



Sundt Foundation Grant Application Guidelines

OVERVIEW

Founded in 1999, the Sundt Foundation was created to give Sundt employee-owners a way to give back to the communities where they live and work. Today, the Sundt Foundation remains true to its original mission, fostering a sense of connection and belonging in our local communities. The Sundt Foundation provides volunteer and grant opportunities to 501(c)(3) nonprofit organizations in its regional areas.

The Sundt Foundation's grants are made to 501(c)(3) nonprofit organizations located in its regions: **Southwest** (Arizona, New Mexico); **South** (Texas, Alabama), **West** (California); **Pacific Northwest** (Oregon, Washington); **Intermountain** (Utah, Idaho); **Southeast** (Florida, North Carolina, South Carolina, Georgia, Tennessee, Virginia, West Virginia, Kentucky).

Funding for the Foundation comes primarily from contributions made by employee-owners of Sundt Construction, Inc., matched by the company.

GIVING GUIDELINES

Employee-owner committees are responsible for Foundation grantmaking designated in the areas of youth development, hunger & nutrition, basic needs & social services, and military & veterans.

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

The committee evaluates each grant application with the following considerations:

- The organization's mission is aligned under one of the Foundation grantmaking areas.
- The organization has been in operation for at least one year.
- The organization's administrative expenses are less than 30% of its annual budget.
- The organization has a prior annual operating budget/revenue of \$100,000 or more.
- The organization has not received funding from the Sundt Foundation in the last year.
- The organization has a physical office or presence in the local giving area.
- The funding request is between \$2,500 - \$25,000.
- The application demonstrates a clear funding need for a specific program.

HOW GRANTS ARE MADE

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

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

Nonprofit organizations wishing to be considered for funding must first submit a completed grant application, along with copies of the organization's 501(c)(3) IRS tax-exempt determination letter and list of current board members. An organization may apply for multiple giving areas if it has a



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demonstrated physical presence and services in the area.

The Sundt Foundation board meets to review and approve grants approximately eight weeks after each grant cycle closes. Applicants are notified by email approximately ten weeks after the quarterly deadline 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. If an organization is declined, it can apply again in the following quarter's cycle.

FUNDING EXCEPTIONS

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

- Grant requests greater than \$25,000.
- Multi-year pledges.
- Costs of fundraising events, such as dinners, golf tournaments, etc.
- Construction projects that will provide administrative facilities.
- Event sponsorships.
- Grants that would be used, in any way, to teach or promote any religious belief.
- Political candidates, parties, campaigns, or causes.
- Activities outside of the United States.

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-exempt 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