is to make a meaningful impact on the lives of disadvantaged children and adults through grants to 501(c)(3) non-profit organizations that serve them.

Most grants are made to organizations located in the vicinity of a Sundt regional office (Phoenix, Tucson, Northern California, Southern California, Texas, and Utah).

Funding for the Foundation comes primarily from contributions made by employees of Sundt Construction, Inc., and matched by the company.

Employees and others making donations to the Foundation designate where they want their gift (and the matching funds) to be distributed.

## **HOW GRANTS ARE MADE**

The Foundation has four grant cycles each the year. The deadlines for these grant cycles are:

- December 15
- March 15
- June 15
- September 15

Non-profit organizations wishing to be considered for funding must first submit a completed Grant Application, along with copies of the organization's 501(c)(3) determination letter and list of current board members.

Grants are reviewed by employee committees who make recommendations to the board, which meets quarterly.

The board meetings are scheduled for approximately six weeks after each grant cycle closes.

Applicants are notified by email approximately two weeks after the board meeting if their application has been funded, denied, or held for consideration during the next grant cycle. Organizations that submit applications that do not meet these giving guidelines or are incomplete will not be considered and no notification will be sent.

## **FUNDING EXCEPTIONS**

In general, the Sundt Foundation does not provide financial support:

- For grant requests greater than \$10,000
- In the form of multi-year pledges
- To underwrite the costs of fundraising events, such as dinners, golf tournaments, etc.
- Construction projects that will provide administrative facilities
- Grants that would be used, in any way, to teach or promote any religious belief
- Activities outside of the United States

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## IMPORTANT GRANT APPLICATION INFORMATION

1. **Verification of Tax Exempt Status.** Applicants must be able to verify their 501(c)(3) status by submitting a copy of their tax determination letter from the Internal Revenue Service. There are no exceptions to this policy, and no other types of tax exempt organizations will be considered.
2. **Verification of Current Address.** The address on the tax exemption letter must match the current address of the organization. If it does not, the organization must submit a copy of the first sheet of its most recent Form 990 filing showing the current address of the organization. If the organization is not required to file a Form 990, it may alternatively submit to the Foundation a letter, signed by the Executive Director or other official with authority to bind the organization, explaining the change of address (when, where, etc.) and affirmatively stating that, but for the change in address, the organization is the same organization that has been designated by the IRS as a 501(c)(3) organization, that there has been no change in that status since the issuance of the IRS letter and that, to the best of the writer's knowledge, there are no circumstances that would warrant a change in that status.
3. **Recognition as an Affiliate of another Organization.** If the organization applying for a grant is an affiliate of a parent organization that holds 501(c)(3) tax-exempt status, the applicant must submit a copy of the parent organization's tax-exemption letter along with a letter from the parent organization, on the parent organization's letterhead, recognizing the affiliate and confirming the affiliate's current address.