SUNDT FOUNDATION

APPLYING FOR A GRANT

The Sundt Foundation provides grants to qualifying 501(c)(3) nonprofit organizations where our employee-owners live and work. For an opportunity to be awarded a grant from Sundt Foundation, please visit our website and apply using our application provider, NextZen.

Please note we switched to this new platform in July 2024. If you had an account on our previous platform, you will need to create a new account and will not have access to past applications.

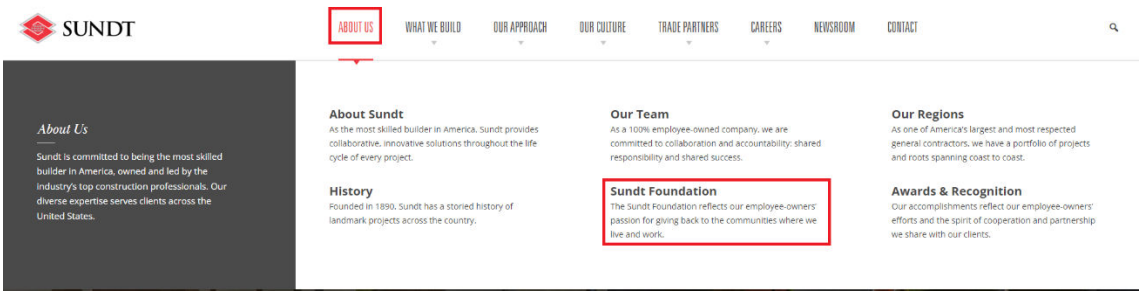
For your application to be complete, please be prepared to provide:

- Organizational Information
  - Organization tax ID and address
  - Organization website
  - Year founded (based on the Internal Revenue Service (IRS) tax-exempt letter's Effective Date of Exemption)
  - Your organization's 501(c)3 IRS Tax-Exempt Determination Letter
  - A document listing your organization's current board members
  - Date/amount of past grants you have received from the Sundt Foundation
- Financial Information
  - Prior year's annual operating budget (annual revenue on previous year's 990)
  - Percentage of budget used for administrative expenses
  - Your organization's most recent 990 Filing
- Grant Request Information
  - Organization's mission
  - Your organization's goals for next year and how you will measure success
  - The name of the program you are seeking funding for
  - How this grant will improve the local community in a meaningful way
- Address verification documents (if your current address is different than your tax-exemption letter)
- Any additional needs or support your organization could use

Follow these steps to complete your application:

