

NORMAN ARCHIBALD CHARITABLE FOUNDATION

BOARD OF DIRECTORS

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MOLLY STEARNS
DIRECTOR

GUIDELINES FOR GRANT APPLICANTS

The Foundation's Articles of Incorporation provides that distributions from the Foundation are to be made as determined by the Board of Directors to qualifying charitable organizations. The Directors have determined, as a matter of policy, to adhere to the following guidelines:

- a) Applications for grants will be considered only from organizations which have been ruled to be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and which are not private foundations as defined in Section 509(a) of the code.
- b) Grants will be confined to organizations operating within the Puget Sound and northwest Washington region or to projects significantly affecting its residents. (The "region" includes the following Washington State counties: Whatcom, San Juan, Skagit, Island, Snohomish, King, Kitsap, Pierce, Thurston, Mason, Grays Harbor, Jefferson and Clallam Counties.)
- c) No grants will be made to individuals, private foundations or to governmental or tax-supported institutions.
- d) No grants will be made to previous grantees that failed to timely remit their Grant Use Reports.
- e) The Foundation annually funds two categories of qualifying charitable organizations that together provide tangible support for urgent needs to improve the quality of life for residents of the region. The categories funded are:
 1. A limited group of prequalified somewhat larger recurring CORE grants that are funded annually over an extended period of time. The Foundation has identified these organizations to be deserving of ongoing support. Changes to this group of organizations are infrequent.
 2. A larger number of smaller REGULAR grants which in total are affordable to the Foundation while reaching significant numbers of agencies in need with limited available resources. These grants are individually smaller dollar awards (usually less than \$10,000) but they fill an important need for meaningful numbers of organizations. An organization having received a REGULAR grant becomes ineligible to receive another grant from the Foundation until the second calendar year after receipt of the most recent grant. (See Note 1 on Grant Checklist)
- f) Grants are usually NOT awarded for ongoing programs, normal operations or for debt retirement or operational deficits; for contributions to endowment or scholarship funds; or for grants to conduit organizations, i.e., to tax-exempt organizations for passing funds on to organizations not tax-exempt in their own right.
- g) Grants are usually awarded for assisting in capital projects, facility needs, equipment and technology improvements.
- h) Adult performing arts organizations located in King and Pierce Counties are now being considered for funding through the ArtsFund. The ArtsFund web address is <http://artsfund.org/about-arts-fund/grant-process>

The Board of Directors usually meet in the months of February, April, June, September and December to make grants. Applicants may anticipate a response to their application within a reasonable period after the meeting at which their request was considered. Occasionally the Directors will defer a grant decision to a later meeting. The Foundation Directors invite, and will give consideration to, a request for a REGULAR grant submitted in the form described on the "Applying for a Grant & Document Checklist" on the following page.

NORMAN ARCHIBALD CHARITABLE FOUNDATION

GUIDELINES FOR GRANT APPLICANTS

Applying for a Grant Document Checklist

Note 1: As our funds are limited, the Foundation prefers to assist applicants with limited resources typically those with less than \$1,000,000 of liquid or marketable assets.

To be considered for a REGULAR grant, a qualifying charitable organization as described previously, must submit this Checklist together with THREE complete sets of the following documents - in the order indicated below. Three sets of the application packets are necessary as they will be reviewed separately by each of the Directors prior to their grant making meeting.

The THREE grant application packets should be mailed to:

Secretary of Board of Directors
Norman Archibald Charitable Foundation c/o
Private Bank, Wells Fargo Bank N.A.
P.O. Box 21927 Seattle,
WA 98111

Archibald Foundation provided documents: (Available at <http://archibaldfoundation.org>)

- 1) "GRANT APPLICATION PROFILE SUMMARY"
- 2) "GRANT AGREEMENT TERMS AND CONDITIONS" (Signed)

Applicant documents to be provided:

- 3) Executive summary of application
- 4) Application narrative including:
 - 4.1 Organization's description, history and accomplishments,
 - 4.2 Grant amount requested,
 - 4.3 Remaining project funding needs and sources,
 - 4.4 Explicit project description including, location, timing and budget,
 - 4.5 Project & financial leader's qualifications,
 - 4.6 Specific quantitative and qualitative benefits derived by project,
 - 4.7 Sources of ongoing operational and program funding.
- 5) Grant history with Archibald Foundation and where applicable, a copy of the applicant's most recent "Foundation Grant Use Report".
- 6) Copies of most recent IRS 501(C) (3) determination letter.
- 7) Copies of most recent IRS letter stating not a "Private Foundation", if not included in the above determination letter.
- 8) A currently dated written statement signed by the applicant's Executive Director confirming that the Organization's Tax Exempt and Not a Private Foundation status continues to date.
- 9) Current Officers and Board Members with their affiliations.
- 10) Two years audited financial statements including the "Balance Sheet", "Statement of Earnings", "Statement of Cash Flow" and "Notes to the Financial Statements" **DATED WITHIN TWELVE MONTHS OF GRANT APPLICATION**. If audited financial statements are not available, please remit unaudited financial statements or IRS Form 990 preferably prepared by a qualified independent person/firm **(DATED WITHIN TWELVE MONTHS OF GRANT APPLICATION)**
- 11) Current Organizational Budget and any significant changes in financial data since date of financial statements.