



Grant Application

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I. Mission Statement

The mission of the Jay L. Smith Family Foundation is to enhance the quality of life for individuals, families, and communities by funding qualified non-profit organizations that promote family values, support the advancement of healthcare, and serve the disadvantaged.

II. Grant Guidelines

The Jay L. Smith Family Foundation (hereinafter the “Foundation”) will only award grants to public charities or private foundations that are recognized by the Internal Revenue Service as a 501(c)(3) organization (hereinafter “Qualified and Potential Grant Recipient”). Reserving grants only to Qualified and Potential Grant Recipients allows the Foundation to limit its operating costs and devote more funds to grant recipients.

There are two potential ways upon which a Qualified and Potential Grant Recipient can receive a grant from the Foundation: solicited and unsolicited. The Foundation allocates roughly 80% of its yearly granting to Qualified and Potential Grant Recipients chosen by our Board of Directors (hereinafter the “Board”) and the remaining 20% is reserved to Qualified and Potential Grant Recipients who solicit donations from the Foundation. All Qualified and Potential Grant Recipients who solicit grants from the Foundation must do so on a year to year basis. No grants are awarded for multi-year programs.

Before soliciting a grant from the Foundation, all Qualified and Potential Grant Recipients should first consult the Foundation’s mission statement and other information about the Foundation to determine whether or not the Qualified and Potential Grant Recipients’ approach and funding needs are consistent with the goals of the Foundation. If a Qualified and Potential Grant Recipient feels that its goals are consistent with the Foundation, please download and fill out this Grant Application (hereinafter the “Application”). Once completed, please mail the Application to the Foundation at the address provided or email it to applications@jaylsmithfamilyfoundation.org. After receipt of any application, the Foundation reserves the right to request additional information from the Qualified and Potential Grant Recipient. **DO NOT RETURN THIS APPLICATION WITH A PROPOSAL.**

Should the Foundation request a proposal from the Qualified and Potential Grant Recipient, it must contain the purpose for which the grant will be used, if approved by the Foundation. In addition, the requesting Qualified and Potential Grant Recipient must acknowledge that the grant may only be used for the stated purpose and that the Foundation

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may revoke all or a portion of the grant if not used for that intended purpose. Finally, the requesting Qualified and Potential Grant Recipient will agree to provide a report documenting use of the grant for its intended purpose.

III. Grant Limitations

A very limited number of applications will be reviewed by the Board. As previously stated, upon receipt of applications, the Board retains the right to solicit more information from any Qualified and Potential Grant Recipient that the Board finds most consistent to the Foundation's interests. The Board will subsequently review the proposals and decide whether or not to issue a grant.

Since the Foundation requests more proposals than it can fund, Qualified and Potential Grant Recipients should **not** interpret a request for additional information as an indication of likely support.

The Foundation will not consider grants for individuals, capital campaigns, political campaigns, lobbying legislation, equipment purchases, endowments, direct services or media production. The Foundation will not consider multi-year grants.

The deadline for this Application is the 31st day of December of the year preceding the year of the grant requested.

IV. Grant Expectations and Record Keeping

The Foundation expects tangible outcomes from Qualified and Potential Grant Recipients. All Grant Proposals will include specific plans for evaluating project activities and the Foundation will require all Qualified and Potential Grant Recipients, should they be approved, to provide the Foundation with documentation that the grant was used for approved purposes. Such documentation may include, but is not limited to, an IRS Form 990 and statements that show that the grant was used for its specified purpose, along with receipts documenting such use if it is not readily apparent from the Form 990.

Should a Qualified and Potential Grant Recipient, if approved to receive a grant from the Foundation, use the grant for a purpose other than that which was approved by the Foundation, the Foundation will immediately cease providing any additional support to the entity until such entity demonstrates the adoption of safeguards to prevent the future misuse of grant funds.



V. Grant Application Form

Do not include proposals with this application. If your application is selected, we will ask for a proposal later. Qualified and Potential Grant Recipients should not interpret a request for additional information as an indication of likely support or approval.

Applicant Information:

Date of Grant Application: _____ Non-Profit Tax ID #: _____

Name of Qualified and Potential Grant Recipient: _____

Year Organized: _____ Year in Which Funds are Needed: 20____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____

Grant Request Range: \$ _____ to \$ _____

Mission Statement of Requesting Organization: _____



Name and Addresses of Board Members:

Name: _____ Title: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____

Name: _____ Title: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____

Name: _____ Title: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____

Contact Person 1:

Name: _____ Title: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____



Contact Person 2:

Name: _____ Title: _____

Address: _____

City: _____ State: ____ Zip Code: _____ Telephone: () _____

FAX: () _____ Email: _____

VI. Grant Proposal (Do not fill out unless requested)

In 500 words or less, a director or officer of the Qualified and Potential Grant Recipient must describe its proposed use of potential grant funds. Should the Board need more information, it will request more information separately. This Grant Proposal may include, but is not limited to, the purpose for which the grant will be used; acknowledgement that the grant will only be used for its intended purpose; and an agreement to provide reports on an semi-annual basis, documenting the use of the grant for its intended purpose.



VII. Items to Include with Grant Application

1. Documentary proof of Qualified and Potential Grant Recipient’s Non-Profit IRS tax-exempt status;
2. Qualified and Potential Grant Recipient’s Non-Profit resume/background information;
3. Qualified and Potential Grant Recipient’s Non-Profit prior year & current year-to-date balance sheet and income statements
4. Qualified and Potential Grant Recipient’s proposed budget for expenditure of potential grant funds.

This Grant Application will only be reviewed after completion of all parts of this Application. All Applications are subject to approval by the Board of Trustees of the Jay L. Smith Family Foundation.

Submit Applications to: Jay L. Smith Family Foundation, PO Box 4054, Montgomery, AL 36103-4054 or email to applications@jaylsmithfamilyfoundation.org.



VIII. Disclaimer, Consent, and Release

Disclaimer:

Unfortunately, the Jay L. Smith Family Foundation (“Foundation”) cannot give grants to all Qualified and Potential Grant Recipients. Therefore, the requestor of this application, as an authorized agent of the Qualified and Potential Grant Recipient (“Requestor”), acknowledges and understands that submission of this application is not an indication that it will receive a grant from the Foundation. Additionally, if the Foundation requests more information from a Requestor, it is also not an indication that a grant will be awarded. All Qualified and Potential Grant Recipients that are approved to receive a grant will be notified by a member of the Board of Directors of the Foundation in separate correspondence.

Consent:

ONLY IN THE EVENT A QUALIFIED AND POTENTIAL GRANT RECIPIENT IS CHOSEN TO RECEIVE A GRANT: The Requestor consents to allow the Foundation to use verbal communication; written communication; and photographs, movies or videotapes for non-profit purposes. The purpose of this consent is to allow the Foundation the opportunity to share information regarding the grant process on its website.

Release:

The Requestor acknowledges that he/she has authority to bind the Qualified and Potential Grant Recipient and is authorized to sign this disclaimer, consent and release. Moreover, the Requestor hereby releases and holds harmless the Foundation incident to the granting process. The Requestor also understands that should the Foundation grant or fail to grant funds to the Qualified and Potential Grant Recipient, such action should not be interpreted as a position or opinion regarding the merits of the application, purpose, or mission of the Requestor or Qualified and Potential Grant Recipient.

Acknowledged this, the ____ day of _____ 20__.

Signature: _____

Print: _____