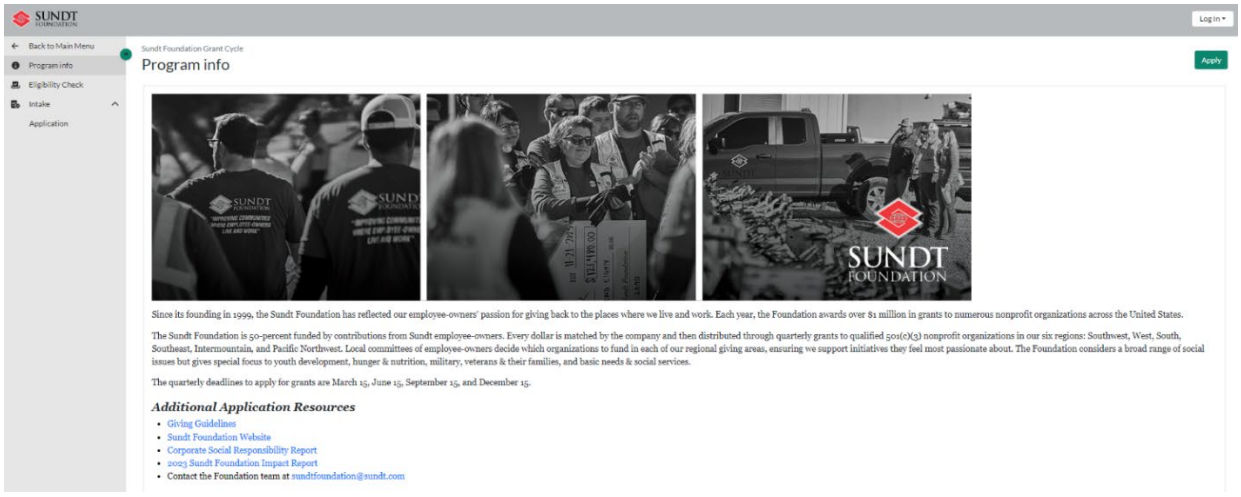
1. Visit www.sundt.com

2. Click on “About Us” and then select “Sundt Foundation”



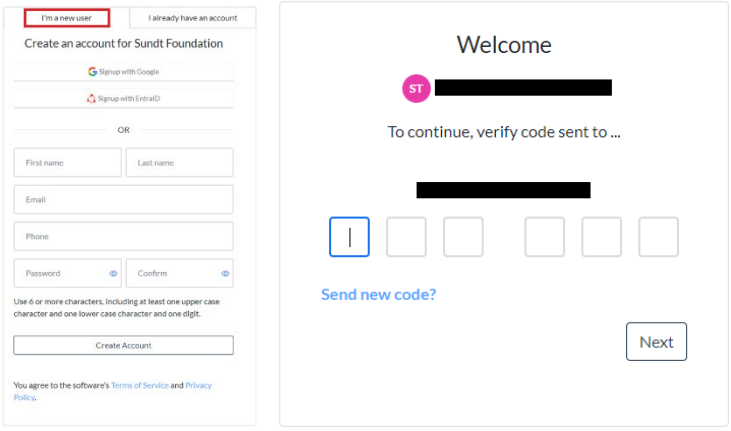
3. Once on the Sundt Foundation page – please scroll down to the “Apply for a Grant” section and select “Apply Now”. We encourage you to review our Giving Guidelines before applying to ensure your eligibility before beginning your application.

4. From there, you will be redirected to our application on WizeHive’s platform called NextZen.

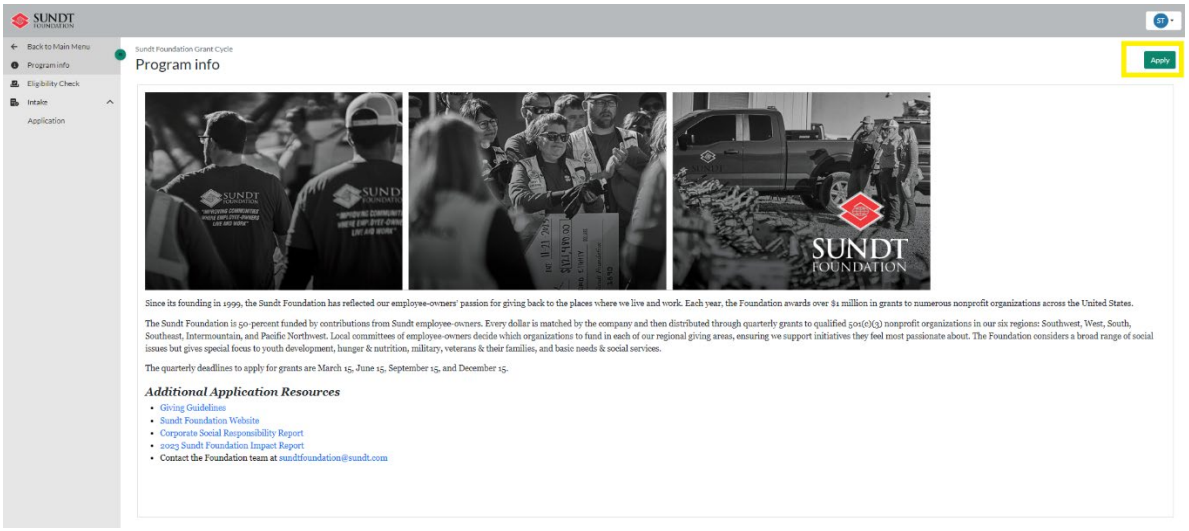


5. To begin your application, you will need to login or create an account. You can navigate to do this by clicking on “Login” or “Apply” in the top right corner.

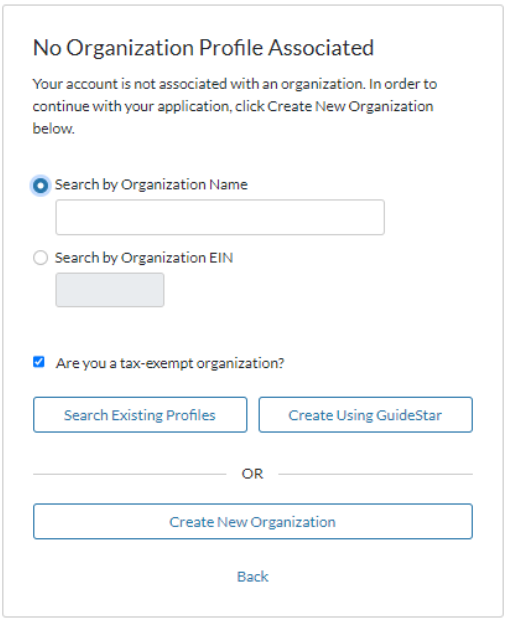
6. To create a new account, select “I’m a new user”. You will need to verify your email address with a verification code.



