



## Southminster Foundation

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November ??, 20??

Dear Friend in the Community,

The Southminster Presbyterian Church Foundation was created by members of our Church, and each member of the church belongs to the Foundation. Its purpose is to provide support for the work of the church and the important work of non-profit organizations within our community.

Each year the Foundation provides limited grants to various non-profit organizations. The Southminster Foundation is eager to hear from non-profit organizations that are furthering our congregation's vision of a community that is peaceful, healthy, and economically and socially just. The Foundation emphasizes support for organizations in Washington County and the local vicinity.

The Foundation is seeking granting opportunities with a specific, tangible benefit, and opportunities to help leverage lasting changes in people's lives. We are particularly interested in addressing issues associated with housing, food, poverty, and medical care.

### **Foundation guidelines for approving grants:**

- \* Priority is given to the local community. International grants are specifically precluded.
- \* Priority areas for funding are: 1. Direct services or goods 2. Facilities/equipment 3. Staff
- \* Grants are made for a single year and are rarely approved for more than two consecutive years to a single organization.
- \* Funds are designated for the specific purpose for which the request was made or as agreed upon between the Foundation and the grantee.
- \* Please note that, in practice, the grant amounts are almost always less than \$3,000.

### **The grant application, review, and approval process:**

- \* Grant applications are due February 28<sup>th</sup>, 20??
- \* The Foundation considers the applications in March, and may request a site visit to find out more about your organization and the grant request, sometime during March or April.
- \* Decisions on grant awards are usually made by May 15th.
- \* All grant applicants are then notified of the decisions by the Foundation, and successful grantees will receive a check for the funds awarded.

Award grantees will be asked to provide a brief quarterly report to the Grant Committee explaining their progress using the grant funds, and listing their expenditures.

If you would like to talk to someone directly about the grant application or the process of granting, [email staff@southmin.org](mailto:staff@southmin.org) or call 503-644-2073.

Peace be with you,

The Southminster Foundation Board



## Southminster Foundation Grant Application

### Required Grant Application Submittals

Please provide TWO copies of the following documents with your application BY FEBRUARY 28<sup>th</sup> 20??:

- \* A brief description of the purpose of your organization
- \* A copy of your organization's most recent financial statement
- \* Documentation of your organization's nonprofit status
- \* A list of your major funding sources for the past two years
- \* The completed Grant Application Form below

**Please send to: Southminster Foundation, 12250 SW Denney Road, Beaverton, OR 97008**

**Or e-mail the documents (as PDF or Word attachment files ONLY) to [foundation@southmin.org](mailto:foundation@southmin.org)**

Requesting organization:	Request date:	Date needed:
Address:	City/State:	Zip:
Contact:	Phone:	E-mail:
Amount requested:	Desired disbursement schedule:	
Date program was established:	Current program budget:	
Program target audience:	Planned program length:	
Program goals:		

