



SUMMIT AREA PUBLIC FOUNDATION

PO Box 867  
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[sapfnj.org](http://sapfnj.org)

**Reducing the size**

# Grant guidelines

Rev June 2019

**of PDF files for**

## Application deadlines

**April 1**

for June action

**October 1**

for December action

**email transmission**

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Summit Area Public Foundation welcomes grant applications from organizations serving the people of the Summit area. To be eligible for a grant, an organization must

- be tax exempt, and
- either based in the Summit area and provide a major portion of its services to area residents, or,
- if based outside the Summit area, a significant portion of the project for which a grant is requested must be related to service to area residents.
- if submitted by or requiring the cooperation of a governmental entity or school district, include a letter of endorsement from the chief administrative officer or superintendent, respectively, stating that the proposal is of value to the entity or school district.

The foundation is interested in the broadest possible coverage of the community's needs, and all proposals that show promise of making a significant contribution to the welfare of the area are given careful consideration.

The funds available for distribution are limited; therefore, the general policy of the foundation is:

- To assist organizations with grants for new projects or initiatives, seed money to encourage matching gifts, and other civic improvements or charitable uses.
- Not to make grants for normal annual operating budgets, capital campaigns, endowments, to individuals or religious programs.
- Not to fund any single organization for more than three consecutive years, nor more than once in any single year.
- Not to fund private or parochial schools from its unrestricted funds.

Summit Area Public Foundation has recently made grants in the areas of education, children and others with special needs, community and civic projects, health, needs of the elderly, and the arts.

All requests for grants must be in writing and submitted electronically through the foundation website at [sapfnj.org](http://sapfnj.org). Organizations seeking grants must follow our guidelines and use our application form.

Completed applications must be received by April 1 or October 1. The grants committee of the board of trustees reviews requests and recommends action to the full board, which makes the final decisions at its June and December meetings.

Foundation grants are available for well-defined programs and for projects covering a specified period of time. Grantees are expected to adhere closely to the stipulated terms of the grant.

At the conclusion of the grant period, grantees must submit a narrative report comparing accomplishments with objectives, along with a detailed accounting of all disbursements. Grant funds must be used within one year of the award, and any unexpended funds must be returned to the Foundation.

All grantees are required to provide publicity of the grant. Text must be submitted to and approved by the foundation before publication.

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