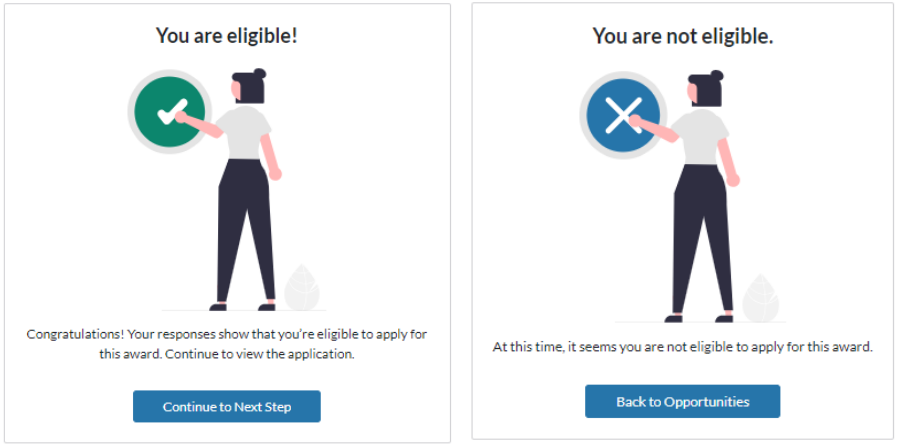
7. From there, you’ll arrive at our Program Info page. Click the “Apply” button in the top right corner to go to the application.



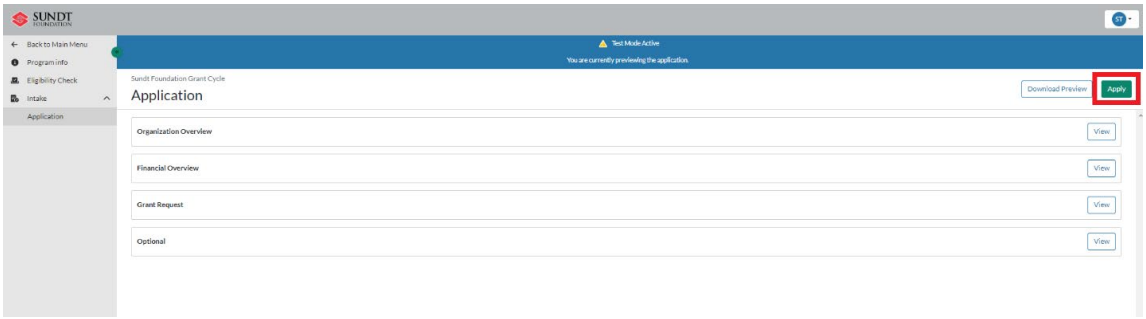
8. To connect your organization to your account, you can "Create Using GuideStar,” create your profile from scratch using “Create New Organization”, or “Search Existing Profiles” that already exist on our grant platform. This last option to “Search Existing Profiles” would be used if your organization has previously applied or you have multiple people accessing the same applications, linking all your accounts.
    a. Note: sometimes using the “Create Using GuideStar” option does not pull all your organization’s information, so please fill in any missing information on your organizational profile.



9. Once your profile is created, you will start the application process with our Eligibility Check! Please answer the questions honestly to confirm if you are eligible for our grant cycle.

