

## GRANT APPLICATION/ REQUEST FOR FUNDS

Please complete this form and attach information required in application instructions.

Organization Name:		
Organization Address (address, city, state, zip):		
Organization Website:		
Office and Cell Phone Nos.:		
501(c)(3) Tax ID No.:		
Short Description of Organization Mission: <i>(Use attachments as necessary.)</i>		
Contact Person:		
Contact Email:		
How did you find out about our Foundation?	Check One:    Website    Local    Advertisement    Friend/Relative Newspaper Other (please list:	
Project Name:		
Location of Project: (Edmonds or So. Snohomish		
Dollar Amount of Request & Date Needed: <i>(Budget must be attached.)</i>	\$	Date:
<b>Short Description of What Funds will be Used For:</b> Community or Individuals the Funds will Benefit (who, where, and how many)? <i>(Submit attachments)</i>		
How will the Hazel Miller Foundation be recognized for its contribution (if appl.)?		
Other Funding Sources for Project (if any): <i>(Submit attachments as necessary or use space at right.)</i>	Source of Funds/Organization	Funding Amount (\$ and % of total)
	1.	
	2.	
	3.	
Overall organization annual operating budget:		
Applicant Signature:		Date:
Printed Name & Title:		

## Eligibility/Submission Requirements

**ORGANIZATION HISTORY** – The Hazel Miller Charitable Trust Foundation was established in 2009 as a means for charitable giving to benefit the City of Edmonds and South Snohomish County. The Foundation operates as a 501(c)3 as outlined in the IRS tax code.

**MISSION STATEMENT** – Dedicated to the citizens of Edmonds and South Snohomish County through grants to programs and projects that serve the public’s benefit, especially in the areas of education and youth services, poverty alleviation and hunger, civic and community services and amenities, the environment, and culture and arts.

**SUBMISSION CHECKLIST** – Applicants must submit the following within the stipulated page limits in order to be considered for a grant from the Hazel Miller Foundation:

1. Grant Application / Request for Funds Form
2. Attachment discussing how this grant would accomplish one or several of the following:
  - Create a community where a young person will want to stay/come back to live in South Snohomish County
  - Improve the sense of community in your school, city, or local organization
  - Develop a program that makes Greater Edmonds a standard for excellence
  - Fulfill a pressing need and exhibit a demonstrable impact on our community
3. Copy of IRS Determination Letter /Verification of tax exempt status
4. Current general operating budget and project budget for funds being requested (up to five pages)
5. Supporting information to justify request for funds, sufficiently describe project to be funded, and any letter of support (up to 10 pages). Supporting documentation can include:
  - Listing of Officers and Board of Directors
  - Financial statements for last completed fiscal year (audited preferred)
  - Support letters or endorsements (limit of 3)
  - Commitment letters from project / program consultants or subcontractors (if applicable)
  - Diagrams for equipment of schematics for capital projects (if applicable)
6. Capital Projects will be assessed carefully and funded on a limited basis.

**A completed Grant Application / Request for Funds form, attachment discussion of applicable community-related questions, verification of tax status, and project budget are required at a MINIMUM to be considered for a grant from the Hazel Miller Foundation.**

## **ELIGIBILITY REQUIREMENTS –**

- The Hazel Miller Foundation makes contributions to other organizations that are exempt from taxation and operate for charitable purposes as defined by Code Section 501(c)3.
- Projects or beneficiaries must be located in the City of Edmonds or South Snohomish County. South Snohomish County is defined by the Edmonds School District.

## **ELIGIBLE BENEFICIARIES –**

- One-time awards
- Awards for specific scopes of work, as defined by the charitable organization, and excluding travel, staff salaries, or general operating funds.
- Capital Projects will be assessed carefully and funded on a limited basis.
- Awards will be made based on eligibility and Foundation-established evaluation criteria.
- 501(c)3 organization are eligible to apply
- Consideration is given to projects that best represent the legacy of Hazel Miller.

## **APPLICATION PROCEDURES –**

One full copy of the application should be submitted by email (preferred) or mail to:

[info@hazelmillerfoundation.org](mailto:info@hazelmillerfoundation.org)

Hazel Miller Foundation  
10016 Edmonds Way, Suite C-257  
Edmonds, WA 98020  
206-667-0300 (voice)  
206-682-1874 (fax)

Grant submissions will be accepted at any time; however, grant requests will be decided on a quarterly basis. Applications must be received by the due dates to be considered for the upcoming grant cycle.

Applications are due by the first Friday of January, April, July, and October.

The Hazel Miller Foundation is not responsible for lost applications. Applicants are encouraged to submit applications electronically with a receipt confirmation.

Recipients will be notified within 90 days of submission unless additional information is required and then requests for information will be forwarded to the individual listed as the Contact Person on the application form.