

## Lynn and Helen Clark Fund 2014 Grant Guidelines

### **Application Requirements**

- A qualified 501(c)3 tax-exempt non-profit organization
- The request must benefit the St. Vrain Valley School District area
- Completed applications must be post marked by April 30, 2014

### **Restrictions Implemented by Lynn and Helen Clark**

- The funds have been set aside for charitable, religious, literary and educational purposes.
- No part shall inure to the benefit of any private shareholder or individual, no substantial part of the activities of the Fund shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Fund is hereby precluded from participating in or intervening in any political campaign on behalf of any candidate for public office.

### **Grant Application Process (in the following order and stapled)**

1. Attached application must be completed; please do not recreate this form
2. Written proposal, two-page maximum, including the following:
  - Agency information including mission statement, brief summary of your organization's history, principle programs, and collaborations with other local non-profit organizations
  - Purpose of the grant, including a description of the goals and objectives, timetable for implementation, and criteria for measuring the success of the project/program
3. List of current Board of Directors
4. Copy of 501(c)3 designation letter from IRS
5. Completed and signed IRS Form W-9 – available on the IRS website, [www.irs.gov](http://www.irs.gov), under Forms and Publications
6. Current year agency budget
7. Previous year-end financial statements - balance sheet and revenue and expense statement only
8. Program/project budget - if applicable
9. Principle funding sources and levels
10. Organizations that received a grant last year must report on the success of the project/program funded

**If the above Grant Application Process is not followed, your application may not be considered.**

### **For additional information, please contact:**

Jane Cox, Vice President

303.678.6540

[Jane.Cox@GuarantyBankCo.com](mailto:Jane.Cox@GuarantyBankCo.com)

**Please submit seven assembled applications, proposals, and attachments to:**

Jane Cox

Guaranty Bank and Trust Company

401 Main Street

PO Box 1159

Longmont CO 80502-1159