**PINE MEER FOUNDATION**

**GRANT APPLICATION**

Application Process

Before submitting an application please **first send a Letter of Inquiry** addressed to the Secretary of The Foundation, Mr. Susan Nunnery, 800 S. Pacific Coast Highway, Suite 8-338, Redondo Beach, CA 90277.

The letter should contain a brief statement of the applicant’s need for funds and enough factual information to enable the assistant to determine whether the application falls within the Foundation’s area of preferred interest or warrants consideration as a special project. Letters of Inquiry will be acknowledged upon their receipt. Applicants who receive a favorable response to their initial inquiry will be invited to submit formal Application.

All grant applications are reviewed by the Secretary. Thereafter, consultation will be made with the Director and the Board. A decision will be made whether to:

1. Decline the request if it is outside the parameters of The Foundation’s Mission or it is a project that may be difficult to implement and support.
2. Request further information, if a decision cannot be made on the basis of the initial inquiry; or
3. Present the request to the Director and Board for further discussion and a final decision.

*The Pine M*eer Foundation will not support grants to individuals, general fundraising or capital construction projects. It will not make grants intended to directly or indirectly support candidates for political office or to influence legislation. It will make only grants to qualifying organizations whose programs or projects conform to the Mission of The Foundation.

Grant applications will be reviewed quarterly.

Applicant Information

**APPLICANT INFORMATION:**

Date:

Name:

Address:

Phone Number:

**NON-PROFIT ORGANIZATION INFORMATION:**

Contact Name:

Fiscal Agent:

Address:

Phone Number:

Application Quarter:

**PROPSAL:**

1. Please explain your purpose for applying for Pine Meer Foundation Grant and why do you think it is within the scope of the Pine Meer Foundation’s Mission.
2. Include amount of request, significance or uniqueness of program, and the expected results.
3. If approved, what is your timeline for the completion of this program?
4. Budget for program.
5. Statement of sponsoring organization financial position: *(Please attach a copy of your financial statement for the past 3 years – balance sheet and income statement)*
6. How do you plan to continue a successful program once support from the Pine Meer Foundation ceases?
7. Please provide evidence of tax exempt 501 (c) 3 Status?
8. Please provide a list of members of the governing body.
9. Identity and qualifications of key personnel involved.
10. Has the above governing body reviewed the proposal and specifically approved for submission? *(Please include a copy of the minutes from that meeting.)*
11. Has your sponsoring organization previously applied for Pine Meer Foundation grants?