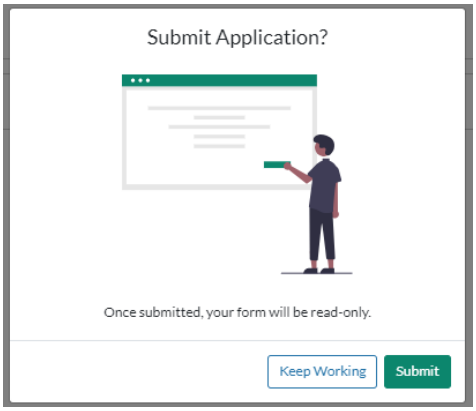


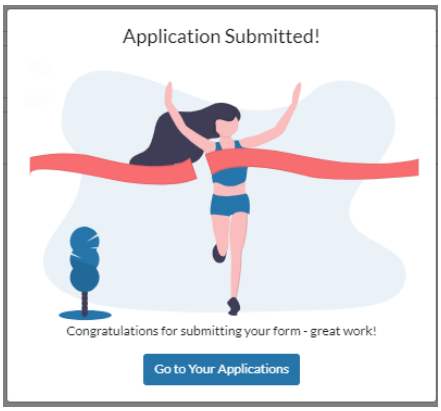
10. If you are eligible to apply, you will move to a screen to preview the application. Feel free to look through the questions before you begin the application if that is helpful in preparing. When you are ready to apply, click on the green “Apply” button in the top right corner.



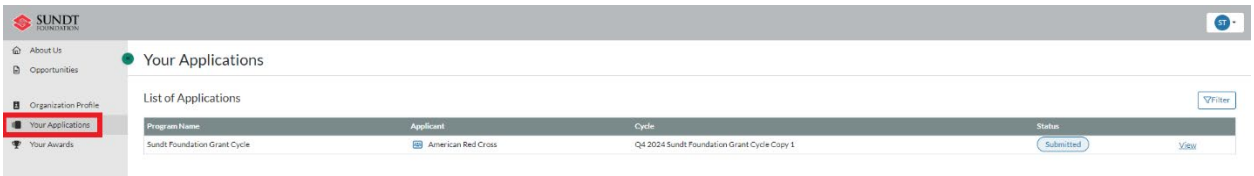
11. You can select “Save Draft & Exit Section” on the bottom of your page at any time to save and return to your application at a later time.

12. When you are finished with the application, you will select “Save Draft & Exit Section” to be redirected to the Submission page. You will see the green “Submit” button.





13. Once your application is submitted, you can check the status and review it by navigating to the “Your Applications” button on the left sidebar.



If you have any questions about the grant application process or our new site, please reach out to sundtfoundation@sundt.com.

Frequently Asked Questions

I am having technical issues. How can I get it resolved?
Please reach out to us at SundtFoundation@Sundt.com so we can open a ticket with the WizeHive Support team for you.

Is your grant application on a new website?
Yes, we recently upgraded our grant management tool and adjusted our application in July 2024. You will need to create a new account to apply for our grant cycle, ensuring your organization still meets our giving guidelines. Some new features to support our applicants include easier ways to collaborate with your team members on applications, the ability to request additional support beyond grant funding, tracking historical data for grant funding starting now, easier 501(c)(3) status verification through GuideStar, ability to add more documents, and simplified communication through the system.

How often do you award grants?
The Sundt Foundation has four grant cycles each year. The deadlines for these grant cycles are:

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

Final grant determinations are made within 10 weeks of each grant deadline and communicated via email and the platform.

Do you only provide grants to 501(c)(3) nonprofit organizations in certain locations?
We fund nonprofit organizations in the areas where our employee-owners live and work. We operate under a regional model and provide grants to 501(c)(3) nonprofits organizations located in: **Southwest** (Arizona); **South** (Texas, New Mexico), **West** (California); **Pacific Northwest** (Oregon, Washington); **Intermountain** (Utah, Idaho, Montana); **Southeast** (Florida, North Carolina, South Carolina, Georgia, Tennessee, Virginia, Kentucky, Arkansas).

Are there specific cities that you fund within your regions?
Yes! Please use the link HERE to see if your organization's local physical address matches one of the eligible cities listed. This list updates quarterly so we encourage you to check back in the future if your city is not listed.

Where does your grant funding come from?
Our grant funding comes directly from our employee-owners. Employee-owners make donations via payroll deductions or one-time giving, and those funds are matched dollar for dollar by the company. Each giving committee receives their funding amount at the end of the quarterly cycle to allocate accordingly to nonprofit organizations of their choice.

Our request range is from $2,500 - $25,000, although the average grant amount awarded by our committees is $5,000.

How many organizations receive grants?
Every quarter the amount of grant dollars fluctuates because funding comes directly from our employee-owners. Because of this, the number of grants and amount of each grant can change quarterly.

How many organizations apply for grants each quarter?
We get 500+ applications each quarter across all of our regions.

Why was my organization's funding request declined?
Our committees receive a high volume of applications and have limited funds to award quarterly. If your organization is declined, you will receive information about it for two reasons: 1) due to lack of funds or 2) due to not meeting the requirements in our Giving Guidelines. Please review our Giving Guidelines on our website prior to completing your application to ensure you meet all the qualifications.

