



MAJOR CAPITAL GRANT APPLICATION

Please complete this form and attach the information required in the instructions

Organization Name		
Organization Address		
Organization Mailing Address, if different		
Tax ID # (or fiscal agent & fee)		
Contact Person		
Contact Email		
Contact Phone (Cell or Office)		
Project Name		
Location of Project (within the HMF Boundary)		
Amount of Request (Budget must be attached)	\$	Date Needed
How will the Hazel Miller Foundation be recognized		
Applicant Signature		Date
Printed Name & Title		

Eligibility/Submission Requirements for Major Capital Grants

ORGANIZATION HISTORY

The Hazel Miller Charitable Trust Foundation was established in 2009 as a means for charitable giving to benefit the South Snohomish County community. 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, the environment, culture and arts, and diversity.

ELIGIBILITY REQUIREMENTS

- The Hazel Miller Foundation makes contributions to public organizations that are exempt from taxation and operate for charitable purposes as defined by Code Section 501(c)3.
- Projects must be in South Snohomish County as defined by the Hazel Miller Foundation Boundary.

ELIGIBLE BENEFICIARIES

- 501(c)3 Public Charities under the Internal Revenue Code or represented by a qualified, tax-exempt fiscal sponsor
- Awards will be made based on eligibility and Foundation-established evaluation criteria
- Consideration is given to projects that best represent the legacy of Hazel Miller

MAJOR CAPITAL GRANT REQUIREMENTS

Facilities, infrastructure, and land are long-term assets that can transform the ability of nonprofit organizations to successfully serve the South Snohomish County community. For this reason, major capital grant requests are generally limited to building, land, or equipment purchases with a request amount above \$50,000; however, all submissions will be reviewed. If funded, the foundation may consider multi-year installments with interim annual reporting. Grant Agreements will be required and fully executed prior to the release of funds. Only South Snohomish County nonprofit organizations that are located within the boundary of the Hazel Miller Foundation are qualified to apply for a major capital request.

Requests that are under \$50,000, should use the regular grant application process that can be found [here](#).

SUBMISSION CHECKLIST – Applicants must submit the following to be considered for a capital grant from the Hazel Miller Foundation:

1. Signed Major Capital Grant Application Form
2. Attach your organization's information:
 - Discuss the founding of the organization and provide a brief description of the organization's current programs and populations served.

- Discuss how your organization highlights South Snohomish County as a caring community and a standard of excellence in solving community challenges
 - Describe your organization's approach to addressing disparities that exist within our community and how your work addresses those disparities
3. Attach your project information:
 - General description of your project scope, plan, and timeline.
 - Explain why this project is important to the mission of the organization.
 - Discuss how your project will fulfill a pressing need and will exhibit a demonstrable impact on the South Snohomish County community
 - List all staff salaries, stipends, or speaker fees this request will support
 4. Provide a project budget and describe the specific planning and fundraising involved in completing the project. Describe how this project will impact the organization's overall operating budget. List any funders and amounts that have been secured.
 5. Provide an organizational budget for the current fiscal year (income/expense), include all major donors with gifts over \$25,000.
 6. Provide a list of the Board of Directors and the staff involved in the project.
 7. Optional - Letters of support (limit of three)
 8. Provide a copy of IRS Determination Letter /Verification of tax-exempt status.

APPLICATION PROCEDURES

One full copy of the application should be submitted by **June 15, 2022** via email (preferred) to: info@hazelmillerfoundation.org

or mailed to:

Hazel Miller Foundation
10016 Edmonds Way, Suite C-257
Edmonds, WA 98020

Major capital grant submissions are reviewed annually and have a **deadline of June 15th** for mid-August consideration. Requests may require a presentation with Q&A as part of the selection process.

The Hazel Miller Foundation is not responsible for lost applications. Applicants are encouraged to submit proposals electronically with a receipt confirmation. If you will be mailing your proposal, please notify foundation staff at 206-613-7138.

Recipients will be notified within 90 days of the submission deadline 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.