

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)		
Short Description of Organization Mission (Use attachments, as needed)		
Contact Person		
Contact Email		
Contact Phone (Cell or Office)		
How did you find out about our Foundation?	Website Newspaper Advertisement Friend/Relative Social Media Other: _____	
Project Name		
Location of Project (within the HMF Boundary)		
Amount of Request (Budget must be attached)	\$	Date Needed
How will funds be used? If funds will be used for salary, stipends, or speaker fees, please list amounts. (use attachments, as needed)		
How will the Hazel Miller Foundation be recognized		
List other funding sources and amounts (use attachments, as needed)		
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 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 or beneficiaries 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
- General operating or program/project requests, including salaries and some speaker fees for critical community programming
- 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 GRANTS

Major capital grants are considered once a year and have a submission deadline of June 15th. The capital grant application and further details can be found [here](#).

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

1. Signed and Dated Grant Application Form
2. Attach your organization's information (500-word limit):
 - 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
 - List all staff salaries, stipends, or speaker fees this request will support

3. If applicable, attach your project/program information (500-word limit):
 - General description of your program/project and the primary purpose you are seeking to address
 - Discuss how your program will fulfill a pressing need and will exhibit a demonstrable impact on the South Snohomish County community
 - Describe the population your project/ program will serve
4. Current organization's operating budget and program/project budget
5. List of Board of Directors and staff
6. Optional - Letters of support (limit of three)
7. Copy of IRS Determination Letter /Verification of tax-exempt status

APPLICATION PROCEDURES

One full copy of the application should be submitted via email (preferred) to:
info@hazelmillerfoundation.org

or mailed to:

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

Grant submissions will be accepted at any time; however, grant requests will be decided on a quarterly basis (February, May, August, and November). Proposals must be received by the due date to be considered for the upcoming grant cycle.

Proposals are due on the first Friday of January, April, July, and October.

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 30 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.