

FOUNDATION APPLICATION GUIDELINES FOR MAJOR GRANTS

Applications for grant amounts over \$500 must be submitted as written requests to the Grant Administrator, Stabile Family Foundation, 20 Cotton Road, Nashua, NH 03063. Applicants should review the Foundation's criteria and be certain that proposals include sufficient information to present their case, but that all information is relevant to ensure paperwork is kept to a minimum.

Applications should take the form of a cover letter with appropriate enclosures explaining the purpose of the project and describing how that purpose will be accomplished.

A proposal should consider and respond to as many of the items listed below as are appropriate for the members of the Foundation to more fully understand the importance of the project and the specifics of what is planned.

1. A brief description of the organization, its programs & services.
2. Description of specific activity or project for which support is requested, the needs the project is designed to address and how these have been determined.
3. Indicate what results the project is designed to achieve and how outcomes will be evaluated.
4. If the program or project is intended to be ongoing, indicate what resources are available to ensure its continuation.
5. If the project or program is a one-time activity, describe the lasting benefits.
6. Itemized income and expense budget for the project indicating known and projected sources of support.
7. Last available financial statement and current operating budget for the organization.
8. A copy of the IRS letter of Tax Exempt Status - 501(c) (3).
9. List of the Board of Directors and their professional affiliations.
10. Projected calendar of proposed project.

ELIGIBILITY GUIDELINES FOR STABLE FAMILY FOUNDATION

Non-profit 501(c)(3) organizations with public charity status and public agencies providing educational, recreational or similar services for their clients. Strong preference will be given first to organizations serving the Nashua area and then the State of New Hampshire. Preference will also be given to matching or challenge grants designed to increase the donor base of an organization.

Grants will be made for capital and special purpose needs. The Foundation will not provide or replace public or other funding available for the support of basic services, staff and other operating costs. The Foundation will not fund scholarships or make grants to individuals.

PROCEDURES

1. That portion of the Foundation's funds to be distributed in a calendar year will be allocated for both minor and major requests.
2. A minor request shall be defined as any application for an eligible activity from a Nashua area organization in an amount of \$500 or less. These minor requests shall be submitted to the Grant Administrator and will be reviewed on a periodic basis. Two or more members of the Foundation can act to approve such a request whether at a meeting or by a telephone poll of members by the Grant Administrator.
3. A major request shall be defined as any application for an eligible activity from a New Hampshire (preference) or other organization in an amount greater than \$500. These major requests will be reviewed at least three times a year and must be approved by a majority of the Foundation members.
4. Eligible applicants for minor grants (\$500 or less) must submit a written request to the Grant Administrator and must indicate they are in IRS Tax Exempt 501(c)(3) organization, list the name and address of the organization, the amount requested, the individual requesting the grant, the specific purpose for which the funds will be used, and those individuals to be benefited or served from the grant funds.
5. Eligible applicants for major grant requests (more than \$500) must submit a written request to the Grant Administrator with the information specified in its Foundation Application Guidelines for Major Grants.