How often can I receive grant funding?
Nonprofit organizations can receive funding every 12 months.
Example: If you applied and received funding in Q1 2025, you are eligible to apply again in Q1 2026.

Is there something I can change about my request in the future to receive funding?
Our grants are primarily awarded in the areas of youth development, hunger & nutrition, basic needs & social services, and military & veterans. We encourage you to apply for your program with the greatest need and share with us in the application how our funds will make an impact in your local community.

Do you consider event sponsorships?
At this time, the Sundt Foundation does **not** support event sponsorships, per our giving guidelines. Your organization can apply for programmatic funding through our grant cycle.

Who reviews your grant requests?
Each of our 12 offices across the country has their own giving committee comprised of volunteer employee-owners who are passionate about giving back. The local giving committees review grant requests after the Sundt Foundation team has been reviewed your application for meeting our Giving Guidelines.

What grant management system do you use?
We currently use NextZen by WizeHive. Please note, if you have not applied on this new system yet you will be required to create a new account and will not have the ability to access previously submitted applications.

Why do you require nonprofits to have an operating budget of $100,000 or more?
In February 2024, we updated our giving guidelines to ensure that we are supporting organizations that have started to establish a fundraising and service model by managing an operating budget of $100,000 or above. We will verify this number based on your organization's most recent 990 filing

under “Total Revenue.” An annual budget of $100,000+ ensures that the Sundt Foundation is not the organization’s only funder, verifying they are receiving funding from other sources to support their longevity as an organization. Our committees are good stewards of our employee-owner donations and want to support those organizations that are sustainable beyond our grant since our grant funding is only for one year.

What type of grant reporting does your cycle require?
If your organization receives funding, we have a follow-up form one year after receiving funding. This will ask how your organization used the funds, how many lives were impacted, and a request for a written or visual testimonial.

How do I learn my updated grant status?
At this time, awarded applicants will receive an email notification and will see an updated status on their application once awarded (within 10 weeks of the grant deadline). Applicants who are not awarded will see no change to their status, as our site unfortunately does not have a declined status update. However, we will send out an email to the application submitter to alert them of their application not being selected with a link to our next application. We want to be transparent about the status of your application and ensure everyone has the information they need from us to update their records. Thank you for your patience and understanding with the current process we have in place.

Do you have any guidance or tips when writing my application?
Write to the normal employee-owner, so limit any industry jargon or unclear language. Talk about the impact in numbers that the potential funds could make on the local area you are applying for. Grant funding is unrestricted, although it can be helpful to describe a specific program for reviewers to better understand your work.

Can I submit multiple applications?
Only if your organization has a local physical address in the areas that you are applying for. You may only submit one application per area. Please note that you will need to upload additional documentation to verify why the local physical address differs from the one listed on your tax-exempt letter.

Can we meet with your team beforehand to share our specific programs and ask what might be a good fit?
At this time, we do not have the capacity to meet with nonprofits before applying. We recommend applying for the program of your greatest need, and aligning with our giving guidelines.

How else can we partner with the Sundt Foundation and your employees?
We primarily support organizations through our grant cycle. We are not able to fund sponsorships, per our giving guidelines. Our local committees will organize in-kind donation drives and volunteer events. When you are applying, please provide additional details in the application question "What other needs or support is your organization interested in?".

Can I apply even if my organization's 990 filing does not show $100,000+ in annual revenue?
At this time, we ask that you wait for your organization's 990 filing to reflect $100k for applying. If you apply, you will be disqualified.

How do you calculate administrative expenses?
Our giving guidelines require applicants to have administrative expenses of 30% or below to be eligible for this grant cycle. We consider an organization's administrative expenses as the percentage of "Management and General Expenses" noted on your organization's 990 filing. This number is often found on the 990: Part IX Statement of Functional Expenses. We will utilize the 990 filing attached to verify this information. If you submit a 990EZ, we calculate this percentage using salaries, professional fees, occupancy, and printing.

The decision hasn't been updated on the platform. Should I still reapply?
We send out notifications via email on the decision. Our platform doesn't send out a grant determination notice, so we wanted to let you know so you could apply again. Please note for your reference: when you check your status, it will still say "Under Review". Only awarded applications have their status changed. We apologize for that inconvenience.

Who can I contact if I have questions?
If you have any questions about the grant application, please reach out to sundtfoundation@sundt.com.